

**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 17th day of July 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, Eng. Kevin Brow (Local 4338), FF/EMT Jacob Smith (Local 4338) and Denise Pavlik (LCC Director) 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, June 18, 2019
2. Special BOT Meeting, June 21, 2019
3. Semiannual Closed Session Minutes

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated June 18, 2019, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, to approve the Special Meeting Minutes dated June 21, 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 Daniel Rossi, to release the Closed Session Minutes dated February 8, 2019, but continue to hold all previously approved Closed Session Minutes, 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.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve and release the following Closed Session Minutes dated February 19, 2019, March 19, 2019, March 28, 2019 and April 16, 2019, 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.

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

In reference to Trustee Kavanagh's two (2) questions regarding the Expenditure Report, AC Kinsella addressed the vehicle repair invoices and DC Fierce explained the \$10,000.00 refund from the Village pertained to the Sewer & Water accounts and that he would obtain additional information and advise the Trustees.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$206,982.42, as presented, pending the investigation of the aforementioned items. 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.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Jacobs noted that a couple of personnel items would be discussed in the Closed Session portion of the meeting.

FINANCE:

1. Discussion on Budget

Chief Wilson stated he is still working with James Howard on the Budget.

RESOLUTION NO. 2019-04: A Resolution Approving in Tentative Form the Budget and Appropriation Ordinance 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 Resolution No. 2019-04, 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:

1. Discussion/Possible Action on Vehicle Maintenance IGA with Manhattan Fire Protection District

AC Kinsella reported the following:

- The new Ambulance will be inspected tomorrow by the IDPH;
- The re-chassised ambulance is at Station 72; and,
- Continue to meet with new vendors regarding a Ladder Truck.

Trustee Jacobs mentioned that Eric Hall, our Mechanic, has been doing some vehicle maintenance work for the Manhattan Fire Protection District and explained the need for an IGA (Intergovernmental Agreement) with Manhattan.

AC Kinsella added that the IGA is more for the insurance – the “hold harmless” verbiage. He (AC Kinsella) mentioned that some work has also been done for the Wilmington Fire Protection District.

ORDINANCE NO. 234: 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 Larry Nice, seconded by Trustee William F. Hoffmeister, to adopt Ordinance No. 234, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustee voted aye: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

COMMUNICATION:

As a side note, DC Fierce stated that the previously questioned \$10,000.00 refund on the Expenditure Report appears to be an accounting error and will discuss this issue with the accounting firm.

DC Fierce “thanked” LCC Director Pavlik for attending this meeting and advised the Board on the following:

- Attended the LCC Operations meeting yesterday for an hour (due to a previously scheduled meeting) and the July 4th power outage was discussed; and,
- Following the LCC meeting, met with Village officials (Mayor, Trustee and Administrator, Police Chief and Deputy Chief) to advise and discuss dispatching issues the FFPD is experiencing with the Center (i.e., July 4th power outage, CAD servers at Will County, IT, WESCOM [back-up for LCC], etc.). The intent of the meeting was to explain, based on facts, why the FFPD is exploring other dispatch centers, such as Orland.

Director Pavlik responded with the following:

- July 4th - some back-up procedures were not in place;
- WESCOM – 50% of CAD was not actually down, logged back in at 100%;
- Down 100% for 5 minutes until the generators “kicked in”;
- Problem areas/issues that were discovered are being addressed;
- Admin. phone lines were not working;
- All 911 calls were transferred to WESCOM;
- Confusion as to where the outage first occurred;
- Joliet was not in WESCOM during the outage and was not affected;
- Understands how disappointing these issues are to the participating agencies;
- Believed the proper technology was in place at the Center;
- Requesting an independent “risk” analysis of the Center;
- Hiring additional dispatchers; and,
- Does not want to be a Director of a Dispatch Center that has issues.

Trustee Jacobs “thanked” Director Pavlik for coming and for her honesty on these matters.

REAL ESTATE:

DC Fierce advised the Board of the following:

- The asphalt/sealcoating projects have been completed;
- Some FFPD Firefighters volunteered to remove bushes and tree limbs at Station 71;
- The exhaust system at Station 75 has been installed and working well; and,
- BC Hamm continues to be a big help with the day-to-day operations.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Jacobs noted the new roof has been installed.

APPROVAL OF PURCHASE ORDERS:

1. Image Trend, Inc., \$25,000.00 [Record Management Software]

DC Fierce provided the following information:

- Replaces the “Firehouse” software;
- No updates have been provided to the “Firehouse” software for years and access was restricted since it was “hacked”;
- The “Firehouse” online Inspection software integration was okay;
- Image Trend will also replace Zoll and subsequently, add a new Inspection and Bureau platform;
- Accessibility will be much easier, thus better reporting for hospitals and inspections;
- In conjunction with other Departments, most of the cost would be recouped within 2-3 years; and,
- The equipment upgrade can be used now, regardless if the switching of dispatch centers occurs.

In answer to Trustee Kavanagh’s question to Director Pavlik, she stated the Center is not currently working on the Image Trend interface.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Image Trend, Inc. purchase order for Record Management Software, in the amount of \$25,000.00, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

CORRESPONDENCE:

None.

TRUSTEE COMMENTS:

None.

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

1. Discussion on Step 2 Grievance

At 5:45 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, 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 7:50 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 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 7:52 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