

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 15th day of November 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:  
William F. Hoffmeister, Robert Jacobs, Larry Nice and Daniel Rossi.

Trustee Michael Kavanagh was absent from said meeting.

Chief Robert Wilson, Asst. Chief Sean Fierce and BC Todd Hamm 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, October 18, 2016
2. Special BOT Meeting, September 28, 2016

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated October 18, 2016, 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 Larry Nice, to approve the Special Meeting Minutes dated September 28, 2016, 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 Daniel Rossi, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$141,252.18, 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 William F. Hoffmeister "thanked" Bonnie, Carolyn and Michelle for their work on the bills while Kristi was on Maternity Leave.

**CHIEF WILSON'S REPORT:**

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

Chief Wilson highlighted the following information:

- Station 1 – Front sidewalk was completed;
- Station 3 – Installation of overhead doors to begin in the next few weeks;
- Ambulance 72 is back in service;
- The Snorkel is going back to Pennsylvania for more work. Interstate Emergency Vehicles is handling the transporting of this vehicle;
- Attended various meetings;
- On December 1, the FFPD will delivery Santa Claus to Breidert Green in the Ladder Truck for the Village's Tree Lighting Ceremony. Time permitting, the Ladder Truck will be decorated to reflect the holiday season; and,
- Upcoming meetings at Station 3 –
  - Will County Chiefs' (Nov. 28)
  - G30 Dispatching (Nov. 30).

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Fierce highlighted the following information:

- Along with Chief Wilson and Dennis Merz, met with a man regarding a "service" called the "Compliance Engine" that references Fire Codes. There is no cost to the District for this service. As a result of this meeting, the following modification (proposed Ordinance) will be presented to the Board for consideration: Requires sprinkler/fire alarm vendors, technicians or contractors to log-into the "system", prior to actually working on the system. The "log-in" process notifies the FFPD that an occupancy is being worked on. It will also allow the FFPD to verify that service/repair has been completed and when; and,
- The Zoll program is working well – only "tweaking" minor glitches.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Robert Jacobs mentioned the new Firefighter Jordan Kreml has started and noted that he was also a Cadet for the FFPD.

**FINANCE:**

1. Discussion/Possible Action on General Fund Surplus
2. Discussion/Possible Action on Levy

Trustee Daniel Rossi reminded the Board that per the District's Policy -- when a surplus exists in the General Fund, all or a part of the surplus is to be directed into the following prioritized order: Pension Fund, Capital Fund, and Budget. After meeting with the Administration and Finance Committee, the following recommendation was made: move \$90,000.00 of the \$140,000.00 surplus to the Pension Fund and \$50,000.00 into the Capital Vehicle Replacement Fund.

**FINANCE:** [Continued]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister to move \$90,000.00 of the \$140,000.00 General Fund surplus to the Pension Fund and \$50,000.00 into the Capital Vehicle Replacement Fund, 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 reminded the Board, they need to direct in December, the amount to be levied for Pension. After the Personnel and Finance Committees met with Administration, the recommended Pension Levy amount for next year is about \$920,000.00. The Pension Board has requested \$1.395 million, based on the Actuarial figures.

Chief Wilson noted the following:

- The Pension Levy Request for the year, following next year, may rise to \$1.4 million; and,
- The District is putting its best effort forward by placing additional surplus funds into the Pension Fund.

Trustee Robert Jacobs reiterated that although the Pension Board requested a Levy amount of \$1.395 million and the Statutory minimum contribution is \$495,000.00, the District has recommended a Levy of \$920,000.00 for next year, plus the \$90,000.00 from General Fund surplus this year.

**RESOLUTION #2016-11:** [Resolution of the Board of Trustees of the Frankfort Fire Protection District, Will County, Illinois, Determining Amount of Money, Exclusive of Election Costs, Estimated to be Necessary to be Raised by Taxation for the Year 2016]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to adopt Resolution #2016-11, 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:**

Chief Wilson stated May/June 2017 is the projected delivery timeframe for the new Engine.

**COMMUNICATION:**

Chief Wilson advised that the Dispatch/Communication meeting is tomorrow (Nov. 16) at 5:00 P.M., lower level at the Center. The G30 Meeting is November 30, 2016.

**REAL ESTATE:**

Chief Wilson reported the following:

- The new overhead doors at Station 3 are being painted, with installation to follow;
- Stations 4 & 5 – PMs being done on the Boilers; and,
- Station 3 – concrete project for the rear of the building is scheduled for spring.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Larry Nice informed the Board of the following:

- A new Clutch is being installed in the '38 LaFrance. The Foundation is paying for the repair; and,
- Confirmed a sewer line does exist at the Museum and working to finalize the bathroom project.

In answer to Trustee Daniel Rossi's question, Trustee Larry Nice advised that the Foundation has "ear-marked" funds for various projects from the Carnival proceeds.

**APPROVAL OF PURCHASE ORDERS:**

None submitted.

**CORRESPONDENCE:**

None received.

**TRUSTEE COMMENTS:**

None.

**POSSIBLE CLOSED SESSION PER STATUTE 51LCS120/2C FOR THE PURPOSE OF DISCUSSING LITIGATION, COLLECTIVE BARGAINING, REAL ESTATE AND PERSONNEL:**

None requested.

**ADJOURNMENT/RECESS:**

At 5:40 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

  
Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist