

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 17th day of February 2015.

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 and Donald Lorenz.

Trustees Michael Kavanagh and Daniel Rossi were absent from said meeting.

Chief Grady, Asst. Chief Wilson, BC Sean Fierce, Engineer Brian Adcock and Larry Nice, Sr., were also present.

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to appoint William F. Hoffmeister Secretary Pro-Tem for this meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, January 20, 2015
2. Special BOT Meeting, January 29, 2015

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to approve the Regular Meeting Minutes dated January 20, 2015, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz to approve the Special Meeting Minutes dated January 29, 2015, 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 Donald Lorenz, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$135,326.19, 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, and Donald Lorenz. All in favor. Motion carried.

CHIEF GRADY'S REPORT:

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

Chief Grady highlighted the following:

- Firefighter/Paramedic Robert Price was "sworn in" two weeks ago - is starting shifts and working out well - a "good guy";
- On behalf of the FFPD, he (Chief Grady) accepted a plaque of "Recognition" from the Frankfort VFW;
- An article from "The Frankfort Patch" noted that a 2nd grader, who attends Arbury Hills School, knew what to do when her Grandmother fell - she called "911". Recognition was given to the FFPD for the Dept.'s regular fire prevention and safety instruction visits. Copies were given to Dennis Merz and Pat Collier. (Carolyn Williams provided the article);
- Robbyn Travis (a Contract Firefighter/Paramedic) will be leaving the Department on February 28, 2015 and going to Braidwood. The FFPD will be down to four (4) Contract personnel;
- He (Chief Grady) will be speaking at the IAFFPD Mini-Conference in Fairview Heights, IL on February 20 and 21;
- A "Safer Grant" application has been submitted with the assistance of Asst. Chief Wilson and BC Sean Fierce; and,
- The FFPD recently received two (2) grants -- one for \$23,000 and the other for \$15,000.

Chief Grady confirmed for Trustee Donald Lorenz that a "New Hire" master list encompasses Frankfort, Manhattan, Mokena and New Lenox and these Departments will be offering the same standardized written test for all applicants. Currently the FFPD has a "cap" of accepting the first forty (40) applicants and would like to raise that number to fifty (50).

Trustee Robert Jacobs and Chief Grady explained the "list" processing procedures.

Trustee Robert Jacobs noted the following:

- Chief Grady was honored by the Frankfort VFW;
- Chief Grady was re-certified as a Chief Fire Officer with the State of Illinois; and,
- Asst. Chief Wilson was commended for his assistance with the re-development of the IFSI Fire Officer Programs I and II.

In answer to Trustee Robert Jacobs' question, Chief Grady explained the Fools School is a fraternal organization (Fraternal Order of Leatherheads) that the FFPD belongs to. The 2015 Fools School is a one-day "hands on" training session to be held at Station 3.

CHIEF OFFICER'S UPDATE:

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

Asst. Chief Wilson spoke with NICOR on February 11th and they will send a contract to the FFPD regarding the installation of the generator line at Station 3.

Asst. Chief Wilson apprised the Board of the following:

- Meeting with the Company Officers at the stations;
- Working with Kristi on the upcoming Budget and station projects (i.e., Museum roof replacement, front sign on Station 3, etc.);
- Dive team assisted with the Kankakee River water rescue/search for the missing lady at Kankakee yesterday; and,
- FFPD will supply "stand-by" personnel to assist with the "Frankfort 1/2 Marathon" on April 25th.

CHIEF OFFICER'S UPDATE: [Continued]

As a result of the recently requested study on the electric usage at all stations, Trustee Robert Jacobs reported a significant savings in kilowatt hours has been recognized at some stations. Even though the electric rates have increased, a savings is still being realized.

RESOLUTION 2015-01: [A Resolution Appointing Persons to Prepare a Budget in Tentative Form]

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to appoint Trustees Daniel Rossi and Michael Kavanagh and Chief Grady to prepare a Budget in tentative form, 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 and Donald Lorenz. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion on Application for PSEBA

On behalf of Trustee Daniel Rossi, Trustee Robert Jacobs reported the Union Contract has been signed. The "retro-pay" has been issued to the Union employees, as well as the Administrative personnel.

Trustee Robert Jacobs noted that Attorney Flaherty has prepared the "Wolf PSEBA Findings" document, as requested, for the Board's review and approval.

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to approve the "Wolf PSEBA Findings" document, 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 and Donald Lorenz. All in favor. Motion carried. Copies of this document will be sent to Chris Wolf and his Attorney.

FINANCE:

No report.

MOBILE EQUIPMENT:

Per Asst. Chief Wilson, there is nothing new to add to earlier report.

COMMUNICATION:

Chief Grady reported there are significant problems being addressed with Motorola regarding the new "911 cut-over" system. Both the Police and Fire are experiencing problems at all the Centers. Asst. Chief Wilson and BC Sean Fierce are diligently working on this issue, also.

BC Sean Fierce added that all the agencies are "trouble-shooting" on their own. BC Fierce will continue to update the Board on this issue.

REAL ESTATE:

In reference to the electric bill cost comparisons, Trustee Donald Lorenz stated Station 3 is great, but the other stations have gone up due to the kilowatt hour cost. He questioned why the usage varied at Station 4 and Asst. Chief Wilson stated the outside lighting was recently switched to LED lighting.

Asst. Chief Wilson updated the Board on the lighting upgrades at each station.

REAL ESTATE: [Continued]

Asst. Chief Wilson said he would eventually like to change the bay lighting at Station 2 to LED, possibly through a Grant.

Trustee Donald Lorenz "thanked" Asst. Chief Wilson for his work on the lighting of the stations and commented "good job, Bob".

Chief Grady mentioned we have to ensure the correct bulbs are being installed in the fixtures.

MUSEUM & FFD HISTORICAL COMMITTEE:

Larry Nice, Sr. reported that everything is good - nothing new to report.

APPROVAL OF PURCHASE ORDERS:

1. CDS Office Technologies, \$15,000.00 (4 Panasonic Toughbooks)
2. Staples, \$5,919.95 (5 Tablets for Paperless EMS Reporting)

BC Sean Fierce explained the purchase of 4 Panasonic Toughbooks is partly due to the County System upgrade and out-of-date computer systems.

Trustee Donald Lorenz noted the Board is fortunate to have some employees, who are computer "savvy", make the effort to find ways to save money for the FFPD.

Chief Grady noted that both purchases are covered by Grant funds.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz to approve the CDS Office Technologies purchase order, in the amount of \$15,000.00, 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 and Donald Lorenz. All in favor. Motion carried.

A **Motion** was made by Trustee Donald Lorenz, seconded by Trustee William F. Hoffmeister to approve the Staples purchase order, in the amount of \$5,919.95, 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 and Donald Lorenz. All in favor. Motion carried.

CORRESPONDENCE:

None.

TRUSTEE COMMENTS:

In response to Trustee William F. Hoffmeister's question regarding the handling of incomplete EMS Reports and the new paperless EMS Tablets, Asst. Chief Wilson explained that parameters are being set-up that will not allow the Paramedic to proceed with the report without completing certain mandatory fields.

Chief Grady "thanked" Asst. Chief Wilson, BC Sean Fierce, EMS Coordinator Jerry Cooke, Training Coordinator Brian Adcock, Michelle and Kristi for all their work on creating paperless systems for the FFPD.

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

None requested.

ADJOURNMENT/RECESS:

At 5:50 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Donald Lorenz 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