

**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 18th day of November 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, Michael Kavanagh, Donald Lorenz and Daniel Rossi.

Chief Grady, Lts. George Heinen and Jeff Otte, Engineers Brian Adcock, Jerry Cooke, Kevin Kocolowski and Firefighters/Paramedics David Scanlan and Jake Smith were also present.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

Chief Grady excused himself from this meeting to rejoin the IFCA Executive Search Committee Meeting, currently in session at Station 1.

**PUBLIC COMMENTS:**

None.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, October 21, 2014

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated October 21, 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 William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$ 474,463.48, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**CHIEF GRADY'S REPORT:**

1. Update on ISO Review
2. Discussion on Levy
3. Disposition of Fire Safety Trailer

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

A verbal report will be presented later in the meeting.

**CHIEF OFFICER'S UPDATE:**

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

In Asst. Chief Wilson's absence, Engineer/EMS Coordinator Jerry Cooke provided the following information regarding the proposed new ambulance:

- Comparisons were made between Horton and Life Line;
- Investigated Life Line further by visiting with other departments currently using Life Line ambulances and was advised their Customer Service is excellent;
- The Life Line "box" is constructed with steel frames every 12 inches and sound-proofing materials;
- Customization is more available with Life Line;
- Life Line has been building ambulances since the 1970s and repair warranty work is performed in Chicago; and,
- Life Line ambulances are built in Iowa and completion dates are three (3) months earlier than Horton.

In answer to Trustee Donald Lorenz's question, the possible oxidation (electrolysis) of the steel bracing is no longer a concern with the Life Line "box" construction.

Trustee Robert Jacobs confirmed the "550" chassis is not a higher profile than the "450" chassis -- the "550" handles more weight/suspension.

Eng. Cooke confirmed for Trustee William F. Hoffmeister that there is a cost savings, if purchased through Life Line.

Trustee Robert Jacobs noted the generator installation is progressing at Station 3.

**APPROVAL OF THE 2015 BOARD OF TRUSTEE MEETING DATES**

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt the 2015 Board of Trustees Meeting dates, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

**CONCEALED CARRY ARSON INVESTIGATOR/PEACE OFFICER POLICY:****1. Discussion/Possible Action on Policy**

In answer to Trustee William F. Hoffmeister's question, Eng./Arson Investigator Brian Adcock stated the firearm would be in a locked box (safe) within Brian's personal vehicle.

Trustee Robert Jacobs noted the Investigator (Brian Adcock) would carry the firearm only when the Fire Chief appoints him to do an Arson Investigation. In the event the Investigator is in the station at the time of the appointment, he would carry his firearm in a Department vehicle to the arson scene, or if the investigation interview takes place at the Fire Station, he would be permitted (as a Peace Officer) to carry the firearm on his person.

Trustee Robert Jacobs assured Trustee Donald Lorenz the District is covered for liability while the Investigator is on duty, even if he is in his personal vehicle.

Eng./Arson Investigator Brian Adcock confirmed that "Police Officer Statute" (CS 2910) also protects the District while he is on duty.

Trustee Michael Kavanagh stated he would like to "table" the Policy for further discussion with the other Trustees. One of his concerns is that the Firearm Training is to be paid by the District.

**CONCEALED CARRY ARSON INVESTIGATOR/PEACE OFFICER POLICY:** [Continued]

Eng./Arson Investigator Brian Adcock clarified that every MABAS 19 department has adopted this type of policy for the safety of their Arson Investigator.

Trustee Daniel Rossi noted the proposed Resolution, drawn up by the Attorney, has not changed, but Bob (Asst. Chief Wilson) has updated some of the "SOG" procedures. Approval of the "SOG" is not being considered at this meeting.

Eng./Arson Investigator Brian Adcock believes the Trustees would require him to be "qualified" with the firearm and up to date on all related matters.

A **Motion** was made by Trustee Michael Kavanagh to "table" the Concealed Carry Arson Investigator/Peace Officer Policy for further discussion, until the next meeting. Hearing no "second" to the Motion, the Motion was dismissed.

**RESOLUTION # 2014-08:** [A Resolution Adopting the Concealed Carry Arson Investigator/Peace Officer Policy for the Frankfort Fire Protection District, Will County, Illinois]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz, to approve Resolution #2014-08, 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. Trustee Michael Kavanagh voted nay. Motion carried.

**TRUSTEE HANDBOOK:**

1. Approve Amendment

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to approve the Policy Amendment to the Trustee Handbook, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**INSURANCE BENEFIT:**

1. Update on HRA Health Ins. Benefit Third Party Administrator (TASC)

Michelle advised the Board the FFPD will renew with "TASC" as our Third Party Administrator. Another "TPA" was investigated, but they are not fully automated. Michelle provided the Trustees with a spreadsheet comparing the funding and savings over last year between the old "Grandfathered" Plan and "TASC".

Firefighter/Paramedic David Scanlan reported he has ongoing issues with "TASC" and noted he had a 48 minute conversation today with "TASC" over a \$139.00 bill. He said that in the event multiple claims are submitted on the same day, for different family members, "TASC" assumes the multiple claims are for the same person and "rejects" the additional claims. "TASC" needs to look for a patient's name on the claim also. "TASC" has no answers for the members questions. Michelle will refer this problem to Marty Nuss.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion/Possible Action on Appointment of District Liaison for Fire Cadets

Trustee Daniel Rossi advised the Board that negotiations with the Union are getting closer to completion.

**PERSONNEL:** [Continued]

In reference to the Liaison for Fire Cadets, Lt. Jeff Otte would like to work with the Lincolnway schools by introducing the Fire Cadet Program to them. Lt. Otte suggested presenting an informational session and tour of our facilities to the Board of Education and Administrators. The goal is to recruit more students, especially from the Frankfort area.

Eng. Brian Adcock added that the Liaison would be the line of communication with the Trustees. This person would provide updates on the Cadet programs/activities and answer any questions, if needed.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Donald Lorenz, to appoint himself (Trustee Robert Jacobs) as the Liaison for the Fire Cadets. President Jacobs called for a voice vote. All in favor. Motion carried.

At 5:45 P.M., Chief Grady re-joined the Board Meeting.

**FINANCE:**

1. Discussion/Possible Action on Pension Actuarial Funding
2. Discussion/Possible Action on Pension Funding Policy

Chief Grady noted the funding level for the Pension has not been previously discussed and the Trustees agreed that a meeting needs to be scheduled once the facts and figures are available.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Kavanagh to "table" action on the Pension Actuarial Funding. President Jacobs called for a voice vote. All in favor. Motion carried.

Trustee Robert Jacobs suggested more information and time is needed to consider the Pension Funding Policy and the Board concurred.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Kavanagh, to also "table" action on the Pension Funding Policy. President Jacobs called for a voice vote. All in favor. Motion carried.

**RESOLUTION #2014-09:** [Resolution of the Board of Trustees of the Frankfort Fire Protection District, Will County, Illinois, Determining Amount of Money, Exclusive of Election Costs, Estimated to be Necessary to be Raised by Taxation for the Year 2014]

Chief Grady explained that the "EVA" dropped again and the affects new property has on the levy projections.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to adopt Resolution #2014-09, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**MOBILE EQUIPMENT:**

1. Discussion/Possible Action on Disposition of Fire Safety Trailer

Trustee William F. Hoffmeister noted the proposed ambulance was addressed in the "Chief Officer's Update" section of the Agenda.

Chief Grady stated the Fire Safety Trailer is twenty (20) years old and the FFPD uses it once a year at the Home Depot Fire Prevention event. The Fire Safety Trailer is equally owned by the Frankfort, Mokena and New Lenox departments and all have agreed to the sale and will split the profit equally.

**MOBILE EQUIPMENT:** [Continued]

Prior to the sale, the New Lenox Fire Chief will have the decals, the smoke machine and an the old 8-track video TV removed.

**RESOLUTION #2014-10:** [Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes - Scotty Safety Trailer]

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister, to adopt Resolution #2014-10, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**COMMUNICATION:**

Trustee Michael Kavanagh reported the "bugs" in the new CAD System are being worked on.

Chief Grady stated that Frankfort has responded very well to any "kinks" in the new system.

**REAL ESTATE:**

Nothing to report.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

In reference to the completion of the Memorial, FF/Paramedic Jake Smith advised the Board of the following:

- Gravel needs to be added to the base; and,
- The attachment of the plaque.

FF/Paramedic Smith spoke with Fawn Landscaping regarding the weeds and was advised to spray the weeds with "Roundup" for the time being, until the "plantings" are installed.

Chief Grady "thanked" Jake and all that were involved in the Memorial project. It is a credit to the Department -- "a class act, done well".

**APPROVAL OF PURCHASE ORDERS:**

1. Fleet Safety Supply, \$8,122.42, Emergency Lighting Package for 2015 BC Car
2. Sentinel Emergency Solutions, \$190,127.00, New Ambulance

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister to approve the Fleet Safety Supply purchase order for the Emergency Lighting Package for the 2015 BC Car, in the amount of \$8,122.42, 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, Michael Kavanagh, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister to approve the Sentinel Emergency Solutions purchase order for the new ambulance, in the amount of \$190,127.00, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**CORRESPONDENCE:**

None.

**TRUSTEE COMMENTS:**

Trustee Daniel Rossi reminded the Board that this past June/July the ambulance fees were raised and as a result of this increase, revenue was up 4-5% as of this past October, even though "transports" were down 10%. The increase seems to be working out and if the "transports" stay level, a small increase in the budget may be realized.

Chief Grady noted that throughout the whole EMS System, "refusals" are up dramatically.

**CHIEF GRADY'S UPDATE:**

Chief Grady reported on the following:

- He will see the Neuro-Surgeon again in mid-December and has been told everything is progressing within the post-surgery time-frame -- just a little longer than Chief's time-frame. He conveyed his "Thank you" again for everyone's support;
- The Scouting troops are very appreciative for all the support from the Fire District; and,
- Wished everyone a "Happy Thanksgiving".

Chief Grady advised the Board everything has been submitted for the ISO review. Their representative (Irene) was very competent and the review was thorough.

**ADDITIONAL COMMENTS:**

Lt. Jeff Otte informed the Board that he and Brian Adcock nominated Pat Collier for WGN TV's "Chicago's Very Own" segment and he was selected. The segment will be taped this Thursday (Nov. 20), between the hours of 10:30 A.M. - 12:30 P.M., at Station 3. The segment will also include Pat's teaching at Moraine Valley Community College. All are invited to attend.

Eng. Brian Adcock added this will be the third time the FFPD will appear on WGN TV this year.

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

None requested.

**ADJOURNMENT/RECESS:**

At 6:20 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz 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