

**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 15th day of July 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, Asst. Chief Wilson, Battalion Chief Tim Campbell and Engineer Kevin Brow 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, June 17, 2014
2. Semiannual Review of Closed Session Minutes

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister to approve the Regular Meeting Minutes dated June 17, 2014, 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 Michael Kavanagh to approve and release the following Closed Session Minutes: November 12, 2013, December 10, 2013 and April 15, 2014, and to approve, but not release the Closed Session Minutes for January 21, 2014, January 27, 2014 and January 30, 2014, 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 BILLS:**

1. Board/Expenditure Report

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 \$178,952.60 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:**

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

Chief Grady highlighted the following items in his written report:

- "Thank You" letters were received from Chief Howard Stephens for the FFPD's assistance/participation with the funeral procession honoring Pvt. Aaron Toppen. It was estimated over 25,000 people lined the procession route from Midway Airport to Mokena and on the day of the funeral, it was estimated about 10,000 people were in attendance along Wolf Road;
- The radio equipment had a few difficulties due to the recent storm -- will discuss further under the "Communications" section;
- Chief Grady confirmed for Trustee Donald Lorenz the radio issues involving Will County have affected the FFPD and the "back-up" system also got hit due to the storm. The need for a secondary "back-up" system to the original "back-up" system was discussed at a meeting today, which he (Chief Grady) and Asst. Chief Wilson attended. Chief Grady stated the following five (5) equipment locations suffered damaging lightning strikes: Laraway Tower (also "torqued" a couple of dishes), FAA Tower, Silver Cross Hospital, Steger Dispatch (and caused a roof fire in the building), and 1 location out of WESCOM.

Asst. Chief Wilson explained the new radio "simulcasting" system, and stated the day the system was up and running, the storm occurred -- just an unfortunate coincidence.

The Board held an open discussion regarding the aforementioned communication system and the subsequent storm damage.

Trustee Robert Jacobs confirmed with Battalion Chief Tim Campbell the FFPD's radios have been tested and are working.

Chief Grady noted the recent communication issues were frustrating at best and reliable "back-up" plans are definitely needed.

- On July 3rd, the Frankfort Car Club "show-cased" the FFPD's antique vehicles and past Trustee/past Fire Chief Larry Nice was on hand to converse with the people;
- A Representative from Disney Pixar was also present that evening promoting their new movie, "Planes - Fire & Rescue" with hand-outs; and,
- On September 11th, the Frankfort Car Club's "Cruise Night" will include a Memorial Service, dedicated to September 11, 2001. The Car Club has requested the FFPD's antique vehicles and Tower Ladder Truck be present. Chief Grady will also speak at this event.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Wilson noted the following:

- IDPH will be out today to complete the inspection of the new engine (E74) and should be placed "in service" tomorrow;
- Fleet maintenance for the FFPD and Homer is going well;
- Engine (E74) will operate out of Station 2 for the next 3 weeks to get more "run" time and to "work the bugs out", then return to Station 4; and,
- Confirmed for Trustee Donald Lorenz the new Fleet Service vehicle is being built this month.

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

Chief Grady noted the following from Dennis Merz's report:

- The Meijer store is estimated to open July 29th;
- Ground work has started for the Senior Living facility on Wolf Road (just south of Meijer's);
- The Riverside project (Steger Road and Route 45) has been approved and permits issued;
- The Village of Frankfort purchased three (3) properties in downtown Frankfort. A possible training opportunity may be available for the FFPD; and,
- The Village of Frankfort has annexed quite a bit of property east on Stuenkel Road, just short of I-57, into the village and improvements are scheduled to be made to Stuenkel Road.

Chief Grady advised the Board he had attended an informational meeting with the Village Mayor and Village Manager regarding the recent property annexations and the Fire District boundaries of Frankfort and Monee.

Asst. Chief Wilson stated he spoke to Attorney Tom Gilbert after being contacted by some property owners from the west side of Richton Park (Cook County) last week, requesting possible annexation into our fire district. The property south of Steger Road, between Ridgeland Avenue and Harlem Avenue, has always been a "gray" area regarding calls.

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

Trustee Robert Jacobs advised the Board that Asst. Chief Wilson received a letter from Arson Investigator Brian Adcock requesting permission to carry a concealed weapon, while performing his duties as an Investigator and presented other Fire Districts' Policies regarding this matter. Brian is a Police Officer in his off-hours from the FFPD and is a member of an Arson Task Force, which at times goes into undesirable areas to do arson investigations. Brian is not looking to bring a gun into the firehouse.

Trustee Daniel Rossi questioned whether this would be a "SOG" or a FFPD Board Resolution and Asst. Chief Wilson stated most of the other Districts' policies were in the form of a "SOG".

Chief Grady said it would become a District Policy, due to the gravity of it. The Board has also said "No Guns", but this is that exception, whereby he (Brian) falls under that exception by State Statute.

Trustee Donald Lorenz expressed concern that Brian fully understands the consequence of accidentally carrying a gun into the station.

The Board held an open discussion regarding this matter.

Chief Grady requested permission for Asst. Chief Wilson to continue establishing a policy regarding this matter and the Board concurred.

Trustee Robert Jacobs noted the consensus of the Board is not against our Arson Investigator carrying a weapon while performing an arson investigation.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Daniel Rossi requested the Board meet in Closed Session at the end of this meeting to discuss information concerning the on-going negotiations. The Board concurred.

**FINANCE:**

1. Discussion/Possible Action on Renewal of Comprehensive IT Maintenance Contract
2. Discussion/Updates on Tentative Budget

Chief Grady confirmed for Trustee Michael Kavanagh the Budget is "in the works" and going fine.

In reference to the annual renewal of the Comprehensive IT Maintenance Contract with Current Technologies Corporation (CTC), Michelle Selvaggio advised the Board another very reputable IT company was contacted for a comprehensive quote. Although the CTC renewal included an increase, the other company's quote was considerably higher. Michelle recommended to continue with CTC one more year.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister to continue with the CTC contract for an additional year, 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 Daniel Rossi expressed concern regarding the new "HRA" insurance instituted this year. Michelle confirmed for Trustee Rossi our "utilization" is at 52% and the year is only half over. Trustee Rossi stated that at this rate of usage, the FFPD could end up in the 70%-80% "utilization" bracket for the year, thus costing the District more money than the previous insurance cost. He suggested reviewing the policy more closely, prior to the next renewal, due to the fact the District has already funded an additional \$70,000.00 over the monthly budgeted amount at the 50% "utilization" bracket.

**MOBILE EQUIPMENT:**

1. Discussion/Possible Action on Disposition of Ambulance 75,  
VIN#:1HTMNAAMX5H688255

Asst. Chief Wilson apprised the Board that Ambulance 75 (2005 International Road Rescue) has been placed as "OOS" due to the fact it has motor issues and would cost around \$10,000.00 to repair.

Asst. Chief Wilson suggested towing it back to Station 3 from Chandler, remove the equipment and sell it "as is" or outsource it for parts. He (Asst. Chief Wilson) approached Eric about doing the repairs, but Eric stated it would take time to locate a new motor/used parts and only a few \$1,000.00 could be saved. Another concern is the considerable amount of rust on the outside of the "box".

Asst. Chief Wilson noted Ambulance 3 is due to be replaced next year and has discussed budgeting/funding of a new ambulance with Kristi. It was determined that a replacement ambulance is listed under "Vehicle Replacement Fund" in next year's budget. Asst. Chief Wilson said he will contact the vendors and compile information on purchasing a new ambulance for Station 3.

Asst. Chief Wilson stated that Ambulance 71 is back at Ford due to a vibration in the rear end, that was not present when originally towed to Ford.

Asst. Chief Wilson confirmed for Trustee Donald Lorenz that currently three (3) ambulances are in use. Ambulance 71 is at Ford for repair and Ambulance 75 is "OOS" due to motor issues.

The Board held an open discussion regarding the need for an ambulance at Station 5 due to the Senior Living facility being built near the Station.

The following suggestions were made regarding Ambulance 75:

- Trustee Daniel Rossi -- sell the ambulance for a minimal amount; or,
- Asst. Chief Wilson -- donate to the Joliet Junior College Fire Science or Auto Shop program.

**MOBILE EQUIPMENT:** [Continued]

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to surplus Ambulance 75, 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.

**RESOLUTION NO. 2014-07:** [A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (Ambulance 75, VIN#: 1HTMNAAMX5H688255)]

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister to approve Resolution No. 2014-07, 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, Donald Lorenz and Daniel Rossi. All in favor. Motion carried.

**COMMUNICATION:**

Trustee Michael Kavanagh advised the Board a Dispatch Meeting is scheduled for tomorrow at 5:00 P.M. at the Center.

Chief Grady apprised the Board the following was approved at a recent Operations Meeting:

If an Agency is interested in joining the Lincolnway group, \$5,000.00 of "seed" money is required and once approval is attained, the \$5,000.00 is applied towards the \$15,000.00 "buy-in".

**REAL ESTATE:**

Trustee Donald Lorenz stated the roofing contractor installed the "heat tape" incorrectly on the roof of Station 1, even though a book of instructions was provided. Timm Electric is coming out to redo the affected areas.

Trustee Donald Lorenz noted the roofing contractor has not been paid yet.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

1. Discussion on Brick Purchase for Past/Present Fire Chiefs

Chief Grady spoke with Jake Smith regarding the number of brick orders/donations received. All the village approvals have been attained and Jake will be picking up our building permit tomorrow. Fawn Landscaping would like to proceed with the ground preparation.

Trustee Robert Jacobs stated he and Chief Grady have had discussions with Jake Smith regarding the possibility of purchasing bricks to honor past Frankfort Fire Chiefs.

Trustee Donald Lorenz mentioned that he read in a Frankfort historical publication that Walter Pfaff was a Fire Chief also.

Chief Grady noted our written records go back to 1937 and explained the Fire Chief was elected by the volunteers each year at that time.

Chief Grady said he will ask Carolyn to contact the Frankfort Historical Society for information prior to 1937.

**APPROVAL OF PURCHASE ORDERS:**

1. Midwest Equipment, \$53,520.00 (Set of Truck Lifts)

Asst. Chief Wilson described the Truck Lifts and reasons for the request. He also confirmed for Trustee Daniel Rossi the \$53,520.00 is in the 2014-2015 Budget.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister to approve the Midwest Equipment purchase order for a set of Truck Lifts, in the amount of \$53,520.00, 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:**

None.

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

At 6:22 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh 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 7:21 P.M., a **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION:**

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

**ADJOURNMENT/RECESS:**

At 7:22 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 upon said Motion. All in favor. Motion carried.

Michelle Selvaggio, Recording Secretary

  
Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist