

**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 21st day of October 2014.

**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, Donald Lorenz and Daniel Rossi.

Trustee Michel Kavanagh was absent from said meeting.

Chief Grady, Asst. Chief Wilson, Kevin Brow (Local 4338) and Brian LeFevre (Sikich LLP) were also present.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, September 16, 2014
2. Special BOT Meeting, September 16, 2014

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee Daniel Rossi to approve the Regular Meeting Minutes dated September 16, 2014, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Donald Lorenz to approve the Special Meeting Minutes dated September 16, 2014, 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 Daniel Rossi, seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$ 183,250.42, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

Trustee Robert Jacobs suggested the "Finance" section of the agenda be presented at this time. The Board concurred.

**FINANCE:**

1. Review of Audit Presented by Brian LeFevre, Sikich LLP
2. Discussion/Possible Action on Pension Funding Policy
3. Discussion/Possible Action on General Fund Surplus
4. Discussion on Levy

Brian LeFevre highlighted and explained the following portions of the Audit Review of May 31, 2014:

- The Audit encompasses three (3) sections: Introductory, Financial and Statistical.
- "Introductory" Section --The District received an award for its "Comprehensive Annual Financial Reporting for 2013". The "Certificate of Achievement for Excellence in Financial Reporting" has been awarded, for the third time in a row, by the GFOA. The FFPD is one (1) of only four (4) Fire Districts in the State of Illinois that participate in the program and have received this award. This is the highest level of financial reporting for a government unit, such as a Fire District.
- "Financial" Section --
  - A. The "Independent Auditor's Report" presented Sikich's opinion on the District's financial statements. The two (2) sets of Standards used to determine these opinions are from AICPA (Audit procedures to be used) and GASB (financial reporting procedures).
  - B. The "Executive Summary of the CAFR" is prepared by the District (Management's discussion and analysis of the financial statements).
  - C. "Statement of Net Position" is a "global view" financial statement of the District -- a comprehensive view of the District's finances on one balance sheet. This view includes the Net Position of the District, while the "Statement of Activities" shows the change in Net Position. The "Balance Sheet" presents all of the components of Fund Balance for governmental funds. The "Statement of Revenues, Expenditures and Changes in Fund Balances" is an Income Statement for governmental funds. The "notes to the Financial Statements" address Custodial Credit Risk, IMRF, Fire Pension Fund and Funding Pension Funds.
- "Statistical" Section -- Trends of the District.

Brian confirmed for Chief Grady that the "change in fund balance" was due to increases in over-time usage, pay-outs and a significant amount in Capital Expenses (paying off the truck) during the year.

Brian stated the "Vehicle Replacement Fund" will help to "smooth-out" any fluctuations in the General Fund.

Trustee Robert Jacobs expressed the Board's appreciation in receiving this Award and noted Sikich's guidance was a contributing factor.

Brian "thanked" the FFPD and noted it is a pleasure to work with the "talented" staff.

At 5:22 P.M., Brian was excused from the meeting.

**CHIEF GRADY'S REPORT:**

1. Update on ISO Review
2. Update on First Addendum to MABAS Master Agreement

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

Chief Grady and the Committee will meet again with the ISO representative on November 3, 2014 to further discuss maintaining the current ISO ratings or possibly improving them.

Chief Grady explained the First Addendum to the MABAS Master Agreement.

**CHIEF GRADY'S REPORT:** [Continued]

Chief Grady highlighted the following in his report:

- On behalf of the FFPD, the Cadets, along with an assigned crew, will participate in "Trunk or Treat" on Saturday, October 25th, at Breidert Green.
- The IFCA Executive Search Team will conduct the final interviews for perspective candidates at Station 1 in November.
- The Cadet Jamboree was held this past weekend (October 18, 2014) with another good turn-out of 70+ in attendance of Students and Instructors. The students requested more aggressive exercises be included in next year's Jamboree. Chief Grady "thanked" the Jamboree crew and the "on-duty" crew for a job well done.

Trustee Daniel Rossi stated he spent a lot of time at the Jamboree and was very impressed with all the efforts of Brian Adcock and Jeff Otte, as well as the Instructors.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Wilson commented on the following:

- Generator project for Station 3 is moving along -- concrete pad is poured, Timm Electric and Kara Plumbing are completing their respective assignments. Installation date of generator is scheduled for November 11th.
- Station 1 reported water on the bay floor -- Adler Roofing repaired the roof leaks.
- The sprinkler system in the Museum is functional and tied into the fire alarm system.
- Regarding Mobile Equipment, waiting on a price quote from the second vendor for the new ambulance.
- No update on the new Battalion Chief vehicle.
- The A/C unit has been installed in the upper-level classroom at Station 3.
- Chief Grady received the "Fire Instructor of the Year" Award from the Illinois Society of Fire Service Instructors.

**ORDINANCE # 209:** [An Ordinance Authorizing an Addendum to MABAS Agreement]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi to approve Ordinance #209, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**CONCEALED CARRY ARSON INVESTIGATOR/PEACE OFFICER POLICY:**

1. Discussion/Possible Action on Policy

Asst. Chief Wilson advised the Board the Attorney transcribed the "Concealed Carry Arson Investigator/Peace Officer" document into a "Policy" format, as well as, an "SOG".

Trustee Daniel Rossi questioned whether the SOG states specifics as to where, when, how or if the Arson Investigator/Peace Officer can carry while in the building.

The Board held a brief discussion regarding the SOG and concurred that action on the Policy, as well as, Resolution 14-08 and the Trustee Handbook, should be "tabled" at this time.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister to "table" items IX, X and X1 from this Agenda, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

**RESOLUTION 14-08:** [A Resolution Adopting the Concealed Carry Arson Investigator/Peace Officer Policy for the Frankfort Fire Protection District, Will County, Illinois]

Tabled - no action taken.

**TRUSTEE HANDBOOK:**

1. Approve Amendment

Tabled - no action taken.

**INSURANCE BENEFIT:**

1. Update on HRA Health Plan Benefits

Michelle informed the Board the Insurance Committee met with Marty Nuss regarding the current processing of the HRA Health Plan. Marty will provide additional information at the next scheduled meeting on October 28, 2014.

Trustee Robert Jacobs advised the Board that Trustee Daniel Rossi would be replacing Trustee Michael Kavanagh on the Insurance Committee.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Daniel Rossi advised the Board the negotiations with the Union are continuing and are on track.

**FINANCE:**

1. Review of Audit Presented by Brian LeFevre, Sikich
2. Discussion/Possible Action on Pension Funding Policy
3. Discussion/Possible Action on General Fund Surplus
4. Discussion on Levy

Brian LeFevre from Sikich presented the review of the Audit at the beginning of this meeting.

Trustee Daniel Rossi noted the Pension Board has not forwarded their Pension Funding Policy to this Board as of yet.

Trustee Daniel Rossi reported the General Fund has a surplus of \$30,000.00+ at the end of the fiscal year. He noted that criteria for distribution had been established, if a surplus were to exist. The order of distribution is as follows:

1. Pension Fund
2. Return to General Fund
3. Place in Vehicle Replacement

Trustee Daniel Rossi suggested the Board follow the order of distribution by placing it in the Pension Fund.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Robert Jacobs to put the surplus of \$32,480.00 from the General Fund into the Pension Fund. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**FINANCE:** [Continued]

Chief Grady reported the updated Levy figures will be available at the end of this month, but it appears that the "EAV" will be dropping again. The FFPD will request the Board not to exceed 5%, but the "cut-back" will probably be about 3.4%.

**MOBILE EQUIPMENT:**

Addressed in "Chief Officer's Update" section of the Agenda.

**COMMUNICATION:**

Asst. Chief Wilson informed the Board of the following:

- The Lincolnway group is scheduled to be "switched over" to the County's new CAD system on November 4th. Battalion Chief Fierce is working on updating the computers in the cars to "Windows 7", but anticipates that some of the computers may need to be upgraded. In the event some computer upgrades are needed, the "911 Grant" money may be a source to fund this project.
- No updates available regarding the new "Receive" site next to Station 2.
- The County has changed the mobile mapping system from Adashi to Premier One.

**REAL ESTATE:**

Asst. Chief Wilson advised the Board all the LED lighting upgrades have been completed.

In answer to Trustee Donald Lorenz's question, a drop in the electric costs has not been noticed yet. Any over-all cost saving comparisons would be more feasible at the end of each year.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Chief Grady reported the artifact has been installed -- awaiting the sign (plaque) to be welded onto the base and stone to be filled in the base area.

Asst. Chief Wilson advised Trustee Donald Lorenz that getting power to the flagpole is on Jake Smith's "to-do" list.

**APPROVAL OF PURCHASE ORDERS:**

1. CTC, \$8,857.40, File and Print Server Upgrades
2. Zonatherm, \$27,500.00, Station 3 Replacement Generator
3. Kara Plumbing, \$8,760.00, Gas Line for Generator
4. Timm Electric, \$13,365.00, Generator Wiring

In reference to the CTC purchase order, Michelle explained this is the last of the required File and Print Servicer upgrades.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister to approve the CTC purchase order for the File and Print Server Upgrades, in the amount of \$8,857.40, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**APPROVAL OF PURCHASE ORDERS:** [Continued]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister to approve the following three (3) purchase orders: Zonatherm for Station 3 Replacement Generator, in the amount of \$27,500.00; Kara Plumbing for the gas line to the Generator, in the amount of \$8,760.00; and, Timm Electric for the Generator wiring, in the amount of \$13,365.00, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**CORRESPONDENCE:**

Trustee Robert Jacobs made note of a resident's letter, in Chief Grady's report, that "thanked" and "praised" the attending crew's professionalism on a recent call involving the resident's friend.

**TRUSTEE COMMENTS:**

Trustee Donald Lorenz expressed his "thanks" to Michelle and Kristi for the hard work they put forth on the Audit. The Board concurred.

The Board held a brief discussion regarding the concept of "pre-processing" future employees. Chief Grady to verify the "Eligibility List" with Attorney Shawn Flaherty and the "pre-processing" concept.

Kevin Brow commented that "pre-processing" is a common practice with other departments.

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

At 6:05 P.M., A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate and Personnel and other Frankfort Fire Protection District business that is allowed to be discussed in Closed Session under the Open Meetings Act. President Jacobs call for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

At 6:45 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**POSSIBLE ACTION TAKEN FROM CLOSED SESSION:**

As a result of Closed Session, no action was taken.

**ADJOURNMENT/RECESS:**

At 6:46 P.M., a **Motion** was made by Trustee Donald Lorenz, 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