

**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 20th day of June 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, Larry Nice and Daniel Rossi.

Trustee Michael Kavanagh was absent from said meeting.

Chief Robert Wilson, Deputy Chief Sean Fierce, Asst. Chief Paul Kinsella, BC Wally Curtin, FF/EMT David Scanlan, Mike and Kathy Minogue, and Alexander Emmanouilidis 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, May 16, 2017

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister, to approve the Regular Meeting Minutes dated May 16, 2017, 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 Larry Nice, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$178,391.75, 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.

CHIEF WILSON'S REPORT:

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

Chief Wilson noted the following items:

- Three (3) people are off of work due to medical – two (2) are Workmens' Comp. cases;
- BC Campbell had Rotator Cuff surgery today – surgery went well. Expected back in a couple of months;
- Attended the retirement function for Jerry Ducay and presented him with an "Appreciation" plaque from the FFPD;
- Received an unexpected Grant from the Enterprise Pipeline Company (Steger, IL) for \$750.00
- Re-appointed to the International Fire Chiefs Committee for an additional three (3) years;
- Attended the swearing-in of Adam Regal as Chief of the New Lenox Fire Prot. District; and,
- Chief Engledow's last day is this Thursday, June 22. Also on that day, an "open-house" will be held in his honor from 4P.M.–7 P.M., at the VFW Hall (Vine Street), in New Lenox.

CHIEF OFFICERS' UPDATES:

Deputy Chief Fierce noted his written report was not included in the Final Packet to the Board.

Deputy Chief Fierce reported on the following:

- In reference to Personnel, the new Evaluation system has been implemented and the Battalion Chiefs were the first group to participate in this process. The new system includes goal-setting and expectations. Getting good feed-back;
- Developing a more formal "Commendation/Citation" recognition program/ceremony for the Department;
- Contract negotiations are moving forward. A number of items have been tentatively agreed to;
- The Sheriff's Department has moved out of Station 3. That office will be utilized by the Cadets and the Boy Scouts;
- Attended the usual area meetings;
- Nothing new with Fire Prevention; and,
- The Laraway Communications Center continues to move forward.

Asst. Chief Kinsella advised the Board his written report was not available due to the fact he was extremely busy with Burn Training and the Manhattan house burn.

Asst. Chief Kinsella reported on the following:

- Engine 73 is scheduled to be "in service" on or about July 1;
- Posted for a modified "Training Coordinator" position – so far, two (2) people are interested;
- Posted for Engineer – possibly have a list in place on or about November 1, and "OSM Testing" can be done in-house; and,
- Working on an IT/phone system upgrade for Station 1; Copier Machine pricing and CAD laptops.

Trustee Jacobs praised DC Fierce for the implementation of the Evaluation system and encouraged the program to continue.

COMMISSIONER APPOINTMENT:

1. Swear-In Newly Appointed Commissioner, Michael Minogue

Michael Minogue was sworn-in as the new Fire Commissioner and he stated he was looking forward to his new responsibilities.

RESOLUTION NO. 2017-02: A Resolution Adopting the Prevailing Wage Rates for Laborers, Mechanics and Other Workers on Public Works of the Frankfort Fire Protection District, Will County, Illinois.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to adopt Resolution No. 2017-02, 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. 2017-03: A Resolution Approving in Tentative Form the Budget and Appropriation Ordinance for the Fiscal Year Beginning June 1, 2017 and Ending May 31, 2018.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve Resolution No. 2017-03, 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.

INTERGOVERNMENTAL AGREEMENT WILL COUNTY:

1. Discussion/Approval of Will County Intergovernmental Agreement for Use of Station 3 Radio Tower and Shelter

Chief Wilson stated the FFPD currently has equipment on the Sprint radio tower because public safety equipment is allowed to be placed, at certain heights, on these towers.

Trustee Jacobs reiterated that Will County has requested to place some equipment on this tower also. He noted that several conditions are included in the Agreement, among those being: Will County holds the FFPD harmless and they would remove their equipment if it interferes with the FFPD radio system. No rent would be charged to Will County for the space.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve and adopt the Will County Intergovernmental Agreement for Use of Station 3 Radio Tower and Shelter, 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.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Rossi stated contract negotiations are on-going and should be completed within the next couple of months.

DC Fierce advised that the Commissioners' new hire process, which includes "preference points" and a larger candidate interview list, is scheduled to begin September 11, 2017.

PERSONNEL: [Continued]

Chief Wilson apprised the Board the FFPD covered the Dolton Fire Dept. with an engine and a Battalion Chief last Friday evening (19:00 P.M. – 7:00 A.M.), due to the wake for one of its members.

FINANCE:

Trustee Rossi reported the Finance Committee met with the Administration and reviewed the tentative Budget in detail. He noted the Administration “tightened their belt” to obtain a balanced Budget, yet allowing for negotiations.

MOBILE EQUIPMENT:

AC Kinsella noted the following:

- Engine 73 will be shown at the up-coming conference in Peoria;
- After the conference it will be “coming on board” on Friday; and,
- The Foundation has purchased and retro-fitted the ATV at Station 1 with red six-wheel flares and one of our cots.

COMMUNICATION:

Chief Wilson attended an Operations meeting at the Communications Center today and noted that DC Fierce is an integral part of the new system by doing the Fire Alarm portion.

DC Fierce added the Sheriff’s dispatch will be the first to move in, with an opening date in either November or December.

Trustee Jacobs reminded the Board that State Law is forcing all Illinois Fire and Police Departments to consolidate their 911 centers, in an effort to save money.

REAL ESTATE:

Chief Wilson reported Boy Scout Troop 270 did a Community Project by landscaping an area by the Museum.

DC Fierce mentioned that an Eagle Scout will be donating some trees for placement in front of the District’s building.

MUSEUM & FFD HISTORICAL COMMITTEE:

Nothing new to report.

APPROVAL OF PURCHASE ORDERS:

1. The Bormet Company, not to exceed \$19,900.00 [Station 3 Concrete]
2. Air One Equipment, \$7,305.00 [Engine 73 Fire Hose]

APPROVAL OF PURCHASE ORDERS: [Continued]

Chief Wilson advised the Board the concrete project was originally in the 2016-2017 Budget, but due to the minimum wage recalculations of the Prevailing Wage, it was carried over to the 2017-2018 Budget. This project needs to be done soon – the trucks are currently driving over rocks to get into the station.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve The Bormet Company purchase order, in the amount of \$19,602.00, 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.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Air One Equipment purchase order, in the amount of \$7,305.00, 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.

CORRESPONDENCE:

None received.

TRUSTEE COMMENTS:

Trustee Nice complimented the Chiefs for the good job they are doing.

Trustee Nice inquired about a contract extension for Chief Wilson. The Board agreed to place it on next month's meeting agenda.

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

None requested.

ADJOURNMENT/RECESS:

At 5:35 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

Transcription by: Carolyn J. Williams, Administrative Receptionist