

FRANKFORT FIRE PROTECTION DISTRICT  
FRANKFORT FIRE DEPARTMENT

Minutes of the Special 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 9:30 A.M., on the 28th 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 and AC Paul Kinsella 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:**

None.

**RESOLUTION 2019-01:** [A Resolution Appointing Persons to Prepare a Budget in Tentative Form for the Fiscal Year Beginning June 1, 2019 and Ending May 31, 2020]

The Board reviewed the Resolution and requested two corrections be made to the document.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve Resolution 2019-01, with corrections. 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.

**FINANCE:**

1. Discussion/Possible Action on Vendor Approval to Outsource Accounting Function
2. Discussion/Annual Fiscal Review per Fund Balance Policy

Chief Wilson provided the following information to the Board regarding the outsourcing of the Accounting function:

- Administration personnel met with two (2) vendors (Governmental Accounting, Inc. and Sikich);
- Consulted with “referenced” companies/fire districts provided by the vendors;
- Governmental Accounting, Inc. works in conjunction with many fire departments/districts and is very familiar with the accounting functions of the fire service;
- Governmental Accounting, Inc. is more economical (about \$80,000.00 less than Sikich) and can work within the current accounting system;
- The Governmental Accounting, Inc. representative to work on-site as needed, possibly 2-3 days per week (part-time basis); and,

**FINANCE:** [Continued]

- Recommended outsourcing the Accounting function to Governmental Accounting, Inc. to maintain the good financial balance the District currently practices.

The Board held an open discussion.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the outsourcing of the Accounting function to Governmental Accounting, Inc., as presented.

Prior to the vote, Trustee Rossi noted that the Board did review another bid and the vendor selected was not only more economical, but would be a better “fit” for the District.

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.

In reference to the annual fiscal review, per the Fund Balance Policy, Chief Wilson advised the Board of the following:

- The Chiefs, Michelle and Kristi met about two weeks ago and discussed the Balance Surplus Fund;
- Reviewed the projected \$20,000.00 Budget surplus worksheet;
- Stated – the Budget is still “on track”; and,
- No action is required at this time.

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

At 10:12 A.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 10:46 A.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to reconvene the Special 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 at this time.

**ADJOURNMENT/RECESS:**

At 10:48 A.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.

Carolyn J. Williams, Recording Secretary



Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist