

FRANKFORT FIRE PROTECTION DISTRICT  
FRANKFORT FIRE DEPARTMENT

Minutes of the Regular Public Meeting of the Board of Trustees of the Frankfort Fire Protection District, Will County, Illinois, held at Fire Station Number One, 333 W. Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M., on the 16th day of April 2019.

**CALL TO ORDER:**

The meeting was called to order and a roll call was taken.

Upon the roll being called, the following Trustees answered present:  
William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi.

Chief Bob Wilson, DC Sean Fierce, AC Paul Kinsella, Raymond Garritano, Raymond & Rosemary Wasielewski, Sue Rossi, M K & Mary Jo Bequette and Richard & Joyce Hussey were also in attendance.

Trustee Michael Kavanagh was called into work and unable to attend said meeting.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

A member of the attending public commented that the Board was “doing a wonderful job”.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, March 19, 2019
2. Special BOT Meeting, March 28, 2019

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated March 19, 2019, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Special Meeting Minutes dated March 28, 2019, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

**APPROVAL OF THE BILLS:**

1. Board/Expenditure Report

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$92,188.30, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**COMMISSIONER RE-APPOINTMENT:**

1. Discussion/Possible Action on Re-Appointment of Raymond Garritano

Trustee Jacobs affirmed with Raymond Garritano his desire to be re-appointed.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to re-appoint Raymond Garritano to the position of Fire Commissioner, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**PROPERTY & CASUALTY INSURANCE:**

1. Discussion/Possible Action on Renewal of Property & Casualty Ins. Policy

Chief Wilson explained the renewal of the Property & Casualty Insurance went out for bid with several companies (Selective, ESIP and VFIS). After reviewing the information, it was recommended to renew the insurance package with ESIP, at a cost of \$75,000.00. ESIP offers additional coverages that are not included with the current carrier (Selective).

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to renew the Property & Casualty Insurance Policy with ESIP, for \$75,000.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Rossi noted a personnel issue would be addressed during the “Closed Session” portion of tonight’s meeting.

DC Fierce advised the Board a replacement candidate is being processed due to the recent resignation of FF James Schultz. A second candidate is also being processed and the intention is to have them both start at the same time – in about six weeks.

**FINANCE:**

Chief Wilson stated the Administrative staff met with James Howard and his associates from Governmental Accounting, Inc. yesterday and decided to have an associate begin working with Kristi this coming Friday (April 19).

**MOBILE EQUIPMENT:**

AC Kinsella reported the following:

- A tentative delivery date for the “re-chassised” ambulance is May 6; and,
- Additional change orders will be submitted (about \$2,500.00) to cover the needed replacement of and/or repair of corroded areas recently found on this ambulance.

**COMMUNICATION:**

1. Discussion on Dissolving LWPSCC

DC Fierce explained that with implementation of the new Laraway Communication Center, the old Lincoln-Way Public Safety Communication Center needed to be dissolved. On March 27, the LWPSCC Executive Board met and passed a Resolution to dissolve that entity. The Attorney advised that each of the LWPSCC member agencies should also adopt that same Resolution.

**RESOLUTION 19-02:** A Resolution Dissolving the Lincoln-Way Public Safety Communication Center

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt Resolution 19-02, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Chief Wilson advised the Board that the Lawaway Communication Center has received our “Notice to Withdraw” from the Center and an IGA with the Orland Park Dispatch is being reviewed by the attorney.

**REAL ESTATE:**

DC Fierce stated several stations are in need of repairs and these concerns are addressed in the “Approval of Purchase Orders” portion of the meeting.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Nice stated there was nothing new to report.

**APPROVAL OF PURCHASE ORDERS:**

1. Clean Air Concepts, \$32,800.00 [Vehicle Exhaust System – Station 5]
2. Climate Control Systems, \$11,779.00 [Replaces Boiler at Station 3, Bay Floor]
3. CrewSense, LLC, \$5,785.00 [Scheduling Platform]
4. Digital Sky, Inc., \$12,053.84 [Radio Equipment]
5. G&L Construction, Inc., \$13,000.00 [Museum Roof Replacement]
6. Landmark Flooring, \$8,446.00 [Administrative Hallway Carpet]
7. Sunny Communications, Inc., \$38,375.00 [18 – P25 Radios]

In reference to the Clean Air Concepts purchase order, DC Fierce explained the different types of exhaust systems and the reason for choosing the Magnegrip Exhaust System.

Trustee Jacobs noted that diesel fumes may be considered a possible cancer causing substance and we want to remove these fumes as much as possible from the stations.

Chief Wilson mentioned utilizing the “Grant” Program to fund these projects.

DC Fierce explained the application/process of the “Grant” Program.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Clean Air Concepts purchase order for a Vehicle Exhaust System at Station 5, in the amount of \$32,800.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**APPROVAL OF PURCHASE ORDERS:** [Continued]

In reference to the Climate Control Systems purchase order, DC Fierce explained the need to replace the 22 year-old boiler at Station 3.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to approve the Climate Control Systems purchase order to replace the Boiler at Station 3 – Bay Floor, in the amount of \$11,779.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

AC Kinsella explained the reasons for cancelling the Adashi System and switching to CrewSense LLC for scheduling. He also noted the CrewSense System is better and more economical.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the CrewSense, LLC purchase order for a Scheduling Platform, in the amount of \$5,785.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

DC Fierce explained that the portable radios from Digital Sky would enable access to the County's P25 System and the Orland Park Dispatch.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the Digital Sky purchase order for portable radio equipment, in the amount of \$12,053.84, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

DC Fierce explained the Museum roof is deteriorating and needs to be replaced.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the G&L Construction, Inc. purchase order to replace the Museum roof, in the amount of \$13,000.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

DC Fierce explained the reasoning to carpet the old vinyl hallways in the Administrative area. He also noted the Insurance carrier had previously suggested carpeting the hallways to prevent the possibility of slips and falls.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Landmark Flooring purchase order to carpet the Administrative area hallways, in the amount of \$8,446.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Sunny Communications, Inc. purchase order for 18 –P25 Radios, in the amount of \$38,375.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**CORRESPONDENCE:**

Chief Wilson advised the Board of the following:

- Department photos will be taken at the end of May; and,
- Tentatively would like to move the May BOT meeting to Station 73 to coordinate with the annual “Member Recognition” Ceremony.

**TRUSTEE COMMENTS:**

Trustee Jacobs apprised the Board the FFPD was awarded the GFOA’s “Certificate of Achievement for Excellence in Financial Reporting” again.

Trustee Rossi “thanked” the public for attending the meeting.

Trustee Nice congratulated Raymond Garritano on his re-appointment to Fire Commissioner.

**POSSIBLE CLOSED SESSION PER STATUTE 5ILCS120/2C FOR THE PURPOSE OF DISCUSSING LITIGATION, COLLECTIVE BARGAINING, REAL ESTATE AND PERSONNEL:**

At 5:41 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee Danial Rossi, that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate, Personnel and any other Frankfort Fire Protection District business that is allowed to be discussed in Closed Session under the Open Meetings Act. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

At 6:18 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to reconvene the Regular Board Meeting. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION:**

As a result of the Closed Session, no action was taken.

**ADJOURNMENT/RECESS:**

At 6:20 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, that this meeting be adjourned. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Michelle Selvaggio, Recording Secretary