

**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 20th day of August 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, Michael Kavanagh, Larry Nice and Daniel Rossi.

Chief Bob Wilson, DC Sean Fierce, AC Paul Kinsella, Local 4338 members (Lts. Kevin Linhart and Nick Sunzere, Eng. Phil Scaletta and FF/EMT Jordan Kreml) and James Howard (Governmental Accounting, Inc.) were also in attendance.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, July 17, 2019
2. Special BOT Meeting, August 8, 2019

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated July 17, 2019, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Special Meeting Minutes dated August 8, 2019, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

In reference to the Sunny Communications, Inc. journal voucher on the bill list, James Howard explained that the Fiscal Year Budget expense was corrected.

Trustee Kavanagh questioned the following bills:

- Alexis (\$4,300.00) – AC Kinsella stated the additional charges were the result of change orders on the ambulance re-chassis;
- Amazon reimbursement charges – AC Kinsella advised that the charges were for the District, but were charged to his (Paul's) person credit card in error;
- ComEd (Station 75) why not under Constellation? – DC Fierce explained that ComEd has been advised of the billing errors, but have not corrected the issue; and,
- Interstate Power Systems – AC Kinsella explained the three (3) different credit entries.

APPROVAL OF THE BILLS: [Continued]

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$125,944.52, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

James Howard (Governmental Accounting, Inc.) presented an overview of the 2019-2020 Budget and noted that property taxes and ambulance fees are the major factors generating revenue. Regarding Capital, payments have been factored into this budget for various projects, i.e., station exhaust systems, Ferno cots, etc. On the Operations side, Personnel costs (wages/health insurance) is 10% over last year's budget. There also were many one-time costs this year for IT. In reference to the Fund Balance, there is currently more in the Corporate Fund than the Ambulance Fund, so strategic balancing of these funds will take place in order to avoid taxes.

Chief Wilson reminded the Board the reason to take loans versus using the Capital Vehicle Replacement Fund.

Trustee Jacobs thanked James Howard for his time and insight and was dismissed from the meeting at 5:25 P.M.

5:15 P.M. PUBLIC HEARING: On the Budget and Appropriation Ordinance for the Fiscal Year Commencing June 1, 2019 and Ending May 31, 2020

Trustee Jacobs called the Public Hearing to order and no members of the public were present.

ORDINANCE NO. 235: An Ordinance Providing for the Budget and Appropriations of the Frankfort Fire Protection District, Will County, Illinois for the Fiscal Year Beginning June 1, 2019 and Ending May 31, 2020

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to adopt Ordinance No. 235, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Trustee Jacobs closed the Public Hearing following the passage of Ordinance No. 235.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

DC Fierce stated an announcement has been posted for establishing a shared Eligibility List (Frankfort, Homer Township, Manhattan, Mokena and New Lenox). Applications will go on-line September 9, 2019 and are due back September 23, 2019.

FINANCE:

1. Discussion/Approval of Amended IGA with Manhattan for Fleet Maintenance & Repair

Prior to calling for a vote on Ordinance No. 236, AC Kinsella explained the minor corrections made to the IGA by the Attorney.

ORDINANCE 236: An Amended Intergovernmental Agreement between the Frankfort Fire Protection District and the Manhattan Fire Protection District for Fleet Maintenance and Repair Service

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, to adopt Ordinance No. 236, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

MOBILE EQUIPMENT:

AC Kinsella reported the following:

- Sold the old Ambulance chassis and netted about \$6,000.00;
- A demo ambulance was brought to Station 71 and inspected;
- A purchase order for another ambulance re-chassis will be forthcoming; and,
- Regarding maintenance, the “PM” checks are current.

COMMUNICATION:

DC Fierce stated he attended the LCC Ops. Meeting today and things are no better. He will be meeting with select members of the ETS Board tomorrow to go over some of our concerns. On Thursday, he will be at the Regular ETS Board Meeting. As he (DC Fierce) inquires about/investigates how to legally leave the County, they are proposing policies that would actively work against us (FFPD) from leaving. It seems to be going down that very political/legal road.

Chief Wilson noted that President Jacobs signed a letter authorizing our participation in a combined “Feasibility Study” if the five (5) Agencies went to WesCom. These Agencies will share in the cost of the study.

DC Fierce explained various dispatching requirements should the FFPD leave Will County.

REAL ESTATE:

Nothing new to report.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Nice stated the Museum will be open next weekend for Fall Fest.

APPROVAL OF PURCHASE ORDERS:

1. Lexipol, \$6,950.00 [Addendum to Online Subscription Support]

Chief Wilson explained that the Lexipol purchase order addendum will add a feature to format policies and that the original Lexipol purchase order was covered by a Grant.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the Lexipol purchase order for an Addendum to Online Subscription Support, in the amount of \$6,950.00, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

CORRESPONDENCE:

Chief Wilson stated that he is working on our ISO review.

TRUSTEE COMMENTS:

None.

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

1. Review of Step 2 Grievances Filed on Behalf of Local 4338

At 5:40 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

At 7:53 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice, to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. 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 7:54 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 voice vote. All in favor. Motion carried.

Michelle Selvaggio, Recording Secretary

Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist