

**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 21st day of March 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.

Chief Wilson, Asst. Chief Sean Fierce, Engineer Jerry Cooke, Firefighter/Paramedic Jordan Kreml and CCC Technologies Representative, Jeff Shostak, 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, February 21, 2017

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated February 21, 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 Robert Jacobs, seconded by Trustee Michael Kavanagh, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$155,183.88, as presented.

Prior to the vote, AC Fierce provided the following information regarding Trustee Kavanagh's questions:

- Aramark -- explained the price increases and the billing disputes. The contract will not be renewed as of January 2018;
- Cot Inspection costs -- AC Fierce will research having classes for cot maintenance from Stryker; and,
- Snorkel Saw repair (\$262.00) – less expensive to repair the cracked handle on the fuel tank than replace the entire saw.

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 advised the Board of the following:

- Lt. Ben Hansen is still off from shoulder surgery and is in rehab;
- FF Jeff Otte had hand surgery and is unsure of his return date;
- Visited a past member of the Department, Mike Donnellan, who was transported to the hospital;
- Arbitration and promotion updates to be presented later in the meeting;
- Working with Michelle on the renewal bids for the General Liability Insurance. Will be meeting with three vendors regarding cost reductions;
- Attended Laraway Communications stakeholders meeting;
- Waiting to hear on the FEMA Grant for the possible hiring of additional personnel;
- A \$9,375.00 Grant from the State of Illinois was approved today for maintenance on the rope training tower; and,
- The “public safety house” at Station 3 has been completed and is currently being used.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Fierce added the following to his report:

- Currently working on language revisions to the CBA regarding Certifications from the State, due to changes from the Fire Marshal's Office. The next negotiation meeting is April 7;
- Will be visiting the Pierce Manufacturing plant in Appleton, WI;
- Discuss the Chief's replacement vehicle during the Mobile Equipment portion of the meeting;
- Will attend and represent the FFPD at the National Fire Academy (April 23-28). It will focus on the ability to interact with various Will County first-responders, i.e., Fire, Police, EMA and hospitals in the event of a disaster.

Trustee Jacobs “thanked” the both Chief Wilson and AC Fierce for their efforts to have the FFPD be represented at this conference.

**COMMISSIONER VACANCY:**

1. Resignation of Carol Ekdahl

Trustee Robert Jacobs read Carol Ekdahl's letter of resignation. She and her family are moving out of state.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, to accept the resignation of Carol Ekdahl, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

Chief Wilson stated an award recognizing her dedication and years of service to the FFPD has been ordered.

Trustee Robert Jacobs noted the Commissioner vacancy would be discussed during the Closed Session portion of the meeting.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Daniel Rossi stated the Administration changes and updates would be discussed during the Closed Session portion of the meeting.

Trustee Robert Jacobs introduced the new FF, Jordan Kreml, to the Board and welcomed him to the District.

FF Kreml “thanked” the Trustees for this opportunity to be part of the FFPD.

**FINANCE:**

1. Presentation of Certificate of Achievement for Excellence in Financial Reporting
2. Discussion/Possible Action on Upgrade to IT Network
3. Discussion/Possible Action on Fireworks Contribution with Village

1. Certificate of Achievement for Excellence in Financial Reporting:

On behalf of the Board, Trustee Robert Jacobs acknowledged the receipt of the “Award in Achievement for Excellence in Financial Reporting” and “thanked” the staff for their dedicated efforts.

2. Upgrade to IT Network:

In reference to the possible upgrade to the IT Network, Michelle introduced Jeff Shostak, the CCC Representative, to the Trustees.

Jeff distributed the IT Upgrade presentation packets and explained the quoted items, as well as the benefits of this program. He noted the following:

- Age of Switches
- Segmentation of Network
- Performance of Network
- Flexibility for future Network upgrade

Jeff also mentioned there is a cost savings of \$20.00 per month, for a total overall savings of \$240.00 annually.

AC Fierce commented that CCC has done their “homework”, in the fact that they have reached out to the “canopy” vendor to configure the upgrade.

The Board held an open discussion.

Following the signing of the CCC contract, Jeff left the meeting at 5:34 P.M.

3. Fireworks Contribution with Village:

Trustee Daniel Rossi advised the Board the Foundation and the Union are considering making a monetary donation to the Village for the fireworks event. Trustee Rossi still feels the District should not use taxpayer dollars to help fund this event.

Following an open discussion by the Board, no action was taken on this item.

**MOBILE EQUIPMENT:**

1. Discussion/Possible Action on Purchase of Fleet Vehicle for A.C.

Asst. Chief Fierce presented the purchase order for the new Chief's staff car. The pricing was done through the Suburban Purchasing Contract, which satisfies the requirement to obtain multiple bids. The Ford Explorer Interceptor will be purchased from Currie Motors, Inc., in Frankfort.

Asst. Chief Fierce reminded the Board that since Chief Grady purchased the Chief's staff car when he retired, the staff vehicle inventory was down by one (1) and, since a third Chief has been added, a Chief's staff car is needed.

In reference to this vehicle, Trustee Robert Jacobs noted four (4) purchase orders were submitted and they are as follows:

- 2017 Ford Explorer Interceptor
- Radios
- Lights/Computer Mount
- Radio/Lights Installation

Asst. Chief Fierce noted this vehicle would be identical to Chief Wilson's, only it will be red.

**COMMUNICATION:**

Trustee Michael Kavanagh reported that Director Brad Veerman is working on some labor matters and eighty percent (80%) of the Dispatch side of the building is done.

Chief Wilson stated that a survey would be sent out to the various agencies requesting their intended participation in this Communications Center due to the overall cost variables.

**REAL ESTATE:**

Chief Wilson mentioned a proposal to enhance the landscaped entryway at Station 1 would be presented at the April Board meeting.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Larry Nice advised the Board of the following:

- The installation of the bathroom in the Museum has been completed;
- Repairs on the 1938 LaFrance are complete, except for the clutch; and,
- All the pictures have been hung up.

**APPROVAL OF PURCHASE ORDERS:**

1. CCC [\$20,433.65] Upgrade and Reconfigure IT Network
2. Asst. Chief Vehicle Ford Explorer/Light & Radio Package [Not to exceed \$40,000.00]

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Kavanagh, to approve the CCC Technologies purchase order, in the amount of \$21,451.15, 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]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the following four (4) purchase orders, with the total amount not to exceed \$44,800.00, as presented:

- Currie Motors, Inc. – 2017 Ford Explorer Interceptor
- Fleet Safety Supply – Lights/Computer Mount
- Communications Direct, Inc. – Radios
- CAMZ Communications, Inc. – Radio/Light Installation

President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs and Larry Nice. Trustees Michael Kavanagh and Daniel Rossi voted nay. Motion carried.

**CORRESPONDENCE:**

None received.

**TRUSTEE COMMENTS:**

None.

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

1. Discussion on Succession Planning of Administration
2. Discussion on Commissioner Vacancy

At 6:10 P.M., a **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate, Personnel and any other Frankfort Fire Protection District business that is allowed to be discussed in Closed Session under the Open Meetings Act. 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 7:40 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION:**

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to appoint Paul Kinsella, Assistant Chief and Sean Fierce, Deputy Chief, 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.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to advertise for the vacant Commissioner's position, 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.

**ADJOURNMENT/RECESS:**

At 7:50 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

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Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist