

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 16th day of August 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, Larry Nice and Daniel Rossi.

Chief Bob Wilson and Trustee Michael Kavanagh were absent from said meeting.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, July 19, 2016

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated July 19, 2016. 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 Larry Nice, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$708,200.78, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

CHIEF WILSON'S REPORT:

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

Chief Wilson is attending the International Association of Fire Chiefs Conference in Texas.

CHIEF OFFICER'S UPDATE:

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

(Asst. Chief Fierce joined the meeting at 5:32 P.M., following a fire call.)

CHIEF OFFICER'S UPDATE: [Continued]

Asst. Chief Fierce highlighted the following items:

- Station 1 purge –
 - Emptied attics/basements
 - Made space for 7G Pub/Ed plan reviews and inspectors
 - Centralized File Room
 - Moved Conference Room
 - Painting to be done in Chief Wilson's and Asst. Chief Fierce's offices
 - Chief Wilson's office furniture to be delivered on Monday (Aug. 22)
 - Working with Designer on multi-year remodeling/updating plan;
- Vehicle –
 - Worked with Chief Wilson and Vince, from Pierce, to select options on new Pumper/Tanker
 - Snorkel is in service and went to its first fire today;
- FSLA Class –
 - Chief Wilson, Michelle and myself attended a 3-day class on Fire Service Fair Labor Standards Act. Plan on requesting a meeting with the Finance and Personnel Committees to review the class information;
- New Vendors –
 - Obtained a new vendor for the maintenance of the Ice Machines with a savings of \$1,200.00 per year;
 - A semi-annual Preventive Maintenance program will commence next week for the workout equipment at all stations;
- Station 1 Trees –
 - An Arborist from Precise Tree Care recommended removing four (4) Flowering Crab trees and trimming the remaining four (4) Flowering Crab trees, at a cost around \$1,100.00;
 - Also recommended spraying the remaining trees three (3) times per year (early Spring, late Spring and Summer);
- Dispatch Center –
 - The Governing Committee is working on By-Laws and IGAs;
- Video Conferencing –
 - BC conducting daily Roll Call and provides additional information regarding weather, uniform of the day, events, vehicles, etc. The program is going well;
- Personnel –
 - The perspective new hire will take the "Psych" test on Thursday, August 18;
 - The Promotion process has begun – five (5) members (Adcock, Brow, Gritsuk, Murdie and Sunzere) applied for the Lieutenant position and three (3) members (Kinsella, Linhart and Stukel) for the Battalion Chief position. The written exams for both positions will take place on Friday, August 26;
- Tower Ladder Sale –
 - Nothing new to report regarding the sale.

5:15 P.M. PUBLIC HEARING On the Budget and Appropriation Ordinance for the Fiscal Year Commencing June 1, 2016 and Ending May 31, 2017

At 5:15 P.M., President Jacobs called the Public Hearing to order on the Budget and Appropriation Ordinance for the Fiscal Year commencing June 1, 2016 and ending May 31, 2017.

President Jacobs noted no members of the public were present for the Hearing.

ORDINANCE NO. 220: An Ordinance Providing for the Budget and Appropriations of the Frankfort Fire Protection District, Will County, Illinois for the Fiscal Year Beginning June 1, 2016, and Ending May 31, 2017

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to adopt Ordinance No. 220, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion/Approval of New Hire Firefighter/Medic

Trustee Daniel Rossi stated the new hire has been accepted, pending his Fingerprint and Background checks.

Trustee Robert Jacobs clarified that the hiring of the new Firefighter/Medic is due to the recent Engineer promotion that occurred because an Engineer left to join the Chicago Fire Department.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the hiring of Joe Schwinger, as a Firefighter/Medic, as presented, pending acceptance of the Fingerprint and Background checks and Chief Wilson's approval. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

FINANCE:

1. Discussion/Possible Action on Resolution No. 16-09
2. Discussion/Possible Action on Health/Dental Insurance Benefit Plan Renewals
3. Discussion/Possible Action on Replacement of Station 1 Copiers

Trustee Daniel Rossi briefly summarized Resolution No. 16-09, whereby the excess funding from the Refunding of the Fire Protection Notes will be placed into Capital Funds, not Operating Funds. The placement order of these excess funds are as follows:

- Reserve target levels (2-3 months); and,
- Any excess funds at year-end are designated to the following:
 - General Fund
 - Pension Fund
 - Vehicle Replacement Fund
 - Any Capital Improvements approved by the Board of Trustees.

Trustee Robert Jacobs reiterated that the excess funds should not be part of Operating Expenses and should be used strictly for Capital Improvements.

Trustee Daniel Rossi advised the Board that he and the Insurance Committee met with The Horton Group regarding the Health and Dental Insurance upcoming renewals. It was determined that the FFPD cannot, at this time, change from the current HRA Plan to a HSA Plan due to the fact the current HRA renewal year is October to October and HSA Plans are on a calendar year – January to January. The Committee made the following recommendations:

- Blue Cross/Blue Shield will extend our renewal date for an additional three (3) months, for a total of fifteen (15) months, thus setting the next renewal for January 1, 2018;

FINANCE: [Continued]

- The Horton Group negotiated the 15-month renewal at an increase of 15.51% on the Premium, with an overall increase of only 12.21% on the Premium and the HRA contribution;
- Humana requested a 6% renewal increase for the Dental Plan, but due to The Horton Group's negotiating expertise, there will be no increase in the Dental Premium and the renewal is extended for fifteen (15) months.

There are no changes or increases to the Standard Life Insurance Plan since the FFPD is currently in a two-year contract.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to accept the recommended fifteen-month Blue Cross/Blue Shield HRA Health Insurance Plan renewal, the fifteen-month Humana Dental Insurance Plan renewal, and, the Standard Life Insurance Plan, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Trustee Robert Jacobs advised the Board that Bonnie Merritt researched the possibility of eliminating the copy machine on the west end of the Admin. Building, but after discussions with the copier company, it would not be monetarily advantageous to proceed at this time due to the current prepayment contracts that will expire in 2017. The Board concurred to take no action at this time.

RESOLUTION NO. 16-09: A Resolution Specifying the Allowed Spending in the Event of a Temporary Reduction in Operating Expenditures of the Frankfort Fire Protection District, Will County, Illinois

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt Resolution No. 16-09, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

RESOLUTION NO. 16-10: A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (1982 Smoke Craft 14' Boat, HIN#SMK13490M82I and 1981 Little Dude Boat Trailer, VIN#1911AAT1XB1A00267) of the Frankfort Fire Protection District Will County, Illinois

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to adopt Resolution No. 16-10, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

MOBILE EQUIPMENT:

Trustee Daniel Rossi confirmed that the new Pumper/Tanker has been officially ordered at a cost of \$640,000.00, which includes the Performance Bond.

COMMUNICATION:

No report.

REAL ESTATE:

Trustee Larry Nice reported the following:

- New trees have been planted at Station 3;
- Four (4) trees will be removed from Station 1;
- Clean-up/out took place at Station 1 last week; and,
- As part of the proposed remodel of the Admin. Area in Station 1, painting is being done.

MUSEUM & FFD HISTORICAL COMMITTEE:

Asst. Chief Fierce stated that a partial clean up was done to the Maintenance side of the Museum during the Station 1 purge. Members of the Department will be on the Museum side next week cleaning up in preparation for Fall Fest.

Trustee Larry Nice informed the Board the Boy Scouts will be in to put up the shadow boxes and display cases in the Museum.

APPROVAL OF PURCHASE ORDERS:

1. CDW, \$5,400.00 [Replacement of 8 Computers]

Trustee Robert Jacobs advised the Board the CDW purchase order amount is \$5,367.44, not \$5,400.00 as noted on the Agenda. Our current IT Company (CTC) will do the installation.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the CDW purchase order, in the amount of \$5,367.44, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

CORRESPONDENCE:

None received.

TRUSTEE COMMENTS:

Trustee Larry Nice apprised the Board the bathroom in the Museum is “roughed-in”. He requested the completion of this project be placed on next month’s meeting Agenda for possible action/approval by the Board and would request members of the Foundation complete the project.

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

None requested.

ADJOURNMENT/RECESS:

At 5:58 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, 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