

**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 May 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, and Michael Kavanagh.

Chief Grady, BC Todd Hamm, Lt. Wally Curtin and Larry Nice, Sr., were also present.

Asst. Chief Wilson and Trustee Daniel Rossi were absent from said meeting.

Trustee Robert Jacobs noted that Trustee Donald Lorenz has ended his term, Trustee Daniel Rossi is in the hospital awaiting removal of kidney stones, and the newly re-elected Trustee Larry Nice, Sr. is here to take the Oath of Office.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Kavanagh, to appoint Trustee William F. Hoffmeister Secretary Pro-Tem for this meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None.

**INTRODUCTION OF ELECTED TRUSTEE:**

Trustee Robert Jacobs re-introduced Larry Nice, Sr. to the Board.

**SWEAR-IN ELECTED OFFICIAL:**

1. Oath of Office – Trustee Larry E. Nice
2. Reorganize Board of Trustees
3. Realignment of Committees

Michelle Selvaggio, the Local Election Official, administered the Oath of Office to Larry Nice, Sr.

BC Todd Hamm congratulated Larry Nice, Sr. on his re-election as a Trustee to the Frankfort Fire Protection District.

Trustee Robert Jacobs noted that when a change in Board personnel occurs, either by appointment or by an election, the Board has the option to consider reorganization of the Board of Trustees' Officers.

**SWEAR-IN ELECTED OFFICIAL:** [Continued]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to keep the current slate of Board of Trustees' Officers. 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 and Larry Nice. All in favor. Motion carried.

Trustee Robert Jacobs reiterated that the following Officers would remain in Office:

President -- Trustee Robert Jacobs  
Secretary – Trustee Daniel Rossi  
Treasurer – Trustee Michael Kavanagh

In reference to the re-alignment of Committees, Trustee Robert Jacobs asked Trustee Larry Nice to consider taking the vacated position on the Real Estate Committee. Trustee Larry Nice agreed.

Trustee Robert Jacobs added that any further re-alignment of Committees would be considered in the future. The Trustees agreed the current Committee assignments are “working just fine”.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, April 21, 2015

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

**APPROVAL OF THE BILLS:**

1. Board/Expenditure Report

Chief Grady answered Trustee Michael Kavanagh's question regarding the invoice for window tinting at Station 2.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$128,518.82, 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 and Michael Kavanagh. Trustee Larry Nice abstained. Motion carried.

**CHIEF GRADY'S REPORT:**

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

Chief Grady highlighted the following items:

- Accompanied Engineer Kevin Brow and Firefighter/Paramedic Zach Pavesich to the Chicago Fire Academy to display the “gator” vehicle the FFPD was awarded through a Grant from the Firehouse Subs organization. The real “thanks” goes to Engineer/Training Coordinator Brian Adcock for filing the Grant;
- Asst. Chief Wilson is at the University of Illinois, on behalf of the Fire Service Institute, as an instructor for the Fire Officers' Leadership School;
- This Friday, several members of the FFPD will participate in the “placing of the flags” for Memorial Day at the Abraham Lincoln National Cemetery and then will attend the Silver Cross Hospital “Recognition Ceremony” for EMS; and,
- He (Chief Grady) had the honor of being the Emcee for the Medal of Honor Program in Springfield and noted there were no “in-line of duty” deaths last year.

**CHIEF OFFICER'S UPDATE:**

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

**APPROVAL OF VFIS PROPERTY INSURANCE POLICY RENEWAL:**

Chief Grady stated this is the annual renewal for all the FFPD property and materials retained within the buildings, as well as the mobile equipment. There was a small percentage increase (about \$4,000.00) in the overall premium this year. The recommendation is to renew with VFIS. Rebidding on the policy coverage will occur next year. Again, "thanks" to Michelle for handling this matter.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to approve the VFIS Property Insurance Policy Renewal, 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 and Larry Nice. All in favor. Motion carried.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items
2. Update on the IMRF Transfer of AC Wilson
3. Discussion/Possible Action of Personnel to Include Promotion & Hiring of Firefighter/Paramedic

Trustee Robert Jacobs stated a Closed Session would be requested later in the meeting regarding some Personnel matters.

Trustee Robert Jacobs also confirmed that AC Wilson's IMRF transfer request is awaiting completion.

**FINANCE:**

1. Discussion on IT Contract Renewal

Michelle Selvaggio stated the current IT Company (CTC) submitted a renewal Contract reflecting a 3% increase. Costs/Services of another IT Company is being reviewed and compared to the current IT Company. Michelle explained the current contract allows the FFPD thirteen (13) hours of computer time, per month, for such things as updates, repairs, etc. Recently, additional costs were incurred due to the required replacement of some computers and program updates. Chief Grady noted that BC Sean Fierce and Kristi saved the FFPD many dollars by "re-working" some of the programs.

Chief Grady advised that the "draft" Budget has been sent out to all the Committees and Boards. "Thanks" to AC Wilson, the Battalion Chiefs, Michelle, Kristi and anyone else involved with the Budget.

**MOBILE EQUIPMENT:**

Trustee William F. Hoffmeister reiterated the new ambulance has been ordered and Engine 74 is back in service.

**COMMUNICATION:**

Trustee Michael Kavanagh apprised the Board there is a meeting tomorrow night. Village of Mokena Board Member, Don Labriola, was not re-elected. The Mokena Village Board will name a replacement, as their representative, to this Committee. In addition, there is nothing new to report on the contract negotiations with the Dispatchers. They are still working under the old contract.

**REAL ESTATE:**

Trustee Robert Jacobs advised that the 2” gas line and meter were installed and the plumbing was completed at Station #3. There are no further updates regarding the electrical work. Meanwhile, the old generator is still working.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Larry Nice agreed to continue to be a part of this Committee. Trustee Larry Nice stated that bushes would start to be added to the Memorial site with proceeds from the Buy-A-Brick Program. Other plantings will be added a little at a time, in accordance with the landscaping plan, as funds are available.

Chief Grady added that two (2) items are awaiting completion:

1. The plaque needs to be welded to the base; and,
2. Finishing rock needs to be installed. (Jake Smith is re-checking the contract whether the finishing rock was still included)

**APPROVAL OF PURCHASE ORDERS:**

None presented.

**CORRESPONDENCE:**

Chief Grady noted that the Trustees have signed-up for the Fire Protection District Conference in June.

**TRUSTEE COMMENTS:**

Trustee Robert Jacobs “welcomed back” Trustee Larry Nice.

Trustee Larry Nice “thanked” everyone and stated he replaced a “good man”.

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

At 5:23 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Kavanagh, that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate and 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 and Larry Nice. All in favor. Motion carried.

At 6:08 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 TAKEN FROM CLOSED SESSION:**

As a result of the Closed Session, a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to move Battalion Chief-PM Fierce to days as an Administrative Battalion Chief-PM of Support Services, where he will be assigned to the Bureau, along with assisting Chiefs Grady and Wilson with Department Operations. To promote the next person on the Battalion Chief's eligibility list to the rank of Battalion Chief Paramedic, to fill the shift of BC Fierce, and that individual is Lt. Walter Curtin. To have the Chief process the next person on the Firefighter-Paramedic eligibility list for full-time position created by the promotion of Lieutenant-PM Curtin. To continue with internal Administrative Office moves and reassignments of current Administrative personnel as necessary. Approximate time- frame for said move to days and promotion is mid to late June 2015, 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 and Larry Nice. All in favor. Motion carried.

**ADJOURNMENT/RECESS:**

At 6:12 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