

**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 September 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 Bob Wilson, DC Sean Fierce, AC Paul Kinsella, Engineer Nick Sunzere, FF/EMT Catherine Crook, FF/EMT James Jensen and Anthony Cervini of Sikich were also in attendance.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

No members of the public were present.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, August 15, 2017

Trustee Michael Kavanagh advised the Board a notation of his arrival to the meeting during the Closed Session portion of the meeting was not included in the Minutes. Requested a notation be made.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Regular Meeting Minutes dated August 15, 2017, as corrected. 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 Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$170,169.22, 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.

CHIEF WILSON'S REPORT:

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

CHIEF WILSON'S REPORT: [Continued]

Chief Wilson noted the following items:

- Met with Pat Mannix from Andres Medical Billing and reviewed the ambulance billing fees. The FFPD is currently in the middle of reviewing the ambulance fees charged, but some area departments are increasing their fees. Upon receipt of additional information, he (Chief Wilson) will meet with the Finance Committee to discuss the schedule of fees and determine if a possible increase is warranted;
- Attended the Finance Committee meeting. Discussed the current finances and how to possibly handle future pensions;
- He (Chief Wilson) will be attending Parents' Weekend in Michigan this weekend; and,
- He (Chief Wilson) and AC Kinsella will be attending the IL Fire Chiefs' Conference to be held in October.

CHIEF OFFICERS' UPDATES:

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

Deputy Chief Fierce reported on the following:

- Making progress in several areas of responsibility;
- Experienced a unique situation two (2) weeks ago whereby two (2) fires occurred simultaneously, along with several ambulance calls. As a result of this situation, lessons were learned when numerous Departments are called on to assist;
- Thanked all personnel who helped with the landscape beautification of the front entrance at Station 1;
- Attended several meetings, i.e., MABAS 19 Chiefs, Laraway Operations, WCEMA Tactical Emergent Critical Care EMS and WCEMA Tier II Plan Reviews; and,
- The new owner of Windy Hill property along Route 30 has offered the FFPD a training opportunity to burn down some houses/structures.

In order to accommodate Anthony Cervini from Sikich, Trustee Jacobs suggested the FY 2016/2017 Audit Review be presented prior to Asst. Chief Kinsella's report. The Board concurred.

Asst. Chief Kinsella reported on the following:

- Training is going well. There are over thirty (30) burn days scheduled before the end of the year;
- The Tower Ladder has been sold;
- Considering the idea of assembling an Ambulance Committee;
- Smoke problem continues with Ambulance 74. It is under consideration to possibly keep that ambulance as the 6th reserve; and,
- Issues continue with the Snorkel.

Chief Wilson reported that he recently spoke with Shawn Flaherty regarding direction on a possible lawsuit.

FY 2016/2017 AUDIT REVIEW:

On behalf of Sikich, Anthony Cervini presented the following information:

- Reviewed the Comprehensive Annual Financial Report. He commended and congratulated the District for the GFOA Award and the “unmodified opinion” rendered;
- Letter of Transmittal (Management Report) was a very good report due to the fact the FFPD explained the financial changes throughout the year and provided a look into the future;
- In the Financial Section, reviewed the responsibilities of Management and the Auditor. He noted the Auditor issues an opinion on the Audit and the FFPD received a “clean unmodified opinion”, which is the best opinion available;
- Explained the “net position” of the District and the effect of the GASB changes on the “net position”;
- Noted the Balance Sheet is presented in Modified Accrual Basis Funds Accounting;
- The Fund Balance is in compliance with the adopted Fund Policy as of May 31, 2017;
- It was a breakeven year for the General Fund;
- Reviewed the schedule of changes regarding Pension Liabilities. Noted the IMRF Pension is 73% funded (a very good funding ratio) and the Firefighters’ Pension is 65% funded; and,
- Encouraged the Board to consider a Funding Policy.

Anthony “thanked” Kristi and Michelle for their assistance in the Audit process.

Trustee Jacobs noted the Actuary is being conservative in their “rate of return”, whereas the Board would like to be more aggressive.

Anthony explained that the Actuary has a couple of methodologies that he looks at, i.e. what the Funding Policy is – if any, funding history, funding compared to actuarial determined contribution amounts are, that influence Assumption changes.

Anthony Cervini completed his presentation and left the meeting at 5:25 P.M.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Rossi confirmed that the CBA negotiations meeting is still scheduled for Thursday (September 21), 9:00 A.M., at Station 1.

AC Kinsella advised the Board the start date for the three (3) new hires would be October 16, 2017.

FINANCE:

Trustee Kavanagh noted the following:

- The Pension contributions are still being determined; and,
- Researching the possibility of raising Ambulance fees.

DC Fierce advised the Board that State law has changed regarding “Spiller” fees. Caps on fees that a department can charge are now part of the law.

FINANCE: [Continue]

In answer to Trustee Nice's question regarding inspections, DC Fierce stated that currently, Dennis and the two (2) "7G" guys are doing the inspections, rather than the "companies". They are also working closely with some other Fire Bureaus and have collectively developed a more uniform manner in which to accurately group the buildings together. DC Fierce explained the Inspection procedures.

MOBILE EQUIPMENT:

Nothing new to report.

COMMUNICATION:

Trustee Kavanagh informed the Board that a meeting is scheduled for tomorrow (September 20) at the new Center to discuss employee benefits and the combining of staff to become Will County employees.

REAL ESTATE:

Trustee Nice "thanked" everyone for help with the landscaping in front of Station 1.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Nice "thanked" the Boy Scouts for their work outside of the Museum. He added that about 300-400 people visited the Museum during Fall Fest.

APPROVAL OF PURCHASE ORDERS:

1. Air One Equipment, Inc., \$12,280.00 [Bunker Gear]

Chief Wilson advised the Board that BC Curtin researched various vendors for this equipment and recommended changing to Air One Equipment, Inc. due to costs. Chief Wilson added that he anticipates more "group" purchasing of the Bunker Gear. In addition to the Budget, funds from IPRF Grants will be directed towards the cost of the gear.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, to approve the Air One Equipment, Inc., purchase order, in the amount of \$12,280.00, 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, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

CORRESPONDENCE:

Trustee Jacobs "thanked" Chief Wilson for representing the FFPD, as a speaker at a school assembly promoting the Cystic Fibrosis Walk.

TRUSTEE COMMENTS:

Trustee Rossi "thanked" the Foundation and the local Union for the great turnout of firefighters to assist with the Special Needs children at the Carnival. The parents of the children were very impressed and complimented the members.

TRUSTEE COMMENTS: [Continued]

Trustee Jacobs also “thanked” Engineer Sunzere for promoting participation in the Special Needs portion of the carnival.

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

1. Discussion/Updates on CBA Negotiations
2. Review of two (2) “Step 2” Grievances filed on behalf of Local 4338

At 5:43 P.M., a **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate, Personnel and 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 8:52 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:

1. Possible Action on “Step 2” Grievances

As a result of Closed Session, no action was taken. The two (2) “Step 2” Grievances will be responded to in ten (10) days.

ADJOURNMENT/RECESS:

At 8:55 P.M., a **Motion** was made by Trustee William F. Hoffmeister, 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