

**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 20th day of May 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 and Asst. Chief Wilson were also present.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None.

Trustee Robert Jacobs suggested the presentation of the "Target Solutions Training System", by Training Officer Brian Adcock, be presented at this time.

TARGET SOLUTIONS TRAINING SYSTEM:

1. Presentation by Training Officer Brian Adcock

Brian Adcock advised the Board the proposed program is designed to track and deliver all training to the FFPD members. Brian highlighted the following regarding the program:

- Calculates, documents and logs all hours for the members;
- Differs from the current Firehouse program – Firehouse only tracks hours;
- Able to download all training videos/powerpoints, as well as, vital information from the Lincolnway Center, in the event a major incident occurs in Frankfort;
- Cost is \$93.00 per person/per year (a discount of about \$15.00 per person was applied due to our affiliation with Corkill Insurance);
- Annual Maintenance Fee is \$395.00, with a one-time setup fee of \$1,500.00;
- The annual Maintenance Fee can be "locked-in" for a number of years to avoid increases; and,
- A fuel savings would be realized due to the fact the training videos/powerpoints would be presented at each station, rather than the current system of bringing crews to Station 1. The "live" drill would still take place at Station 1.

Brian stated the total cost of the proposed program for 83 participants is \$9,416.00. The one-time setup fee and annual Maintenance Fee was included in this cost. The participants include the Trustees, Commissioners, Chiefs, Admin. Personnel, Vehicle Mechanic and full-time line personnel.

The Maintenance Fee includes an assigned "24/7" technical support person. The FFPD would have the same technical support person as Manhattan and Orland Park.

TARGET SOLUTIONS TRAINING SYSTEM: [Continued]

Chief Grady stated the security system of this program was addressed at the onset of discussions and is an approved program that ties into "ISO" accreditation.

Brian said several departments from the northern suburbs are also signing on to this program.

Trustee Robert Jacobs noted that in the event a participant is absent from a training session, he or she would have access to the missed session at any time.

Trustee Daniel Rossi also noted the system would alert the Training Officer and participants of any training sessions not completed.

Asst. Chief Wilson advised the Board this program would enhance training, assist Brian with training and prompt the participants to complete the required training.

The Board held an open discussion regarding the current Firehouse program and the proposed program.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Robert Jacobs to purchase the Target Solutions Program for one (1) year, in the amount of \$9,416.00, 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.

APPROVAL OF THE MINUTES:

1. Special BOT Meeting, April 15, 2014
2. Regular BOT Meeting, April 15, 2014

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Donald Lorenz to approve the Special Meeting Minutes dated April 15, 2014 and the Regular Meeting Minutes dated April 15, 2014, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

Prior to the call for a Motion, Asst. Chief Wilson answered Trustee Michael Kavanagh's questions regarding a few expenditures.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$196,806.45, 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.

REINSTATEMENT OF FIRE COMMISSIONER:

1. Reinstate Donna Vegter as Commissioner of the Fire District

Trustee Robert Jacobs confirmed with Chief Grady that Donna Vegter's term expires June 1, 2014.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi to reinstate Donna Vegter as Commissioner of the Fire District, 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.

Trustee Robert Jacobs noted that Donna Vegter has been reinstated for a three (3) year term.

REALIGNMENT OF COMMITTEES:

Trustee Robert Jacobs asked if any Trustee desired to move to a different committee and the response was no – “everybody’s happy” where they are.

CHIEF GRADY’S REPORT:

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

Chief Grady highlighted the following items in his written report:

- Nick Tasch, contract Firefighter/Paramedic and former FFPD Cadet, will be leaving to join the Joliet Fire Dept.;
- “Thank You” letters, authored by Engineer Brian Adcock, were sent to Heidi Hermes (Kurtz) and John Donohue (Sitservice LLC) for their sponsorship/assistance in offsetting the costs of the Cadet Jamboree this past weekend. Over forty-eight (48) young men and women, plus the instructors, participated in this event. The State Fire Marshal’s Office and “FSI” were able to help underwrite the salaries and donated time of the instructors;
- The recently received Will County 911 Grant reimbursement of \$28,392.98 will be applied towards the FFPD’s portion of the upgrade to the radio system at Lincolnway. Testing of the system is currently being done, but a “cut-over” date has yet to be determined;
- Advised Trustee Donald Lorenz that Jake Smith would like to give him (Trustee Lorenz) an update on the Memorial project tonight, since he is on duty. Also, several orders for bricks have been received;
- The September 11th Frankfort Car Show will be featuring the FFPD’s antique vehicles, along with other local fire departments’ antique vehicles;
- Ron Karrels passed away suddenly yesterday morning. The wake is tomorrow (Wednesday) at Kurtz and will include the Fire Department “Bell Ringing” Ceremony. The Mass will be held Thursday morning at St. Mary’s Church in Mokena; and,
- Several members of the FFPD will be placing American Flags on the graves at Abraham Lincoln Cemetery Friday morning before the EMS gathering.

CHIEF OFFICER’S UPDATE:

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

Asst. Chief Wilson noted the following:

- Additional Grants for the exterior lighting enhancements have been approved;
- A future Grant for LED Lighting is being researched;
- A trapper removed the beaver from Station 5 and removed the tree sections from the sewer pipe. Seven (7) trees were destroyed and will be replaced by six (6) existing trees along Wolf Road;
- A condensation pipe drain for the attic sprinkler system at Station 1 has been relocated. The testing of the sprinkler systems at all stations should be completed this week. The systems will be re-inspected in November, prior to the onset of winter. It was suggested that a licensed contractor inspect the sprinkler systems annually;
- The new engine has arrived and is at Station 3 for equipment installation. Pierce will be taking the engine to the Fire District show in June at their cost and will be covered under their insurance; and,
- A Pierce representative will be conducting “foam training” at no cost to the FFPD.

APPROVAL OF VFIS INSURANCE POLICY RENEWAL:

Michelle Selvaggio reported there was a slight increase of 4-5% on the renewal of the VFIS Property/Auto Liability Policy for one (1) year.

Chief Grady advised the Board that in August 2014, VFIS will be offering a new option enhancement to cover non-district owned vehicles (privately owned) doing business on behalf of the District. The cost is estimated to be between 2 and 4% of the overall auto liability policy.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh to approve the VFIS Policy renewal for \$56,723.00, 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.

APPROVAL OF PROVIDENT INSURANCE POLICY RENEWAL:

Michelle Selvaggio explained the Provident Insurance Policy is our Accident and Personal Injury Policy, which is the one-third (1/3) PEDDA portion of Workmen's Comp. This is a renewal for two (2) years and reflects a 2.8% increase (about \$348.00). The annual cost is \$12,640.00.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh to approve the Provident Insurance Policy renewal, as presented.

In answer to Trustee Donald Lorenz's question, Michelle Selvaggio stated the effectiveness of this policy is 55%. We have paid 55% of the premium versus the amount paid out (cost ratio).

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.

ORDINANCE NO. 205: [An Ordinance Fixing Charges for Life Support Emergency Ambulance Service Provided by the Frankfort Fire Protection District, Will County, Illinois and Repealing Ordinance No. 194 of the Frankfort Fire Protection District]

Trustee Robert Jacobs confirmed this was discussed at the Special Meeting last month.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister to approve Ordinance No. 205, 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.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

At 6:14 P.M., a **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate and 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, Michael Kavanagh, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

At 6:50 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

POSSIBLE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION:

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

FINANCE:

1. Discussion/Possible Action on Renewal of 2014-2015 Kurtz Ambulance Contract
2. Discussion/Possible Action on Renewal of 2014-2015 CTC Contract
3. Discussion/Possible Action on Establishing Fund Balance Designations

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee Michael Kavanagh to direct Chief Grady and Asst. Chief Wilson to meet with Kurtz regarding the increase to the Contract not to exceed 1.6%. 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 advised the Board the renewal of the 2014-2015 CTC Contract is “on hold” pending further negotiations with the company representative.

Trustee Robert Jacobs stated the “Fund Balance Designations” would define the FFPD’s reserves – place certain amounts into designated categories.

Trustee Michael Kavanagh used the following example:

A capital fund would be committed for Vehicle Replacement, thus eliminating the need to finance future purchases.

Trustee Michael Kavanagh voiced his concerns regarding Pension funding and the possibility of future deficits in pension contributions.

Chief Grady explained the Levy distribution.

The Board held an open discussion regarding Pension/Capital Fund designations and the possible placement of additional funds into the Pension Fund based on unassigned funds from a new budget.

RESOLUTION NO. 2014-04: [A Resolution Adopting the Fund Balance Policy for the Frankfort Fire Protection District, Will County, Illinois]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh to adopt Resolution No. 2014-04, 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.

ORDINANCE NO. 206: [An Ordinance Establishing Fund Balance Designations for the Frankfort Fire Protection District, Will County, Illinois]

Prior to requesting a Motion for Ordinance No. 206, Trustee Robert Jacobs confirmed with Trustee Michael Kavanagh that he (Trustee Kavanagh) would be comfortable with a “wait to see” approach to what is left in the budget before establishing additional contributions to the Pension Fund.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz establishing Fund Balance Designations, 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.

ORDINANCE NO. 206: [Continued]

Chief Grady noted the following verbiage is in the Policy that was adopted tonight (Section 3, Page 2): “additional funding can be transferred to the Firefighters’ Pension Fund of offset any deficiencies”.

MOBILE EQUIPMENT:

Trustee William F. Hoffmeister advised the Board the new engine (E74) is at Station 3 for equipment installation.

COMMUNICATION:

Trustee Michael Kavanagh stated a meeting is scheduled tomorrow night at Lincolnway. The new system and the CAD system are still being worked on.

Asst. Chief Wilson added the Simulcast system is near completion – a few adjustments are needed for the Silver Cross site.

REAL ESTATE:

Trustee Donald Lorenz requested a decision be made about ordering the generator due to the fact it takes eight (8) weeks to receive.

Asst. Chief Wilson advised that an order cannot be placed before the Grant has been approved.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Robert Jacobs apprised the Board that Jake Smith and the Fawn Landscaping Design Rep. would like to meet with the Trustees to present the final plan.

The Board decided a Special Meeting is not necessary. Trustees Donald Lorenz and Robert Jacobs will meet with the two gentlemen and advise the Board accordingly.

APPROVAL OF PURCHASE ORDERS:

1. Target Solutions, \$9,416.00 (Online Training/Records Management System)

Trustee Robert Jacobs reminded the Board the Target Solutions Program was approved earlier in the meeting.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister to approve the Target Solutions purchase order, in the amount of \$9,416.00, 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 received.

TRUSTEE COMMENTS:

None voiced.

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

No additional requests.

ADJOURNMENT/RECESS:

At 7:35 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 upon said Motion. All in favor. Motion carried.

Michelle Selvaggio, Recording Secretary



Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist