

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 18th day of July 2017.

**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.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, June 20, 2017
2. Semiannual Closed Session Minutes

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated June 20, 2017, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve and release the following dated Closed Session Meeting Minutes: February 21, 2017, March 21, 2017 and May 16, 2017, as presented.

Prior to the vote, Trustee Kavanagh questioned why Closed Session Minutes need to be released at all. Michelle explained the timeline regarding the releasing of Closed Session Minutes and the destruction of the meeting tapes. In the event Closed Session Minutes are not released, the respective tapes cannot be destroyed either.

The Board held an open discussion on the reviewing of the semi-annual Closed Session Minutes. Trustee Jacobs expressed the following: any Closed Session Minutes pertaining to pending litigation, Union negotiations or personnel issues should not be released, but Closed Session Minutes where issues have been addressed and resolved should be released.

President Jacobs reiterated the **Motion** and 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. Trustee Michael Kavanagh voted nay. Motion carried.

(At 5:22 P.M., Asst. Chief Kinsella joined the meeting)

**APPROVAL OF THE MINUTES:** [Continued]

The Board then discussed the possible release of pending “previously approved, but not released” Closed Session Minutes.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to release the following “previously approved, but not released” Closed Session Minutes: July 22, 2013, July 15, 2014, December 22, 2014, August 18, 2015, October 20, 2015 and March 14, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

(At 5:30 P.M., Chief Wilson joined the meeting)

**APPROVAL OF THE BILLS:**

1. Board/Expenditure Report

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Daniel Rossi, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$201,332.53, 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 WILSON’S REPORT:**

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

Chief Wilson noted the following items:

- Lt. Ben Hansen is continuing with rehab and plans to return before Fall Fest;
- FF/EMT Jeff Otte has returned to duty;
- BC Tim Campbell is still off due to Rotator Cuff surgery and may possibly return shortly after Fall Fest;
- Eng. John Gritsuk is out due to a minor back injury/discomfort;
- Attended numerous meetings;
- The Snorkel is back at the service center for repairs;
- Participated in a beef eating contest with Engineers Bilycu and Sunzere at Buona Beef against the Frankfort Police Dept.;
- While at the Fire District Conference, discussed the current billing rates in the area and possible cost savings with Andres;

Trustee Rossi added that the FFPD pays Andres about \$50,000 a year for them to collect around \$1 million in ambulance billing on our behalf.

- Attended the Eagle Scout meeting for Max Martin at Station 3 last Sunday;
- DC Fierce is working with the Eagle Scouts regarding possible projects at the other stations;
- Spent a Sunday at the Frankfort Farmers Market with Trustee Rossi representing the Kiwanis Club and the FFPD; and,
- Next week will be attending the Fire Rescue Conference in North Carolina.

**CHIEF OFFICERS' UPDATES:**

**Deputy Chief Fierce** – No report.

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

Asst. Chief Kinsella reported on the following:

- In reference to the Snorkel, the dealer said the manufacturer is “still looking into it” (the issues);
- Working on IT issues, possibly the wireless links may need to be upgraded;
- Problems occurring more often with the copier machines due to their age, may need to be upgraded; and,
- The “spam” issues are being addressed.

**RESOLUTION NO. 2017-04:** A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (1994 New Holland Diesel Skid Tractor, VIN 847860).

Asst. Chief Kinsella stated the numerous mechanical issues are too costly to repair. It will be disposed of for a small fee.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to adopt Resolution No. 2017-04, 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.

**RESOLUTION NO. 2017-05:** A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (5 Manitowoc Ice Machines, Model #s: Q270, S420, SYO324A, SDO332A and IY0324A).

Trustee Jacobs noted that it is more cost effective to have “bagged” ice delivered to Station 1, than to maintain five (5) ice machines at the respective stations.

Chief Wilson added that the BCs distribute the ice to the stations, where it is stored in small ice freezers.

Trustee Rossi confirmed the ice storage machine at Station 1 is of no cost to the FFPD.

Chief Wilson advised the Board that DC Fierce is researching the possibility of selling these ice machines.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to approve Resolution No. 2017-05, 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.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion/Updates on Renewal of Fire Chief, Robert Wilson's Contract

Trustee Rossi stated contract negotiations are on going and looking to schedule a meeting in mid-August.

**PERSONNEL:** [Continued]

Chief Wilson said a four-year (4) contract is being proposed, instead of a three-year (3) contract.

Trustee Jacobs reported that a meeting would be scheduled with Attorney Flaherty to discuss the renewal of Chief Wilson's contract.

**FINANCE:**

Nothing new to report.

**MOBILE EQUIPMENT:**

1. Discussion/Approval of Skid Steer Tractor

Skid Steer Tractor discussed earlier in the meeting.

**COMMUNICATION:**

Chief Wilson mentioned DC Fierce is on his way to the 6 P.M. meeting tonight, at Station 3, regarding status updates on the County employees.

**REAL ESTATE:**

Nothing new to report.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Nice reported the Museum is ready to be "shown".

**APPROVAL OF PURCHASE ORDERS:**

1. Chase-JPMorgan Bank, \$25,000.00 [Used Skid Steer]
2. Gov Direct, \$14,180.00 [4 Units – CH71, 72, 73, BC71 & Mounts]
3. Precise Painting, \$6,970.00 [Painting of TRT Training Prop]

Asst. Chief Kinsella stated he is requesting approval from the Board to proceed with his search for a used Skid Steer and pre-approval of a purchase order, in an amount not to exceed \$25,000.00. He explained the need for the replacement of the Skid Steer.

In answer to Trustee Jacobs' question, Asst. Chief Kinsella confirmed with our Attorney, that the purchase of used equipment does not require an "RFP".

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Chase-JPMorgan Bank purchase order, in an amount not to exceed \$25,000.00, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**APPROVAL OF PURCHASE ORDERS:** [Continued]

In reference to the GovDirect purchase order, Asst. Chief Kinsella provided the following information:

- FFPD currently has fourteen (14) MDT's in service, two (2) of which do not meet the minimum specifications to work with 911, but one (1) is still working. Two (2) were purchased in 2009, 4 in 2012, 4 in 2013 and 4 in 2015;
- The current Panasonic "Toughbook" models (now in the trucks) are no longer available and new mounts need to be purchased;
- Purchase of four (4) "CF54"s to replace the two (2) out dated ones from 2009; and,
- The four (4) new units (with mounts) will be placed in CH71, 72, 73 and BC71. These units get the most abuse in the Chiefs' vehicles due to heat accumulation inside the vehicles, while parked outside.

Asst. Chief Kinsella anticipates the total cost to be less than the purchase order request.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the GovDirect purchase order, in an amount not to exceed \$14,180.00, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Chief Wilson advised the Board that a \$9,700.00 Grant was recently received for maintenance on the rope rescue cans. These funds were used on the following projects:

- Painting of the TRT Training Prop - \$6,970.00; and,
- Engineering company fee for inspection of the welds - \$2,200.00.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Precise Painting purchase order, in the amount of \$6,970.00, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**CORRESPONDENCE:**

Chief Wilson noted the following "Thank you" letters:

- Mokena – participation in their July 4<sup>th</sup> parade for their 100<sup>th</sup> Anniversary celebration;
- Dolton – providing Station coverage, with an Engine & Chief, during the wake of their member; and,
- Lockport – the Dive team's assistance with a water rescue and recovery.

**TRUSTEE COMMENTS:**

Trustee Jacobs "thanked" Chief Wilson for the article and pictures he sent to the Frankfort Station for publication regarding the swearing-in of the new Commissioner.

Trustee Rossi advised the Board that the Foundation and the Union donated funds to the Village for the July 4<sup>th</sup> Fireworks display. The Kiwanis Club distributed flyers to the public naming the sponsors for this event. Thus, the FFPD Foundation and Union were listed on behalf of the District. Unfortunately, the Mayor did not mention the FFPD when he announced the sponsors of the Fireworks event.

Chief Wilson stated that overall, the relationship between the Village and the FFPD has improved.

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

None requested.

**ADJOURNMENT/RECESS:**

At 6:20 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, that is 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