

**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 West Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M. on the 19th day of January 2016.

**CALL TO ORDER:**

The President called the meeting to order and asked for a roll call.

Upon the roll being called, the following Trustees answered present:  
William F. Hoffmeister, Robert Jacobs and Daniel Rossi.

Chief Grady, Asst. Chief Wilson, Admin. BC Sean Fierce and Chief William Schreiber were also in attendance.

Trustees Michael Kavanagh and Larry Nice were absent from said meeting.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None.

**BID PROCESS FOR SNORKEL QUINT RFP:**

1. Bid Opening
2. Discussion/Possible Action to Accept Bid Upon Verification of Specs

Trustee Robert Jacobs asked the Trustee's Secretary, Daniel Rossi, to open and read the bid for the Snorkel Quint vehicle.

Asst. Chief Wilson noted that only one (1) bid was received in response to the "RFP".

Trustee Daniel Rossi named the enclosed documents and stated the "signed" proposal from Global Sales was \$699,875.00.

Asst. Chief Wilson stated that he would like to review the documents and mentioned the original cost was around \$704,000.00.

Chief Grady suggested the Board of Trustees approve the bid package subject to review by Asst. Chief Wilson and one (1) or two (2) Trustees.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the bid package upon review by Asst. Chief Wilson and the Mobile Equipment Committee; and, notification to the Trustees for final signatures on the purchase order and contract, 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 and Daniel Rossi. All in favor. Motion carried.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, December 8, 2015
2. Special BOT Meeting, December 16, 2015

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Robert Jacobs, to approve the Regular Meeting Minutes dated December 8, 2015, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the Special BOT Meeting Minutes dated December 16, 2015, 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 Robert Jacobs, seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$125,922.52, 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 and Daniel Rossi. All in favor. Motion carried.

**CHIEF GRADY'S REPORT:**

Chief Grady's written report was submitted to the Board.

Chief Grady highlighted the following items:

- Trustee Nice is back at the Hinsdale Rehab Center following a touch of pneumonia;
- Past-Trustee/Chief Don Lorenz is doing well at St. Joseph Hospital following knee surgery and will be "rehabbing" at Smith Crossings in Mokena;
- "Thanked" EMS Coordinator/Engineer Jerry Cooke for his coordination of the Department's participation in the "Wreaths Across America" program at Abraham Lincoln National Cemetery;
- Asst. Chief Wilson and Admin. BC Fierce will be attending the Dispatch Centers Consolidation meeting next Thursday. The estimated timeline to be "up and running" in the new building is September/October of 2017, if not sooner;
- On April 6, the FFPD will be hosting a four-hour "Behavioral Mental Health" Program at Station 3; and,
- "Thanked" Asst. Chief Wilson for all his work on the proposed Snorkel Quint purchase.

**CHIEF OFFICER'S UPDATE:**

Asst. Chief Wilson's written report was submitted to the Board.

Asst. Chief Wilson highlighted the following items:

- The LED replacement lighting at Station 2 has been completed and work has begun on the Bay lighting at Stations 1 and 3;
- A divider wall was built in the inside front area of Station 3 (by the classroom) to reduce the sound echoing; and,
- An AFG Grant was submitted for the Vehicle Exhaust Tube Systems for Stations 1, 2 & 3. The Grant for the SCBA replacements was denied due to the Grant application for the Vehicle Exhaust Tube Systems.

**CHIEF OFFICER'S UPDATE:** [Continued]

Asst. Chief Wilson advised that the new LED sign for Station 2 is scheduled for delivery in six (6) weeks.

In answer to Trustee Daniel Rossi's question regarding LED signage for the other stations, Chief Grady stated Stations 1, 4 and 5 are subject to the Village of Frankfort's Sign Ordinance, which does not allow for this type of signage.

**ADMINISTRATIVE BC'S UPDATE:**

Admin. BC Fierce's written report was submitted to the Board.

Admin. BC Fierce highlighted the following items:

- Two (2) part-time Inspectors have been added to the Bureau and as a result, 30 occupancy inspections have been completed since the beginning of January (2-1/2 weeks);
- In reference to the "Firehouse" program, held training for the personnel to enhance the accuracy of reporting/updating information. This will also aid in historical data, such as injuries;
- "Thanked" the Trustees for their support regarding his recent family leave; and,
- ETSB Update – attended the Will County CAD Consolidation meeting last week. The ETSB, the Sheriff's Department and the 911 Dispatch Center will occupy the newly proposed "Sheriff's Campus" building along Laraway Road. A name change is anticipated for the ETSB.

In answer to Trustee Daniel Rossi's question, Admin. BC Fierce stated there are about 1,500 businesses that currently have an "assigned occupancy number". He explained the inspection process and the various clerical tasks that are now completed at each inspection.

Trustees Daniel Rossi and Robert Jacobs praised Admin. BC Fierce for his continued work in this area.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Chief Grady complimented AC Wilson and Admin. BC Fierce for their combined accomplishments and implementation of such, with the Bureau and Training, in a relatively short time.

AC Wilson advised that the training being "rolled-out" by Lt. Paul Kinsella is going well and he is also very active with the MABAS Group. A "helper" may be added to the Training Dept. Training will be relocated to Station 3.

Chief Grady added that he recently attended a Training Dept. meeting and found their ideas and ensuing discussion to be refreshing and exciting.

**FINANCE:**

1. Discussion/Possible Action on Post-Issuance Tax Compliance Report

Trustee Daniel Rossi advised the Board the Post-Issuance Compliance Report is a checklist from Chase Bank that is to be completed annually by the Treasurer, approved by the Board and returned to them.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve and return the "signed" Post-Issuance Compliance Report to Chase Bank, 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 and Daniel Rossi. All in favor. Motion carried.

**MOBILE EQUIPMENT:**

1. Discussion/Possible Action to Surplus Fire Apparatus

AC Wilson notified the Board there are Departments interested in purchasing the 2002 KME Engine, the 2008 Pierce Arrow Engine Pumper and the 2006 Tanker directly from the FFPD. A Department from Massachusetts has expressed an interest for the 2007 Pierce 100' Tower Ladder through the Quad County Fire Equipment broker.

AC Wilson stated the vehicles are not being taken out of service, but if offers were made, he would like the ability to act upon the sales, with the Board of Trustees approval.

**RESOLUTION #2016-01:** [A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (2002 KME Engine, VIN#1K9AF42842N058462 & 2007 Pierce 100' Tower Ladder, VIN#4P1CD01H87A007280)]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt Resolution #2016-01, 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 and Daniel Rossi. All in favor. Motion carried.

**DISCUSSION/POSSIBLE ACTION ON MOVING FORWARD WITH VEHICLE SALES AND PURCHASES:**

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to authorize the surplus of the 2006 International/US Tanker and the 2008 Pierce Arrow Engine Pumper, 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 and Daniel Rossi. All in favor. Motion carried.

**RESOLUTION #2016-02:** [A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (2006 International/US Tanker, VIN#1HTWYAHT06J335899, & 2008 Pierce Arrow Engine Pumper, VIN#4P1CA01H98A008710)]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt Resolution #2016-02, 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 and Daniel Rossi. All in favor. Motion carried.

**COMMUNICATION:**

No report.

**REAL ESTATE:**

Asst. Chief Wilson reported the restrooms at Station 1 are being updated.

Trustee Robert Jacobs stated he checked out the electric meter at Station 5 and something is drastically wrong. He is working on having the situation corrected.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

No report.

**APPROVAL OF PURCHASE ORDERS:**

1. Fleet Safety Supply, \$8,900.00 (Equipment for New Staff Car)
2. Stewart Signs, \$12,654.00 (Station 2 Replacement LED Sign)

Asst. Chief Wilson advised the Board he anticipates the actual equipment and installation costs for the new staff car to be less than \$8,900.00.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the Fleet Safety Supply purchase order (including installation), in an amount not to exceed \$8,900.00, 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 and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to approve the Stewart Signs purchase order, in the amount of \$12,654.00, 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 and Daniel Rossi. All in favor. Motion carried.

**CORRESPONDENCE:**

None received.

**TRUSTEE COMMENTS:**

Trustee Robert Jacobs reiterated that Past-Trustee/Chief Don Lorenz had a knee replacement and Trustee Larry Nice is improving and to keep them and their families in your thoughts and prayers.

Chief Grady wished Dominic and his family a safe and fun trip to Hawaii.

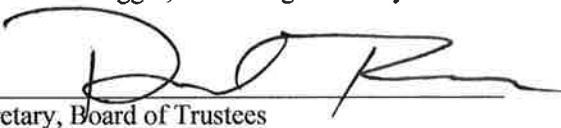
**POSSIBLE CLOSED SESSION PER STATUTE 5ILCS120/2C FOR THE PURPOSE OF DISCUSSING LITIGATION, COLLECTIVE BARGAINING, REAL ESTATE AND PERSONNEL:**

None requested.

**ADJOURNMENT/RECESS:**

At 5:50 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, 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