

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 19th day of March 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 and Jessica Petrow were also in attendance.

Trustee Michael Kavanagh was absent from said meeting.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

Jessica Petrow (candidate for Village of Frankfort Trustee) introduced herself and explained that she was attending this meeting to become more familiar with the Fire District.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, February 19, 2019

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated February 19, 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 William F. Hoffmeister, seconded by Trustee Larry Nice, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$114,199.41, 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 advised the Board the potential Arbitration issue would be addressed during the "Closed Session" portion of tonight's meeting.

In reference to new candidates, DC Fierce stated he has reached out to the next person on the Eligibility List and noted we are half-way through the list of 25.

FINANCE:

Chief Wilson provided the following information to the Board:

- An update on outsourcing the Accounting function, as well as, the establishment of a timeline for implementation; and,
- Finance Committee discussing designation of possible surplus funds.

Trustee Rossi noted there was about an \$80,000.00 difference in the two (2) bids received for outsourcing the Accounting function.

MOBILE EQUIPMENT:

AC Kinsella reported the following:

- One (1) more month may be needed to complete the re-chassis of the ambulance;
- As of this afternoon, Ambulance 75 is now known as Ambulance 74, and the old International now has “reserve” status; and,
- Will request the old chassis be surplus and possibly sell, via an auction.

COMMUNICATION:

1. Discussion/Updates on Dispatch
2. Discussion/Action on Letter to L.C.C. – Notice to Withdrawal

Chief Wilson stated the discussion/action on the L.C.C. letter would be addressed during the “Closed Session” portion of tonight’s meeting.

DC Fierce explained that a few years ago, the State of IL amended the “Emergency Telephone Act”. This Act required Dispatch Centers in Illinois to consolidate and become “Next Generation 911” compliant. It also rescinded local control of the per telephone line “911 surcharge” collected. The current “Statewide Surcharge” is \$0.87 per line. The State collects these fees and the State Police oversees the distribution of such to the ETSBs. The ETSBs then distribute funds to the Dispatch Centers and they would in turn distribute the funds to the respective Fire/Police Departments they serviced. Due to less landlines (house phones) being used, the funds received by the FFPD decreased from \$28,000 to \$17,000. At that time, these “Department” funds (“grants”) could either be used to buy new communications equipment or offset the dispatch fees charged. When the FFPD merged into the Laraway Communications Center (LCC), the ETSB ceased that program. The ETSB still distributes funds to the Dispatch Centers from the State for the “surcharges” collected. The Dispatch Centers could elect to have a “grant” program, like the one the ETSB had with the various agencies, but last year the Laraway Communications Center chose to keep the funds to help offset the cost to run the Center. Basically, the FFPD is losing money due to the LCC’s choice of “pooling” the funds of the thirty-one (31) agencies that make up the Center.

In answer to Trustee Rossi’s question, DC Fierce confirmed that the FFPD would lose all funds currently being used to offset their (FFPD) dispatching costs, if the decision is made to leave the LCC.

REAL ESTATE:

1. Discussion/Action on Lawn Maintenance Contract Renewal

DC Fierce explained the need for tuckpointing the Hose Tower at Station 2. He also mentioned there are several other issues/areas that are in need of repair and will advise the Board accordingly.

DC Fierce recommended renewing the lawn maintenance contract with R & R Yard Design for another three (3) years. The renewal included a cost increase of \$68.43 per month.

REAL ESTATE: [Continued]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the renewal of the lawn maintenance contract with R & R Yard Design for three (3) years, 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.

MUSEUM & FFD HISTORICAL COMMITTEE:

DC Fierce reported that several outdoor water spigots had to be replaced.

APPROVAL OF PURCHASE ORDERS:

1. Bruno's Tuckpointing, Inc., \$4,290.00 [Tuckpointing Hose Tower – Station 2]
2. Climate Control Systems, \$5,179.00 [Tube Heater Replacement – Station 2]
3. Illinois Dept. of Transportation, \$23,238.63 [Opticom Rt. 30 Widening Project]
4. Illinois Dept. of Transportation, \$10,568.40 [Opticom Rt. 30 Widening Project]
5. South Suburban Welding & Fabricating, Inc., \$25,000.00 [R&M Burn Cans – Station 3]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Robert Jacobs, to approve the Bruno's Tuckpointing, Inc. purchase order to tuckpoint the Hose Tower at Station 2, in the amount of \$4,290.00, as presented. Prior to the vote, Trustee Rossi requested that Bruno's Tuckpointing, Inc. be monitored closely. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs and Larry Nice. Trustee Rossi voted nay. Motion carried.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Climate Control Systems purchase order to replace the Heater Tube at Station 2, in the amount of \$5,179.00, 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 William F. Hoffmeister, seconded by Trustee Larry Nice, to approve both of the Illinois Dept. of Transportation purchase orders for the Opticom Rt. 30 Widening Project, in the respective amounts of \$23,238.63 and \$10,568.40, as presented. Prior to the vote, DC Fierce confirmed for Trustee Rossi that the \$1,500.00 overcharge was transferred to the Village of Frankfort. 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 provided the following information regarding the Station 3 Burn Cans:

- Over the past two (2) years no funds have been spent on burn can repairs;
- This past winter was especially hard on the cans;
- Numerous repairs (i.e. holes in the floors) are needed prior to the heavily booked training schedule;
- The purchase order amount (“not to exceed \$25,000.00) was requested due to the fact additional repairs may be needed once the work begins;
- Most of the repair costs are recouped through “outside” training bookings; and,
- ISO requires every firefighter to have burn training once a quarter.

Chief Wilson noted that funds reserved for burn can repairs were used to purchase turnout gear.

APPROVAL OF PURCHASE ORDERS: [Continued]

The Board held an open discussion regarding this matter.

AC Kinsella suggested the Board adjust the purchase order amount to \$15,000.00.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the South Suburban Welding & Fabricating, Inc. purchase order for the R&M Burn Cans at Station 3, for an adjusted amount, not to exceed \$15,000.00, 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.

CORRESPONDENCE:

Chief Wilson received “thank you” letters from the Frankfort Police Dept. for the following:

- Assisting in a forcible entry situation (Lt. Peters & crew); and,
- New “Mobile Health Program” presentation to the Triad group (BC Hamm).

Chief Wilson noted that BC Hamm has been invited to Chelsea Middle School for a presentation on the use of pet oxygen masks.

TRUSTEE COMMENTS:

None.

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 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

At 7:00 P.M., a **Motion** was made by Trustee William F. Hoffmeister, 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, a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to send a “Letter of Withdrawal” to the Laraway Communications Center, 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.

ADJOURNMENT/RECESS:

At 7:03 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, 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