

**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 February 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:  
Robert Jacobs, Michael Kavanagh and Daniel Rossi.

Chief Grady, Asst. Chief Wilson and Admin. BC Sean Fierce were also in attendance.

Trustees William F. Hoffmeister and Larry Nice 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, January 19, 2016

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated January 19, 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 Michael Kavanagh, seconded by Trustee Daniel Rossi, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$142,716.80, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh 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:

- Trustee Nice is home and will be starting rehab at a facility in Homewood. He anticipates attending the March 8<sup>th</sup> Board Meeting;
- Past-Trustee/Chief Don Lorenz is also home and doing well following knee surgery;
- Lt. Jeff Otte's son, Brandon, has been diagnosed with a form of cancer. Jeff will be utilizing some donated time to be with his son when the cancer treatments begin next week. His anticipated return to duty is February 24, 2016; and,

**CHIEF GRADY'S REPORT:** [Continued]

- Lt. Chris Wolf resigned from the Pension Board and a Special election to fill the position is forthcoming.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Wilson highlighted the following items:

- There is a significant roof leak above the west Bay at Station 1. The roofing company is addressing the problem;
- The LED sign for Station 2 has been delivered. Installation will take place when the weather improves;
- Lt. Linhart completed the updating of the men's bathroom, located in the Administrative section of Station 1;
- The lawn maintenance "RFP" packets are available in the lobby. The bids will be "opened" at the March 8<sup>th</sup> Board Meeting;
- There have been a couple of inquiries on Engine 73;
- Negotiations are ongoing with a Fire District in Kankakee County regarding the purchase of the Tanker;
- Still working on the "RFPs" for the Pumper Tanker for Station 3; and,
- Attending various meetings as noted in my written report.

**ADMINISTRATIVE BC'S UPDATE:**

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

Admin. BC Fierce highlighted the following items:

- Attended the Will County Chiefs' Meeting and the MABAS 19 Chief Officers' Meeting;
- Recently spoke at the MABAS 19 Mechanics Group Meeting. The topic pertained to the recording of vehicle maintenance in the Firehouse Program for data retention;
- Earlier today, attended a Committee meeting regarding the rewriting/updating of the Mayday Policy for the Lincolnway Dispatch agencies. A plan was formulated and will be presented tomorrow at the Dispatch Center's Operations Meeting; and,
- In reference to the Bureau –
  - Have been working with Dennis and the 7G personnel;
  - 100 inspections have been completed in six (6) weeks;
  - Following up with the staff on report completion and quality checking;
  - Compiling stats from prior years; and,
  - Addressing Nuisance Alarms – possible implementation of work orders for the FFPD staff.

In answer to Trustee Daniel Rossi's question, Admin. BC Fierce stated an Ordinance does exist that addresses the invoicing for excessive alarm reoccurrences, in the event corrective measures were not originally taken by the responsible party.

Chief Grady noted these "stats" would produce a better picture as to the number of calls and the reasons for these calls.

**ADMINISTRATIVE BC'S UPDATE:** [Continued]

Admin. BC Fierce stated tracking is also being done as to the cause of these alarms, i.e. line trouble, radio trouble, missing devices, etc.

**RESOLUTION 2016-03:** [A Resolution Approving in Tentative Form the Amended Budget and Appropriation Ordinance for the Fiscal Year Beginning June 1, 2015 and Ending May 31, 2016]

Trustee Robert Jacobs advised the Board the Accountants requested the adoption of this Resolution due to our recent Refunding transaction.

Chief Grady stated the Attorney confirmed the Accountants' request citing it is procedural and is in alignment with the new reporting techniques regarding Refundings.

Trustee Robert Jacobs also noted because the transaction was done as a "Current Refunding", the refund needs to show as Income and the refinancing as a Liability on the Budget.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to adopt Resolution 2016-03, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh and Daniel Rossi. All in favor. Motion carried.

**RESOLUTION 2016-04:** [A Resolution Appointing Persons to Prepare a Budget in Tentative Form for the Fiscal Year Beginning June 1, 2016 and Ending May 31, 2017]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, to appoint the Administrative Staff (Chief Officers) and the Board Finance Committee to prepare a tentative Budget and to adopt Resolution 2016-04, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh and Daniel Rossi. All in favor. Motion carried.

**PERSONNEL:**

## 1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Daniel Rossi stated there was nothing new to report.

**FINANCE:**

Trustee Daniel Rossi advised the Board he recently worked with Pat Mannix, from Andres Medical Billing, on a possible proposal to increase the ambulance charges, in order to be in line with comparable Districts. The FFPD's last increase was in June 2014.

Chief Grady noted the EAV was "in the black" for the first time in seven (7) years.

**MOBILE EQUIPMENT:**

AC Wilson is waiting for a delivery date on the new Ford Staff car.

AC Wilson stated he and Eric Hall had an informational meeting with an individual regarding the "re-chasseing" of an ambulance.

**MOBILE EQUIPMENT:** [Continued]

Trustee Robert Jacobs advised the Board the \$26,000.00 check for the new Staff car, as noted on the current Expenditure Journal, would be issued upon delivery of the vehicle.

**COMMUNICATION:**

Trustee Michael Kavanagh stated it looks as though Dispatch will be moving with the County. There is a Dispatch meeting tomorrow with the “focus groups” addressing the consolidation of the Dispatch Centers and personnel.

In reference to Trustee Robert Jacobs’ comment regarding a possible cost savings to the FFPD, due to the consolidation, Chief Grady does not anticipate this happening at this time.

**REAL ESTATE:**

No report.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

No report.

**APPROVAL OF PURCHASE ORDERS:**

None submitted.

**CORRESPONDENCE:**

Chief Grady noted that sometime in May, it appears that Trustee Larry Nice, the FFPD EMS Team and Frankfort Police may be recognized at the Silver Cross EMS Luncheon for their “save response”.

**TRUSTEE COMMENTS:**

Trustee Robert Jacobs stated that he saw Larry Nice today and is amazed at his progress. He also visited Don Lorenz and mentioned that Don is recovering well from his recent knee surgery.

Chief Grady mentioned that Dan’s Grandson, Dominic, recently went to a Blackhawks game courtesy of the Blackhawks and WGN.

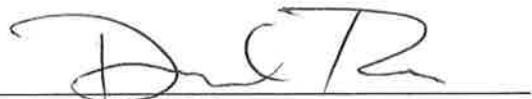
**POSSIBLE CLOSED SESSION PER STATUTE 5ILCS120/2C FOR THE PURPOSE OF DISCUSSING LITIGATION, COLLECTIVE BARGAINING, REAL ESTATE AND PERSONNEL:**

None requested.

**ADJOURNMENT/RECESS:**

At 5:40 P.M., a **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, that this meeting be adjourned. President Jacobs called for a voice vote. All in favor. Motion carried.

Michelle Selvaggio, Recording Secretary

A handwritten signature in black ink, appearing to read 'D. Rossi', written over a horizontal line.

Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist