

**FRANKFORT FIRE PROTECTION DISTRICT
FRANKFORT FIRE DEPARTMENT**

Minutes of the Special 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 9:00 A.M., on the 26th day of April 2016.

CALL TO ORDER:

The President called the meeting to order at 9:06 A.M., 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 Grady, Admin. BC Sean Fierce, Lt. Paul Kinsella (Training Officer), Engineer/Paramedic Jerry Cooke (EMS Coordinator), and Attorney Shawn Flaherty were also in attendance.

Asst. Chief Wilson and Michelle Selvaggio were absent from meeting.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None.

CHIEF GRADY'S REPORT:

Chief Grady noted the following:

- Asst. Chief Wilson is at the University of Illinois (Champaign) this week on behalf of the IFSI; and,
- The new Snorkel/Quint is on display at the FDIC Conference this week.

CHIEF OFFICER'S UPDATE:

No report.

ADMINISTRATIVE BC'S UPDATE:

Nothing new to report.

COMMISSIONER RE-APPOINTMENT:

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to re-appoint Kelly Hayden as a Commissioner, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

POLYCOM VIDEO CONFERENCING EQUIPMENT:

Lt. Paul Kinsella, Training Officer, explained the PolyCom Video Conferencing concept and its proposed impact on Training. The video conferencing is similar to an internal video telephone system that would interact live with all five (5) stations simultaneously. It does not operate through the Internet. Paul noted that funds are available for the equipment. The installation would be done "in-house" and the "main hub" would be located at Station 1.

A question and answer period followed the presentation and the Board held an open discussion.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to approve the procurement of the Video Conferencing Equipment, 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 and Daniel Rossi. All in favor. Motion carried. (Trustee Larry Nice voiced his approval prior to his leaving the meeting)

ZOLL PATIENT CARE REPORTING SOFTWARE:

EMS Coordinator, Jerry Cooke, explained the benefits and utilization of the Zoll Patient Care Reporting Software and noted a Zoll software license is required. This system would be faster and more efficient for the paramedics to use. The FFPD would be joining other area Departments in the Zoll Program. An EMS Council oversees the Zoll Program and Kim Hartley is the Will County "IT" contact person.

A question and answer period followed the presentation and the Board held an open discussion.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, to approve the procurement of the Zoll Software License, 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 and Daniel Rossi. All in favor. Motion carried. (Trustee Larry Nice voiced his approval prior to leaving the meeting)

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion/Approval of Retirement Agreement
3. Possible Action on Appointment of Fire Chief
4. Possible Action of Appointment of Fire Chief Emeritus

Trustee Robert Jacobs advised the Board that Chief Grady has agreed to and signed his Retirement Agreement.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve Chief Grady's "signed" Retirement Agreement and to authorize the Board's President (Robert Jacobs) and Secretary (Daniel Rossi) to sign the Agreement, on behalf of the District Trustees, 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.

(At 11:26 A.M., Trustee Larry Nice left the meeting)

Trustee Robert Jacobs stated the Contract for the new Fire Chief is near completion and requested, "tabling" the appointment at this time. The Board concurred.

PERSONNEL: [Continued]

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to appoint Chief Grady as Fire Chief Emeritus, 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 and Daniel Rossi. All in favor. Motion carried. (Trustee Larry Nice voiced his approval prior to his leaving the meeting)

FINANCE:

1. Discussion/Possible Action on WiFi Access Points-All Stations
2. Discussion/Possible Action on Ambulance Rate Increase
3. Discussion/Possible Action on Renewal of Property & Casualty Insurance Policy
4. Discussion/Possible Action on Renewal of Provident Accident & Sickness Policy
5. Discussion/Possible Action of Chase Credit Card

Admin. BC Fierce explained how and why the WiFi Access Points at all stations would be beneficial to the FFPD. The purchase would be through Convergence Technologies Inc.

The Board asked questions and held a brief discussion on this item.

Trustee Daniel Rossi researched the FFPD's current ambulance rates and recommended increasing them as follows:

NON-RESIDENT:	"ALS" -- from \$1,000.00 to \$1,200.00
	"ALS2" -- from \$1,000.00 to \$1,300.00
	"BLS" -- from \$800.00 to \$1,000.00
	Mileage -- from \$10.00 to \$15.00 per mile charge, over 12 miles
RESIDENT:	"ALS" -- from \$700.00 to \$900.00
	"ALS2" -- from \$700.00 to \$900.00
	"BLS" -- from \$600.00 to \$700.00
	Mileage -- from \$10.00 to \$15.00 per mile charge, over 12 miles

The Board held an open discussion.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, to increase the ambulance rates, effective June 1, 2016, 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 and Daniel Rossi. All in favor. Motion carried.

Trustee Robert Jacobs suggested, "tabling" discussions on the renewals of the Property & Casualty Insurance Policy and the Provident Accident & Sickness Policy until the May meeting, when more information would be available. The Board concurred.

The Trustees discussed the Chase Credit Card/Capital One Credit Card comparison "hand-out". It was recommended to use the Chase card only, due to the fact, the FFPD would receive double the reward points – which means more cash back rewards for the Department.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to have the Chase Credit Card replace the Capital One Credit Card as the Department's main credit card and to close the Capital One Credit Card, when the cash rewards are depleted, 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 and Daniel Rossi. All in favor. Motion carried.

MOBILE EQUIPMENT:

No report.

Trustee Robert Jacobs noted the new Snorkel/Quint looks great.

COMMUNICATION:

Admin. BC Fierce advised the Board the Dispatch Consolidation sub-committees are meeting today and tomorrow. The major Consolidation Meeting is scheduled for May.

REAL ESTATE:

Trustee Robert Jacobs noted the electronic message sign is “up and running” at Station 2.

MUSEUM & FFD HISTORICAL COMMITTEE:

No report.

APPROVAL OF PURCHASE ORDERS:

1. Convergence, \$6,652.00 [WiFi Access Points-All Stations]
2. PolyCom, \$20,000.00 [Video Conferencing Equipment]
3. Zoll, \$16,500.00 [Patient Care Reporting Software]
4. Xerox Govt. Systems, \$5,250.00 [7 Licenses for Firehouse Inspector Software]
5. IL Fire & Police Equip., \$12,500.00 [5 Sets of Turnout Gear]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the Convergence purchase order, in the amount of \$6, 652.00, 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 and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to approve the PolyCom Video Conferencing Equipment purchase, via the SKC Communication Products, LLC purchase order, in the amount of \$20,000.00, 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 and Daniel Rossi. All in favor. Motion carried. (Trustee Larry Nice voiced his approval prior to his leaving the meeting)

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, to approve the Zoll purchase order, in the amount of \$16,500.00, 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 and Daniel Rossi. All in favor. Motion carried. (Trustee Larry Nice voiced his approval prior to his leaving the meeting)

Admin. BC Fierce explained that the Xerox Govt. Systems Software would improve the current system and be more efficient. The seven (7) Licenses are for the five (5) Station iPads and the two (2) Bureau iPads.

The Board held a brief discussion regarding this request.

APPROVAL OF PURCHASE ORDERS: [Continued]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to approve the Xerox Govt. Systems purchase order, in the amount of \$5, 250.00, 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 and Daniel Rossi. All in favor. Motion carried.

Chief Grady confirmed that the IL Fire & Police Equipment purchase order request was for Turnout Gear replacement and a Grant will cover some of the cost.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to approve the IL Fire & Police Equipment purchase order, in the amount of \$12, 500.00, 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 and Daniel Rossi. All in favor. Motion carried.

CORRESPONDENCE:

None.

TRUSTEE COMMENTS:

Trustee William F. Hoffmeister “thanked” Admin. BC Fierce, Lt. Paul Kinsella and EMS Coordinator Jerry Cooke for their very thorough presentations today.

A Special Meeting is scheduled for Monday, May 9, 4:00 P.M., at Station 1.

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

At 9:45 A.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate, 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 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.

At 11:25 A.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to reconvene the Special 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.

ADJOURNMENT/RECESS:

At 12:30 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, that this meeting be adjourned. President Jacobs called for a voice vote. All in favor. Motion carried.

Carolyn J. Williams, Recording Secretary


Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist