

FRANKFORT FIRE PROTECTION DISTRICT
FRANKFORT FIRE DEPARTMENT

Minutes of the Rescheduled 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 4:30 P.M. on the 8th day of March 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 Grady, Asst. Chief Wilson, Admin. BC Sean Fierce and David Trevarthan were also in attendance.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None.

BID PROCESS FOR LAWN MAINTENANCE RFP:

1. Bid Opening – 5:00 P.M.

At 5:00 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to open the Lawn Maintenance bids. President Jacobs called for a voice vote. All in favor. Motion carried.

Trustee Daniel Rossi noted the bids would be opened and read, but the Board would not be making decisions at this time.

Trustee Daniel Rossi opened the following bids:

- Home Rescue Property Management Solutions -- \$1,980.00 monthly;
- George's Landscape -- \$18,204.90 annually;
- Carefree Lawn Maintenance – \$23,100.00 annually;
 - Station 1 - \$6,300 annually
 - Station 2 - \$3,150 annually
 - Station 3 - \$5,600 annually
 - Station 4 - \$4,900 annually
 - Station 5 - \$3,150 annually
- Ramiro Guzman Landscaping -- \$2,650.00 monthly;
- Trevarthan Landscaping -- \$14,420.00 annually;
- Second Chance Lawncare (dba US Lawns of Joliet) -- \$4,300.00 monthly;
- R & R Yard Design -- \$12,300.00 annually (\$1,757.14 monthly);
- Acres Group of Wauconda -- three (3) year contract:
 - 1st year - \$29,997.00 annually
 - 2nd year - \$30,618.00 annually
 - 3rd year - \$31,248.00 annually
- H. L. Landscape (Joliet) -- \$15,758.05 annually.

BID PROCESS FOR LAWN MAINTENANCE RFP: [Continued]

Trustee Robert Jacobs recommended referring the bids to the Landscape and Finance Committees and AC Wilson for review. The bids were released to AC Wilson.

Trustees Larry Nice and Michael Kavanagh expressed their interests in reviewing the bids also.

The Board concurred to schedule a Special Meeting to review the recommended bids and render a decision at that time.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, February 16, 2016

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated February 16, 2016, as presented. 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 Michael Kavanagh, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$71,563.64, 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.

CHIEF GRADY'S REPORT:

1. Update on ISO Rating

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

Chief Grady highlighted the following items:

- The FFPD's "ISO" rating for protected/hydrant areas changed from "4" to "3". AC Wilson and Admin. BC Fierce will review the report;
- The Household Hazardous Waste Drop Off Event is Saturday, April 16th, from 8 A.M. – 3 P.M., at the Lincolnway East High School parking lot;
- "Thank you" letters were received from George & Carolyn Williams and Nikie Pavesich regarding recent ambulance response services, and letters from area Departments regarding the FFPD's assistance with fires calls;
- Scholarship information was included in the packet;
- Frankfort Township is putting up signage at their office located on LaPorte Road, just east of Route 45;
- The old Dominick's location is awaiting final approve from the Village to become an "up-scale" movie theatre;
- "Thanked" Admin. BC Sean Fierce and AC Bob Wilson for the end-of-year report; and,
- Will be meeting with the Board of Trustees regarding my upcoming retirement from the Department.

CHIEF OFFICER'S UPDATE:

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

Asst. Chief Wilson highlighted the following items:

- The FFPD is participating in joint training with the Manhattan Fire Protection District. Multi-company training is an "ISO" requirement;
- Re-organization will take place within Fleet Maintenance. A 7G Vehicle Maintenance position, to assist Eric, will be posted;
- Engine 73 (2008 Pierce Arrow-XT) was sold to a North Carolina Fire Dept. The Engine was listed for \$250,000.00 and sold for \$248,000.00;
- The 2006 IH/US Tanker is theoretically sold to the Chebanse Township Fire Dept., pending the sale of their Tanker; and,
- The asking price for the 2007 Pierce 100' Ladder Truck has been lowered.

ADMINISTRATIVE BC'S UPDATE:

Admin. BC Fierce's written report was submitted to the Board.

Trustee Robert Jacobs commended Admin. BC Fierce on his very thorough report.

In reference to his report, Admin. BC Fierce stated that by training the personnel to input data into the "Firehouse" program differently, the 2016 end-of-year report would be even more accurate.

Admin. BC Fierce highlighted the following items:

- Regarding year-to date inspections, 120 done by companies and 115 by 7G personnel. Inspections have become a self-sustaining workflow;
- Yesterday, a business refused the FFPD entry for an inspection. Discussed this matter with Inspector Merz and in conjunction with the Village, renewal of the Business License in April will be denied until an inspection by the FFPD is completed;
- Working with Dennis on updating the "UGA's". A rough draft will be presented to the senior Chiefs for their review and input;
- In discussion with the Village of Frankfort regarding the Village's updated 2015 Building Codes, scheduled for adoption in May. We are currently updating the FFPD's 2006 Fire Codes. Presentation of the updated Codes will be made to the Board in the next few months;
- The FFPD will participate in the Frankfort Community Business Expo Showcase on March 19, 2016 at Lincolnway East High School; and,
- In conjunction with Eric, a formal Work Order System has been created for vehicle maintenance in the Firehouse program.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Chief Grady advised the Board of the following:

- BC Todd Hamm had a motorcycle accident. His "ACL" was injured and surgery is scheduled for April 4, 2016;
- LT Josh Schultz's mother had surgery; and,
- LT Jeff Otte's son is undergoing his treatments.

Trustee Robert Jacobs expressed the Board's appreciation to AC Wilson and Admin. BC Fierce for "filling-in" during Todd's absence.

FINANCE:

1. Discussion/Possible Action on Ambulance Rate Increase
2. Update on Renewal of Property & Casualty Insurance Policy
3. Update on GFOA Award for Financial Reporting Excellence

Trustee Daniel Rossi apprised the Board he is working on the rates and will have figures and recommendations for next month's meeting.

In reference to the renewal of the Property & Casualty Insurance Policy, AC Wilson and Michelle met with a few vendors and are now waiting for their bids.

Trustee Robert Jacobs confirmed that AC Wilson and Michelle would review the bids prior to submission to the Board.

On behalf of the Board, Trustee Robert Jacobs "thanked" everyone involved in attaining another GFOA Award for "Excellence in Financial Reporting". He noted that Kristi does prepare the majority of the required documentation.

MOBILE EQUIPMENT:

1. Discussion/Updates on Fleet Surplus

AC Wilson stated the Quint-Snorkel is still on schedule and the delivery of the new Ford Staff car is due in any day now.

AC Wilson noted he is still working on the "RFP" for the Pumper/Tanker and it is taking longer than he had expected.

In answer to Trustee Daniel Rossi's question regarding the "RFP", AC Wilson stated he is initially working with Eric, and once more information is available, he will meet with the "troops" for their input.

AC Wilson advised the Board two (2) prices were received to re-chassis an ambulance – one for \$165,000.00 and the other for \$160,000.00. He noted our latest ambulance purchase cost \$189,000.00.

COMMUNICATION:

Trustee Michael Kavanagh stated thirty-one (31) different entities are represented in the consolidation of the Dispatch Centers. Committees have been formed to manage the consolidation process more efficiently.

Admin. BC Fierce advised the Board the Will County ETSB must submit the consolidation plan to the State of Illinois by July 1, 2016. The Will County ETSB would like a draft of the plan in May, from the committees, for their review.

Trustee Robert Jacobs stated the next planning meeting is scheduled for March 31, 2016. He (Trustee Jacobs) and AC Wilson offered Station 3 as a central meeting location. Each entity is to appoint a representative to participate in these meetings.

A **Motion** was made by Trustee Daniel Rossi, seconded by William F. Hoffmeister, to appoint AC Wilson as the FFPD representative, with Admin. BC Fierce as his "back-up"; and, to appoint Trustee Michael Kavanagh as the District representative, with Trustee Robert Jacobs as his "back-up". President Jacobs called for a voice vote. All in favor. Motion carried.

REAL ESTATE:

Trustee Larry Nice reiterated that he would like to be a part of the Committee reviewing the lawn maintenance bids.

MUSEUM & FFD HISTORICAL COMMITTEE:

No report.

APPROVAL OF PURCHASE ORDERS:

None submitted.

CORRESPONDENCE:

None.

TRUSTEE COMMENTS:

Trustee Larry Nice “thanked” everyone for the many cards he received and prayers offered during his illness.

Trustee Daniel Rossi “thanked” the Chiefs and the Department for the ambulance response his Grandson required. LT. George Heinen, Engineer Drew Doogan and FF/EMT Jason Vaccaro “did a great job”.

Trustee Michael Kavanagh asked whether it would be feasible to consider hiring a full-time assistant for our mechanic (Eric). AC Wilson stated that he and Eric have had discussions on this subject.

The Board held an open discussion regarding “7G” assistance and the required Certifications.


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

None requested.

ADJOURNMENT/RECESS:

At 5:37 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, 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 Pro-Tem

Transcription by: Carolyn J. Williams, Administrative Receptionist