

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 19th day of July 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, Larry Nice and Daniel Rossi.

Trustee William F. Hoffmeister was absent from said meeting.

Chief Bob Wilson, Asst. Chief Sean Fierce and Michael Orrico were also in attendance.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, June 21, 2016
2. Semiannual Closed Session Minutes

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated June 21, 2016. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice, to approve, but not release the Closed Session Minutes dated December 16, 2015, March 14, 2016, March 24, 2016 and April 26, 2016, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Trustee Robert Jacobs stated he and Michelle Selvaggio reviewed additional previously approved, unreleased Closed Session Minutes and recommended not to release them.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to continue to hold all previously approved Closed Session Minutes and not release them. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**APPROVAL OF THE BILLS:**

## 1. Board/Expenditure Report

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$154,656.67, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: 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 highlighted the following items:

- Lt. Linhart continues to replace lighting at Station 1 with LED;
- Station 1 clean-up and reorganization is scheduled for August 8 – August 12;
- The tentative purchase of the Tower Ladder by a Knoxville, TN Department is “on hold” due to a “buyout” of the Department by American Medical Response (AMR). In the meantime, a previously interested Fire Department is still interested, pending an evaluation by Alexis Fire Apparatus to add a pump;
- Chief Wilson and AC Fierce will be meeting with Police Chief Burica next week regarding Fall Fest;
- The Fire District Audit is scheduled for next week; and
- Scheduled to meet with the President of Old Plank Trail Bank next week.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Fierce highlighted the following items:

- Continuing to work on the Administrative goals undertaken in his prior position;
- In reference to the IT issues with EMS -- a solution has been found for the laptops; the ZOLL PCR has been installed on one of the laptops; all laptops to be up and running next week; and, training will begin in August;
- In order for the FFPD to be eligible to bill Medicaid for services rendered, all Paramedics need to be registered and trained before the end of August;
- Residents are noticing the advertising on the LED signs. The CPR classes are full for this time of year and the FFPD is at a “break-even” point with the costs involved;
- The Polycom “kick off” will begin on Monday (July 25) for all stations with daily roll calls;
- Ordinance No. 219 updates the FFPD to the 2015 Edition of the International Code Council. It also includes third-party alarm monitoring;
- Researching a new uniform vendor who offers an “online” store which will afford the FFPD control of “approved” apparel and maintain an up-to-date clothing allowance balance for the employee;
- Working with Chief Wilson on the Promotional process; and,
- The Will County Threshermen's Association is hosting an event this weekend in Frankfort.

**INSTITUTIONAL AGREEMENT OF AFFILIATION:**

1. Possible Action on Moraine Valley Community College Agreement

Asst. Chief Fierce explained that the Institutional Agreement of Affiliation with Moraine Valley Community College is similar to an Intergovernmental Agreement. The FFPD is the site for their “hands-on” part of the Fire Service Program offered at Moraine Valley. The FFPD receives between \$8,000 and \$10,000 in revenue, less expenses of about \$4,500 per year. The net funds are reinvested back into the Burn Training Tower. Our Attorneys did review and approve the agreement.

Chief Wilson noted that our Cadets attend EMT classes at Moraine.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, to adopt the Moraine Valley Community College Agreement, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Chief Wilson advised the Board that one (1) FFPD Engineer would be leaving to go to the City of Chicago Fire Department. Once this becomes official, the process of hiring a new member will commence.

Trustee Robert Jacobs requested the “hiring of a new member” be added to next month’s Agenda.

Chief Wilson stated the Illinois Appellate Court dismissed the Berge Appeal and it is unlikely the Appeal would advance to the Illinois Supreme Court. His Workmen’s Comp. case is still pending, with a possible Hearing in October.

**FINANCE:**

1. Discussion/Action on Ordinance No. 219
2. Discussion/Possible Action on Impact Fees

Asst. Chief Fierce explained that Ordinance No. 219 updates all the FFPD Fire Codes and includes additional information regarding Knox Box keys and placement of boxes, digital Plan submission, and the Fine Schedule for violations of Inspections. The Ordinance was presented to the Building Departments in the Villages of Frankfort and Mokena with no objections.

Asst. Chief Fierce stated that upon the direction of the Finance Committee, he would research updating the Impact Fees.

**ORDINANCE NO. 219:** An Ordinance Adopting Fire Prevention Codes for the Frankfort Fire Protection District, Will County, Illinois

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, to adopt Ordinance No. 219, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

In answer to Trustee Robert Jacobs’ question, Michelle confirmed that Ordinance No. 219 requires publication.

**MOBILE EQUIPMENT:**

## 1. Discussion/Possible Action on Bid Proposals for New Pumper-Tanker

Trustee Michael Kavanagh advised the Board the Mobile Equipment Committee recommends accepting the Pierce bid proposal for the Pumper-Tanker. Pierce was the lowest responsible bidder.

Chief Wilson noted this was the first time the “open bid” process was implemented for selecting a vendor. Asst. Chief Fierce, Mechanic Eric Hall and Engineer Doogan were also involved in the breakdown of the “specs”. Five (5) vendors requested the bid information and three (3) bids were returned – they are as follows:

- Alexis \$662,343
- E One (Fire Service) \$596,782
- Pierce (Global Emergency Products) \$662,900

The Committee made comparisons of the received bid “specs” over the last two months and the following results were found: one vendor missed 22 items; one vendor missed 5 items; and, one vendor missed 2 items.

Trustee Robert Jacobs confirmed that Pierce was the lowest responsible bidder.

Chief Wilson stated the cost of the Pumper-Tanker from Pierce is as follows:

- \$640,352.00 – includes the “100% Pre-pay” option and a Performance Bond; or,
- \$638,363.00 – includes the “100% Pre-pay” option, but no Performance Bond.

Mike Orrico explained the purpose of the Performance Bond as the following:

- If the vehicle is not what the FFPD wants, it gives the option to request the vehicle be corrected; and,
- If delivery of the vehicle does not occur within a specified timeframe, penalty payments begin.

Mike Orrico encouraged buying the Performance Bond when utilizing the “100% Prepay” option.

The Board held an open discussion regarding the Performance Bond.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, to accept Pierce as the lowest responsible bidder and to include the recommended Performance Bond at a total vehicle cost of \$640,352.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**COMMUNICATION:**

Asst. Chief Fierce reported that Brad Veerman was elected Director of the new Laraway Communication/Dispatch Center at the June 29 meeting.

Chief Wilson mentioned that he is on the Labor/Personnel Committee and they are working on By-Laws.

Chief Wilson stated the Will County Chiefs’ Meeting would be at Station 3 on July 25, 2016 to discuss issues with the DuPage Consolidation.

**REAL ESTATE:**

Chief Wilson advised the Board of the following:

- Michelle and Bonnie will be meeting with an Office Designer on Thursday (July 21) to discuss minor remodeling options for the Administrative side of the building, i.e. paint colors, etc. This designer assisted the Manhattan Fire Department with their station remodel; and,
- On August 2, he (Chief Wilson) will be meeting with FGM Architects to discuss possible modifications to Station 1.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Larry Nice reiterated that the Boy Scouts and Eagle Scouts are building shelves and shadow boxes for the Museum.

**APPROVAL OF PURCHASE ORDERS:**

1. Zoll Medical Corp., \$63,828.80 [2 Zoll X Series Monitors]

Chief Wilson informed the Board that EMS has been requesting an upgrade to the Zoll Cardiac Monitors for several years and through “group pricing” with other departments, Zoll reduced the price of each Monitor by \$11,000.00. The new monitors would be assigned to Ambulances 72 and 75 since they are the busiest of the stations. The current monitors in Ambulances 72 and 75 would be placed in Engines and the older Engine monitors would be kept as surplus.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, to approve the Zoll Medical Corp., purchase order, in the amount of \$63,828.80, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**CORRESPONDENCE:**

Chief Wilson advised the Board the first shift Paramedics from Station 2 recently responded to a 42 year-old man in cardiac arrest at his home. “Shock” was administered to restore his heartbeat and he was then transported to St. James Hospital. A letter was received from the attending doctors and nurses, via Bob Wilcox – St. James EMS Safety Director, complementing the FFPD crew on their outstanding “save”.

**TRUSTEE COMMENTS:**

None.

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

None requested.

**ADJOURNMENT/RECESS:**

At 6:15 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, 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