

**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 12th day of November 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 and AC Paul Kinsella 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, October 15, 2019

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated October 15, 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 \$320,613.40, 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.

FY 2018/2019 AUDIT REVIEW:

1. Presentation by Anthony Cervini of Sikich

Trustee Jacobs welcomed Anthony Cervini to the meeting.

Anthony explained the following regarding the District Audit:

- Comprehensive Audit;
- FFPD received the “Excellence in Reporting” Award – GFOA;
- Letter of Transmittal – Management’s discussions/comments;
- Independent Auditor’s Report – “clean – unmodified opinion” (Sikich’s opinion);
- GASB Statement No. 75 – post-employment benefits, other than Pension;

FY 2018/2019 AUDIT REVIEW: [Continued]

- Management Discussion/Analysis – explains summary level comparison from last year;
- Statement of Net Position (long term) and Statement of Activities – includes Capital Assets and long term Liabilities for both;
- Balance Sheet;
- Statement of Revenues, Expenditures and changes in Fund Balance;
- Reconciliation of Government Funds;
- Fiduciary Firefighters’ Pension Fund;
- Schedule of changes – IMRF; and,
- Schedule of changes – Firefighters’ Pension Funding --

In answer to Trustee Rossi’s question, Anthony explained that a Pension Funding Policy is a District policy and about 80% of other districts have such a policy. Anthony explained policy options and will send policy examples, per Trustee Rossi’s request.

In answer to Trustee Kavanagh’s question regarding what benefit does the Funding Policy afford the District, Anthony stated it directly affects the District. It establishes a funding level for the Actuary and it impacts the unrestricted net position figure, from a Bond rating standpoint, and it helps add structure to the District.

In answer to Trustee Jacobs’ question – is it better to borrow funds to purchase a truck versus spending Capital, Anthony said “financing was favorable”.

At 5:50 P.M., Anthony concluded his presentation and was dismissed.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Nothing new to report.

FINANCE:

1. Discussion/Possible Approval of Levy Ordinance

Chief Wilson will schedule a date with James Howard (Governmental Accounting, Inc.) to discuss/review Capital purchases.

ORDINANCE #237: An Ordinance for Levying and Assessing of Taxes for the Frankfort Fire Protection District, Will County, Illinois for the Year 2019

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to adopt Ordinance #237, 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 advised the Board of the following:

- The re-chassis is moving along; and,
- Meeting today with Pierce to discuss the new Truck.

COMMUNICATION:

DC Fierce reported the following:

- A “G32” meeting is scheduled for November 21st, 6:30 P.M., at the LCC regarding By-Law changes;
- The Operations Meeting is the 3rd Tuesday at 9:00 A.M.;
- Three (3) more agencies have turned in letters to leave the LCC;
- Awaiting the WesCom study; and,
- He (DC Fierce) continues to emphasize items of concern to all.

REAL ESTATE:

Nothing new to report.

MUSEUM & FFD HISTORICAL COMMITTEE:

Nothing new to report.

APPROVAL OF PURCHASE ORDERS:

1. Clean Air Concepts, \$128,839.00 [Exhaust Removal System for Stations 1, 2 & 3]
2. Clean Air Concepts, \$32,800.00 [Installation of Exhaust Removal System at Station 4]
3. Haiges Machinery, Inc., \$7,940.00 (Station 4) [\$4,100.00 is District Portion of New Washer/Extractor - Balance due from the Foundation]
4. Haiges Machinery, Inc., \$8,140.00 (Station 5) [Foundation Purchase for District]

In reference to the first Clean Air Concepts purchase order to install Exhaust Removal Systems for Stations 1, 2 & 3, the cost of \$128,839.00 includes installing two (2) additional exhaust lines at Station 3. A Grant of \$116,000.00 has been awarded to the FFPD.

Chief Wilson “thanked” DC Fierce for all his work on obtaining these exhaust removal systems.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Clean Air Concepts purchase order for the Exhaust Removal Systems for Stations 1, 2 & 3, in the amount of \$128,839.00, 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.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to approve the Clean Air Concepts purchase order for the Installation of Exhaust Removal System at Station 4, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to approve the Haiges Machinery, Inc., purchase order for a new Washer/Extractor (Station 4), in the amount of \$7,940.00, as presented, [\$4,100.00 is District’s portion - balance due from the Foundation]. 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 PURCHASE ORDERS: [Continued]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to approve the Haiges Machinery, Inc., purchase order for a new Washer/Extractor (Station 5), in the amount of \$8,140.00, as presented, [Foundation purchase for District]. 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.

DC Fierce noted that the Foundation is paying for 75% of the total cost of both Haiges Machinery, Inc., purchase orders for Washer/Extractors.

CORRESPONDENCE:

Please note the following:

- Monday, November 18th is Student Government Day;
- Monday, November 18th the Commissioners will be conducting interviews;
- Thursday evening, November 14th, Chief Wilson will be attending the Chamber of Commerce meeting; and,
- Chief Wilson said that next month he will be moved up to the 2nd Vice President position in the Metro Fire Chiefs organization.

TRUSTEE COMMENTS:

None voiced.

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

Not requested.

ADJOURNMENT/RECESS:

At 6:06 P.M., a **Motion** was made by Trustee Robert Jacobs, 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