

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 18th day of October 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:  
Robert Jacobs, Larry Nice and Daniel Rossi.

Trustees William F. Hoffmeister and Michael Kavanagh were absent from said meeting.

Chief Bob Wilson, Asst. Chief Sean Fierce, BC Wally Curtin, LT. Josh Schultz, Engineers Brian Adcock, Drew Doogan, Firefighter/EMT David Scanlan, Anthony Cervini (Sikich) and Jeff Dalton (Kiwanis Club) 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, September 20, 2016

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated September 20, 2016. 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 Larry Nice, seconded by Trustee Daniel Rossi, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$85,564.92, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**KIWANIS CLUB OF FRANKFORT:**

1. Firefighter of the Year Award Presented to Brian Adcock

Jeff Dalton, Kiwanis Club Past-President, awarded Brian Adcock with the "Firefighter of the Year" Award. Brian was recognized for his dedication and devotion to the Cadet and Fire Explorer Programs with the FFPD. The Kiwanis Club will also be ordering a "brick" in Brian's name for the Memorial site.

Chief Wilson and the Board extended their "congratulations" to Brian.

Brian "thanked" everyone for the recognition of his service and the Award.

**KIWANIS CLUB OF FRANKFORT:** [Continued]

At 5:07 P.M., Jeff Dalton left the meeting.

**CHIEF WILSON'S REPORT:**

I. Will County 911 Intergovernmental Agreement

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

Chief Wilson highlighted the following information:

- Station 1 – Wall and door frame painting completed;
- Station 1 – Permit for construction of sidewalk received;
- Station 1 – “Thanked” Dave Scanlan for painting the Workout Room;
- Along with AC Fierce and Eng. Doogan, met with Pierce representative to approve the prints for the new Engine; and,
- Attended various meetings (MABAS, Chamber of Commerce, Village of Frankfort, etc.) – feels it is important to represent the District by being visible and interacting with the community.

Chief Wilson explained that the “Will County 911 Intergovernmental Agreement” is a surcharge for the 911 phone system. Every year the FFPD receives a monetary refund based on the number of phone lines in our jurisdiction. This refund is used to purchase items relevant to Communications.

Asst. Chief Fierce stated the FFPD has 10,919 landlines in our jurisdiction, which produces \$19,166.00 in revenue, via a “Grant”. This year, the majority of those funds will be used to purchase four (4) new Laptops for the trucks, with the remaining balance directed to offsetting the LW Dispatch costs.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve and sign the “Will County 911 Intergovernmental Agreement”, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

**CHIEF OFFICER'S UPDATE:**

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

Asst. Chief Fierce highlighted the following information:

- Attended the “Firehouse” Conference in Orange County, CA. Information was presented on ISO ratings and how to change them. There are three (3) ISO ratings in our District – 3, 5 & 10;
- The Zoll program is all loaded and the personnel have been trained. Bonnie and I took part in the “in-service billing” training. November 1 is the target date to launch;
- Fire Prevention Week began October 1, with Dennis Merz, Joe O'Dette and Moe Arroyo visiting the schools with the Tower Truck;
- Dave Scanlan and Zach Pavesich have completed Fire Inspector 1 & 2 classes; and,
- So far, 992 Inspections have been completed this year.

BC Wally Curtin advised the Board that he and BC Todd Hamm attended a new class on Leadership Development and Decision Making. It was “hands-on” with small group discussions. BC Campbell will attend the next scheduled class in April 2017.

**FY 2015/2016 AUDIT REVIEW:**

## I. Presentation by Anthony Cervini of Sikich

Anthony Cervini presented the Audit Review of the year ending May 31, 2016. The review encompassed the following four (4) reports:

- Department of Insurance (DOI)
- Comptroller's Report
- CAFR
- Management

Anthony highlighted the following information:

- Commended the District for their voluntary preparation of the CAFR Report. This document provides financial transparency and accountability of the District to the public;
- The "Certificate of Achievement for Excellence" was awarded to the District by the GFOA;
- The "Independent Auditor's Report" which encompassed the following areas –
  - Management's responsibility to provide the financial information
  - Auditor's responsibility to provide an opinion on the financial statements
  - Auditor's issued a "clean-unmodified" opinion
  - The change in Accounting Principles for GASB Statements 68 and 71
  - The "MD&A" (Management Discussion and Analysis) whereby the District Management provides the underlying reasons for changes from one year to the next;
- The "Statement of Net Position" (a long-term perspective) –
  - The new GASB 68 and 71 pronouncements and its affect within the Statement of Net Position and Statement of Activities;
- The "Balance Sheet";
- Statement of Revenues and Expenditures (-\$506,877.00 change in the Fund Balance);
- State of Fiduciary Net Position of the District Firefighters' Pension Fund;
- Statement of change in Fiduciary Net Position of the District Firefighters' Pension Fund;
- The "Investment Policy" –
  - All District Funds are either covered by FDIC Insurance or collateral held by a third-party in the District's name;
- Changes in Long-Term Debt –
  - Impact of GASB 68
  - Impact of Refunding Notes;
- GASB 68 –
  - Effects on IMRF Retirement Fund
  - Effects on Firefighters' Pension Fund;
- Discount Rate –
  - The Actuary calculates the Discount Rate via a solvency analysis;
- Discount Rate Sensitivity –
  - In reference to GASB 68, the impact of a percentage increase or decrease in the Pension Liability;
- Pension Fund Percentages (as of May 31, 2016) –
  - IMRF Pension is funded just under 71%
  - Firefighters' Pension is funded about 67.5%;

**FY 2015/2016 AUDIT REVIEW:** [Continued]

- Schedule of Funding –
  - Firefighters' Pension Fund used two (2) years of data for calculations
  - One factor that changed the Firefighters' Pension Funding percentage was the change in the Discount Rate used on the total Pension Liability
  - The second factor encompassed the Assumption changes from the Actuary
  - Suggested the District Board participate in the Assumption setting process with the Actuary.

In response to Trustee Rossi's question, Anthony explained page 1, paragraph 2 of the "MD&A" which relates to GASB 45 -- "Other Post Employment Benefit" (OPEB) projection.

Anthony Cervini concluded his report and at 5:45 P.M., left the meeting.

**PERSONNEL:**

1. Discussion/Updates on Miscellaneous Personnel Items

Chief Wilson advised the Board the new Firefighter (Jordan Kreml) is being processed and a November 7 start date is anticipated. A possible "swearing in" ceremony to take place at the end of his probation to mark the completion of his probationary period.

**FINANCE:**

1. Discussion/Possible Action on Lexipol, District Policy Manual/Risk Management
2. Discussion/Possible Action on HRA Benefits for Active Employees/Pensioners

Chief Wilson explained that Lexipol is a Fire Policy Manual, which includes daily Training Bulletins. It automatically provides updates on Policies, Illinois Statutes and Laws. While at the IFC Conference, Chief Wilson discovered that several Fire Departments are utilizing this program.

Asst. Chief Fierce added that this program can be stored internally along with our SOGs and the daily Training Bulletins would be based upon the FFPD's policies.

In response to Trustee Rossi's question, Chief Wilson confirmed the \$8,080.00 is an annual cost based upon the current number of fire personnel. Chief Wilson added that once this program is up and running, the FFPD has the option of eliminating any "modules" that are determined to be unnecessary and that would have an impact on the cost.

Asst. Chief Fierce stated that if the FFPD decided not to renew this program, the FFPD keeps the Policy Manual.

Trustee Daniel Rossi noted the Board would go into Closed Session later in the meeting to discuss the HRA Benefits for Active Employees/Pensioners.

**MOBILE EQUIPMENT:**

Chief Wilson stated Ambulance 72 went into the shop today for replacement of the motor. Chief Wilson met with Pierce today and reviewed the Tanker specs.

**COMMUNICATION:**

Chief Wilson said the “ground-breaking” ceremony for the new Dispatch Center has taken place.

**REAL ESTATE:**

1. Discussion/Possible Action on Overhead Doors for Station 3 Maintenance Area

Chief Wilson had a discussion with Mechanic Eric Hall regarding the addition of larger bay doors to accommodate apparatus and to ease the maneuverability of trucks/engines when doing maintenance. At some future date, the drive area on the west side of the building may need the blacktop/concrete updated. “RFPs” will be required for the black/concrete project.

The permit has been received for the new front sidewalk at Station 1.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Larry Nice informed the Board the arch for the Memorial site has been received. The arch was an Eagle Scout project.

**APPROVAL OF PURCHASE ORDERS:**

1. Murray Overhead Doors, \$15,547.05 [Overhead Doors Station 3]
2. Lexipol, Inc., \$8,080.00 [District Policy Manual/Risk Management Program]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to approve the Murray Overhead Doors purchase order, in the amount of \$15,547.05, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to approve the Lexipol, Inc., purchase order, in the amount of \$8,080.00, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. 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:**

At 6:18 P.M., a **Motion** was made by Trustee Daniel Rossi, 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: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

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

At 6:48 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee Daniel Rossi, to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

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

Trustee Daniel Rossi reported the following items were discussed in Closed Session:

- The annual review of the possible awarding of the HRA Benefit to Retired/Disabled Firefighter Wolf; and,
- Per The Horton Group, the employee is not obligated to have the 10% HRA Benefit cost deducted from their paycheck; it is by choice.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to award the HRA Benefit to Retired/Disabled Firefighter Wolf for another year and continue to review this benefit on an annual basis, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, effective immediately:

- The 10% HRA Benefit cost be stricken from the Premium;
- The Premium return to the original cost, before the 10% HRA Benefit cost was included; and,
- Each employee be reimbursed for the 10% HRA Benefit cost previously deducted from two (2) paychecks.

President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice and Daniel Rossi. All in favor. Motion carried.

In answer to Lt. Schultz's question, Trustee Daniel Rossi explained the 10% HRA Benefit contribution.

**ADJOURNMENT/RECESS:**

At 6:55 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, 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