

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 June 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, Larry Nice and Daniel Rossi.

Chief Grady, Asst. Chief Wilson, BC Sean Fierce, BC Todd Hamm and Engineer Kevin Brow were also present.

Trustee Michael Kavanagh was 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, May 19, 2015
2. Special BOT Meeting, April 21, 2015
3. Semi-annual Review of Closed Session Minutes

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated May 19, 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 Daniel Rossi, to approve the Special Meeting Minutes dated April 21, 2015, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister, to approve and release the Closed Session Minutes dated April 21, 2015 and May 19, 2015, as presented.

Another **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Daniel Rossi, to release the previously approved Closed Session Minutes dated July 22, 2013, October 10, 2013, October 15, 2013 and October 23, 2013, as presented.

President Robert Jacobs called for a roll call vote on all of the Closed Session Minutes: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**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 \$476,128.79, 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, Larry Nice 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:

- BC Fierce is now on the day shift and is working on issues involving the following areas – EMS, CAD, Dispatch and the Fire Bureau;
- Brian Adcock, Training Coordinator, did a “great job” with the Frankfort Fire Academy graduation;
- Two (2) of our Firefighters received scholarships from the IFCA – Michael Olsick (\$1,000.00) and Jeremy Stukel (\$500.00);
- Attended and presented six (6) “Certificates of Recognition” at the Eagle Scout Program. The Scouts did a great job on the benches they built;
- A letter was just received from Greg Martinus commending the excellent job done by the Station 2 Paramedics, a year ago. The letter will be included in next month's Board packet;
- Due to the weather yesterday, a crew aided a motorist who ventured into a deep puddle of water;
- Lt. Wally Curtin has been promoted to the BC position and is doing well; and,
- The process is ongoing to fill the position BC Curtin vacated.

Chief Grady advised Trustee Larry Nice that the “New Hire List” has been expanded from 40 to 50.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Wilson will provide additional information as the meeting progresses.

**BC ADMINISTRATOR'S UPDATE:**

BC Fierce stated he is getting acclimated to the new position. He is working on paperless systems for EMS reporting and Maintenance, as well as, completing various other projects currently underway. He also will be assisting with the Fire Prevention Bureau and developing ideas for the future.

BC Fierce visited all the primary hospitals the FFPD interacts with to make sure the new EMS system will be ready to go “live” on July 1<sup>st</sup>.

BC Fierce explained the process to implement the paperless EMS System.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Daniel Rossi stated there was nothing new to report.

Chief Grady commented that he had the pleasure of meeting Trustee Rossi's grandson, Dominic. Dominic is a "sharp" kid and a great kid and that Engineer Joe O'Dette is Dominic's best friend.

**FINANCE:**

1. Discussion/Possible Action on IT Contract
2. Discussion/Possible Action on Transfer of Funds to Pension Fund From Operating Surplus in General Fund
3. Discussion/Possible Action on Funding Balance of AC Wilson's Pension Reimbursement Through Operating Surplus in General Fund, \$12,841.75 – Closes Pension Transfer with IMRF

Michelle Selvaggio explained that another IT company submitted a multi-year contract and it was determined their bid was still \$5,800.00 higher than our current company (CTC). Although some additional charges can be incurred with CTC, the total expense is far less than \$5,800.00. The Board discussed the cost differences and it was recommended to renew with CTC for one-year and revisit the contract bids in January 2016.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Robert Jacobs, to renew the IT contract with CTC for one-year (July 2015 – June 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Trustee Daniel Rossi reported that a small surplus of Operating Funds may be available for transfer to the Pension Fund, but recommends taking no action until the final figures are determined and the Audit is complete.

Trustee Daniel Rossi advised the Board there is a \$12,841.75 shortfall between AC Wilson's IMRF reimbursement to the District and the contribution needed to bring him (AC Wilson) current in the Pension Fund. This shortfall occurred through no fault of the District or AC Wilson.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, that the District make up the payment difference of \$12,841.75, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**RESOLUTION NO. 2015-03:** [Resolution Adopting the Prevailing Wage Rates for Laborers, Mechanics, and Other Public Works of the Frankfort Fire Protection District, Will County, Illinois]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to adopt Resolution No. 2015-03, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**RESOLUTION NO. 2015-04:** [Resolution Approving in Tentative Form the Budget and Appropriation Ordinance for the Fiscal Year Beginning June 1, 2015 and Ending May 31, 2016]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt Resolution No. 2015-04, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**MOBILE EQUIPMENT:**

Trustee William F. Hoffmeister advised the Board the new Ambulance is ready for pick-up.

Asst. Chief Wilson stated that Lt. Linhart, Engineer/EMS Coordinator Cooke and Fleet Mechanic Eric Hall are leaving tomorrow afternoon for Iowa to inspect and drive the new Ambulance back to Station 1. It is anticipated this Ambulance will be ready for service at Station 3, in about a month, upon the completion of the radio installations and IDHP inspection.

Asst. Chief Wilson confirmed for Trustee William F. Hoffmeister the new Ambulance has been added to the VFIS insurance policy.

Asst. Chief Wilson also advised the Board that Eric Hall, Fleet Mechanic, recently completed several "certified" classes.

Asst. Chief Wilson stated he and Eric Hall met with a representative from Pierce regarding possible costs to refurbish the 2008 "Quint". This vehicle is currently "OOS" for a "PM" and Eric is getting a quote for a 40-gallon hydraulic tank to replace the one that is rusted and leaking.

Asst. Chief Wilson spoke on the significance of "Fleet Maintenance" and the concept of refurbishing Trucks/Engines versus purchasing new, from a budgetary approach.

Asst. Chief Wilson agreed with Trustee Robert Jacobs that the "life" of a truck is estimated to be about ten (10) years.

**COMMUNICATION:**

In Trustee Michael Kavanagh's absence, Chief Grady apprised the Board that, although Contract negotiations are still ongoing, several Dispatchers have left the Center over the last couple of weeks. The remaining Dispatchers are working twelve (12) hour shifts. In the meantime, fifteen (15) applications have been taken.

Chief Grady also advised that BC Fierce is working on the CAD system.

**REAL ESTATE:**

1. Discussion/Possible Action on Dedication of Station

Trustee Larry Nice suggested honoring Don Lorenz for his fifty-three (53) years of service to the Department by dedicating Station 4 to him. He asked the Trustees to consider this idea and would like to place this item on next month's Board Meeting Agenda.

**REAL ESTATE:** [Continued]

Asst. Chief Wilson noted the following:

- The new generator at Station 3 is up and running;
- Add “Surplus the Old Generator” to next month’s Board Meeting Agenda; and,
- Lt. Linhart is working on the LED lighting and will begin with Station 2.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Larry Nice had nothing new to report.

Chief Grady stated that Jake would be meeting with the installer for the Plaque, finishing up with the rock and reviewing the other enhancements previously discussed.

**APPROVAL OF PURCHASE ORDERS:**

1. Stewart Signs, \$17,419.00 (Station #3 LED Sign Replacement)
2. Timm Electric, \$2,580.00 (Station #3 LED Sign Replacement)

Asst. Chief Wilson explained the LED Sign Replacement request for Station #3 and noted it is a budgeted item.

A **Motion** was made by Trustee Daniel Rossi, seconded by William F. Hoffmeister, to approve the Stewart Signs purchase order, in the amount of \$17,419.00, as presented. President Jacobs called for a roll call vote: upon the vote being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, seconded by William F. Hoffmeister, to approve the Timm Electric purchase order, in the amount of \$2,580.00, 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, Larry Nice and Daniel Rossi. All in favor. Motion carried.

Trustee Larry Nice requested someone look at the trees by the current sign because they appear to be dead.

**CORRESPONDENCE:**

Chief Grady suggested scheduling a tentative meeting on Wednesday, June 24<sup>th</sup>, at 8:30 A.M. with Eric Anderson (BMO Harris Bank) regarding the refunding of the Frankfort Fire Protection Notes. Chief Grady will check with Trustee Michael Kavanagh regarding his availability for this meeting. Chief Grady will confirm.

**TRUSTEE COMMENTS:**

No comments.

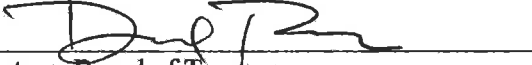
**POSSIBLE CLOSED SESSION PER STATUTE 5ILCS120/2C FOR THE PURPOSE OF DISCUSSING LITIGATION, COLLECTIVE BARGAINING, REAL ESTATE AND PERSONNEL:**

None requested.

**ADJOURNMENT/RECESS:**

At 5:56 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, 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. R.', is written over a horizontal line.

Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist