

**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 June 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, Michael Kavanagh, Larry Nice and Daniel Rossi.

Chief Bob Wilson, Asst. Chief Sean Fierce, Ret. Chief Jim Grady, BC Todd Hamm, Lt. Kevin Linhart, Engineer John Murdie, Michael Orrico (E-One), Brad Veerman (LW 911), Chief Dan Forsythe (Manhattan FD), and Mokena Fire Prot. District (Chief Howard Stephens, Karen Shefcik, Lt. Joe Shefcik, Chiefs Joe Cirelli and Rick Campbell) 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, May 17, 2016
2. Special BOT Meeting, May 9, 2016
3. Special BOT Meeting, May 23, 2016
4. Special BOT Meeting, May 31, 2016

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to approve the Regular Meeting Minutes dated May 17, 2016 and the Special Meeting Minutes dated May 9, 2016, May 23, 2016 and May 31, 2016, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

In response to Trustee Michael Kavanagh's question, Chief Wilson will obtain additional information regarding the expenditure for brake parts on car 71.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$1,013,647.16, 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.

INSTALLMENT OF ASSISTANT CHIEF:

1. Swearing-In of Sean Fierce as Assistant Chief

Trustee Daniel Rossi, Board Secretary, administered the Oath of Office to Sean Fierce as Assistant Chief.

Sean “thanked” his family and friends for their help and understanding over the years enabling him to attain this position, as well as his fellow Firefighters and Officers in the Fire Service, and the Board of Trustees and Chief Wilson for their confidence in his abilities to promote him to Assistant Chief.

Trustees Robert Jacobs and Larry Nice “thanked” both Chiefs for making their job easier.

Chief Wilson noted that Sean provides different points of view on issues and looks forward to working with him for the benefit of the Department.

At 5:10 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to take a “congratulatory” recess. President Jacobs called for a voice vote. All in favor. Motion carried.

At 5:25 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to reconvene the Board meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

CHIEF WILSON’S REPORT:

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

Chief Wilson highlighted the following items:

- The roof leak at Station 1 was repaired;
- Toured several Fire Districts’ facilities regarding the possible updating of the Administration area;
- Turn-out gear and Class A Uniform inspections completed;
- Received a conditional offer from a Knoxville, Tennessee department for the Tower Ladder. The FFPD would net \$304,000.00 from this sale;
- Continuing to work on the specifications for the Pumper-Tender and will present information to the Mobile Committee soon;
- A G30 Group Consolidation Meeting is scheduled for June 29, 2016, 6:00 P.M., at Station 3, to validate the Committee’s selection of Brad Veerman, as Director of the Communication Center;
- Working on the Budget;
- The Fire Districts’ Conference will take place this coming weekend, in Peoria;
- Sean, Michelle and he (Bob) will be attending a three-day class through FSLA regarding payroll (hours, wages, OT, comp. time, etc.);
- Met with Troop 270 Boy Scout Master regarding interaction with the FFPD;
- The new Snorkel was taken to the Chicago Fire Academy for the 22nd Annual Fire Muster. It was well received and won the “President’s Choice Award”; and,
- Todd Hamm is continuing therapy, with an estimated return date in August.

CHIEF OFFICER’S UPDATE:

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

The Board accepted the report as presented.

RESOLUTION NO. 16-07: A Resolution Adopting the Prevailing Wage Rates for Laborers, Mechanics and Other Workers on Public Works of the Frankfort Fire Protection District, Will County, Illinois.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to adopt Resolution No. 16-07, 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.

RESOLUTION NO. 16-08: A Resolution Approving in Tentative Form the Budget and Appropriation Ordinance for the Fiscal Year Beginning June 1, 2016 and Ending May 31, 2017.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to adopt Resolution No. 16-08, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Nothing new to report.

FINANCE:

1. Discussion on Impact Fees
2. Discussion/Possible Action on IT Maintenance Contract

Trustee Daniel Rossi noted that the Board has received the information regarding Impact Fees from Asst. Chief Fierce and suggested the Board meet with Sean for discussion, if needed

Chief Wilson briefly explained the existing Impact Fee process.

Trustee Robert Jacobs suggested, "Tabling" the Impact Fee discussion for possibly the next meeting and the Board concurred.

Michelle advised the Board the current IT Maintenance Contract with CTC has been reviewed and compared to other vendor bids offering IT Maintenance services. As a result of this research and the checking on "customer service" references, CCC Technologies, Inc. was recommended for the IT Maintenance Contract. They offer the FFPD services that are more inclusive and a three-year rate guaranteed maintenance contract. Although the monthly maintenance fee with CCC Technologies, Inc. is about \$700.00 more than CTC, additional "over-service" fees are not applicable.

The Board held an open discussion on this matter.

Trustee Michael Kavanagh requested a termination clause be included in the CCC Technologies, Inc. contract.

Michelle apprised the Board that Asst. Chief Fierce agrees with the recommendation to switch the IT Maintenance Contract to CCC Technologies, Inc.

FINANCE: [Continued]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to sign a contract with CCC Technologies, Inc., for IT Maintenance, contingent upon the inclusion of a termination clause in said contract. 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:

1. Discussion/Possible Action on Bid Proposals for New Pumper Tanker

Chief Wilson advised the Board the new Snorkel is going out tomorrow morning for installation of the radio and computer equipment. It will be placed in service sometime after July 4, 2016.

COMMUNICATION:

Chief Wilson reiterated that the G30 meeting is coming up and updated the Board on the consolidation of the Center.

REAL ESTATE:

Trustee Larry Nice noted the new trees are on order for Station 3.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Larry Nice invited everyone to visit the Museum and see all the changes. The Boy Scouts and Eagle Scouts will be making shelves and shadow boxes for the Museum.

APPROVAL OF PURCHASE ORDERS:

1. 1000 Bulbs, \$5,000.00 [LED Light Fixtures, Station 1]
2. Diesel Service Center, \$5,770.92 [Emergency Repairs Ambulance 74]

Chief Wilson explained the 1000 Bulbs purchase order is for \$5,000.00, not \$5,735.36 as shown on the purchase order.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, to approve the 1000 Bulbs purchase order, as presented, with the understanding the revised amount is not to exceed \$5,000.00. 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 Michael Kavanagh, seconded by Trustee Daniel Rossi, to approve the Diesel Service Center purchase order, as presented, in the amount of \$5,770.92, pending receipt and approval of the invoice by our Mechanic. 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.

CORRESPONDENCE:

None.

TRUSTEE COMMENTS:

Trustee Daniel Rossi expressed his family's appreciation for the tremendous service given to his Grandson by the ambulance crews in recent weeks.

Trustee Robert Jacobs advised the Board, via Retired Chief Grady, one of our ambulance crews, according to St. James Hospital, made a "save" in Matteson. The patient was in the Cardiac Lab within forty (40) minutes of the call and as a result, went home the next day. This reflects well on our Department.

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

None requested.

ADJOURNMENT/RECESS:

At 6:10 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, 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