

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, was held at Fire Station Number Seventy-One, 333 W. Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M., on the 18th day of April 2023.

**CALL TO ORDER:**

The meeting was called to order and a roll call was taken.

Upon the roll being called, the following Trustees answered present:  
Robert Jacobs, Justin Lohrens, Michael Minogue, Larry Nice, Sr. and Donna Vegter.

Chief Sean Fierce, DC Paul Kinsella, BC Jeremy Stukel, LTs. Brian Adcock, Jeff Wander and Village Trustee Dan Rossi were also in attendance.

**PLEDGE OF ALLEGIANCE:**

All stood for the Pledge of allegiance.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, March 21, 2023
2. Special BOT Meeting, March 27, 2023

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Larry Nice, Sr., to approve the Regular Meeting Minutes dated March 21, 2023, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Minogue, to approve the Special Meeting Minutes dated March 27, 2023, as presented. President Jacobs called for a voice vote. Motion carried. Trustees Larry Nice, Sr. and Donna Vegter abstained due to their absences from the meeting.

**APPROVAL OF THE BILLS:**

1. Board/Expenditure Report

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Justin Lohrens, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$110,282.56, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Justin Lohrens, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

**OLD BUSINESS:**

1. **Pension Board Appointment:** Discussion/Possible Action on Appointment of District's Seat.
2. **Decennial Committee:** Discussion/Possible Action on the Formation of a Decennial Committee in Accordance with Public Act 102-1088.

**OLD BUSINESS:** [Continued]**Pension Board Appointment –**

Trustee Minogue suggested the Personnel Committee contact Mr. Faris and/or the other two (2) candidates, who filed papers for the vacant Trustee position, for this appointment. The Board was open to the idea.

**Decennial Committee –**

Trustee Jacobs briefly explained that the reason for this State of Illinois mandated Committee is to review the operations of a “taxing” entity, as well as its fiscal responsibilities. This FFPD Committee will consist of the Trustees, Chief Fierce and two (2) citizens, and is required to meet three (3) times, within eighteen (18) months from its formation.

Chief Fierce added that upon completion of the meetings, an “Efficiency Report” is to be submitted to the respective county, noting the efficiencies and/or non-efficient operations of that entity, as well as possible suggestions for improvement. Currently, no guidelines have been issued regarding contents or length of the report. He suggested using the “final” Audit Report as a reference.

The following citizens were suggested as possible Committee members:

1. Former Trustee Dan Rossi;
2. Former Trustee Mike Kavanagh; and,
3. Jeremy Lohrens, CPA (brother of Justin Lohrens).

Chief Fierce stated he would like to have the citizens’ names be approved in the form of an Ordinance at the May meeting.

**NEW BUSINESS:**

1. **Ordinance #255:** An Ordinance Authorizing an Intergovernmental Agreement for Participation in the Mutual Aid Box Alarm System.
2. **Commissioner Reappointment:** Discussion/Possible Action on Reappointment of Heather Dauber.
3. **Property & Casualty Insurance:** Discussion/Possible Action on Renewal of Property & Casualty Ins. Policy.
4. **Ancillary Life Policy:** Discussion/Possible Action on Replacement of Term Life Policy.

**Ordinance #255 –**

Chief Fierce advised the Board that the FFPD has been a part of MABAS for the past thirty (30) years and the last time an agreement was signed, it was exclusively for Illinois. This updated agreement includes other states and agencies whereby we could send personnel and equipment for training. Our annual dues are paid to Division 19, which the FFPD is part of. The FFPD also “houses” some MABAS equipment, i.e., two (2) dive boats/trailer, generator-run lighting equipment. MABAS also receives funding from the State of Illinois.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to adopt Ordinance #255, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Justin Lohrens, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

**NEW BUSINESS:** [Continued]**Commissioner Reappointment –**

Trustee Vegter confirmed with Commissioner Heather Dauber that she would like to be reappointed to that position.

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Justin Lohrens, to reappoint Heather Dauber to the position of Fire Commissioner for a 3-year term, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Justin Lohrens, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

**Property & Casualty Insurance –**

DC Kinsella provided the following information:

- The renewal date for the current policy is June 1, 2023;
- The expiring policy cost was \$69,400.00, due to the fact more equipment was added during the year;
- The renewal cost is \$74, 217.00 –
  - Overall rate increase of 2.6%,
  - Most of the monetary increase (\$2,600.00) is due to the “property evaluation” of Station 73 (replacement cost),
  - Vehicle replacement cost also increased, and
  - The renewal cost for Cyber Insurance was not included in this quote.

DC Kinsella added that the Broker would like to present another proposal (First Fire) to the Board.

The Board briefly discussed and decided to have the presentation at the next Board meeting (May).

**Ancillary Life Policy –**

Michelle Selvaggio advised the Board that the employee \$20,000.00 Term Life Insurance Policy renews at the end of May and the quote has not been received.

**COMMITTEE REPORTS:****1. Personnel – [Jacobs & Vegter]**

Chief Fierce reported the following:

- I.O. Solutions will be advertising/promoting the tentative May 1, 2023 testing date;
- The test will be offered on-line for a nominal fee – possibly \$10.00;
- Silver Cross currently only accepts IL Paramedic licenses;
- The IL Paramedic license is based off the National Paramedic curriculum;
- Waiting to hear from Silver Cross regarding their acceptance of Nationally Registered Paramedics;
- Lt. Ben Hansen will be attending a Pension Board Hearing regarding his possible retirement; and,
- Due to the potential vacancy, would like to promote the next two (2) people before the vacancy happens.

The Board held a brief discussion and approved Chief Fierce’s promotion requests.

**COMMITTEE REPORTS:** [Continued]

**2. Finance** – [Jacobs & Minogue]

Chief Fierce stated that funds are being moved around to take advantage of the high interest rates.

**3. Mobile Equipment** – [Lohrens & Nice]

DC Kinsella provided the following:

- The new ladder truck is back in service; and,
- Are in the infant stages of researching a new engine –
  - Initial price is high - \$1.2 million, fully loaded; and,
  - All manufacturers are 18-36 months out.

**4. Communications** – [Lohrens]

DC Kinsella informed the Board of the following:

- Dispatch is doing better with staffing;
- 70% of the dispatch staff have been there less than two (2) years;
- Hitting the answering time “bench mark” of 90% most of the time;
- Attaining faster times for calls going out;
- The newer Deputy Director follows through on issues; and,
- Researching the use of a “ticketing system” to track trends.

**5. Real Estate** – [Jacobs & Vegter]

Chief Fierce advised the following:

- The stations’ HVAC “P.M.”s have been completed;
- Sealcoating will be scheduled for the stations;
- “Thanked” LT. Brian Adcock and FF/EMT Jim Reidy for updating/remodeling the restrooms at Station 73.

LT. Brian Adcock stated that a quote of \$12,600.00 was received to redo the hallway and living area floors at Station 73 – a shared expense with the Foundation.

**6. Museum & FPD Historical Committee** – [Nice]

LT. Brian Adcock advised the Board of the following:

- This year, the FFPD will be celebrating fifty (50) years of hosting the carnival --
  - “Challenge Coins” have been ordered for the Museum’s fund raiser; and,
  - T-Shirts for the celebration will be provided; and,
- Our 911 Memorial Garden walls have been rebuilt.

**APPROVAL OF PURCHASE ORDERS:**

None presented.

**CORRESPONDENCE:**

None received.

**PUBLIC COMMENTS:**

No comments voiced.

**TRUSTEE COMMENTS:**

Trustee Vegter made the following comments:

- “Thanked” Chief Fierce for the “hiring” report;
- “Thanked” the Admin. Staff for the quick preparation of the Ordinance for tonight’s meeting; and,
- “Congratulated” the “Fire Buddies” on their successful event for Easter.

Congratulations from Trustee Minogue to Trustees Lohrens and Vegter on winning their elections and congratulations from Trustee Lohrens to Trustee Minogue for his election win.

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

None requested.

**ADJOURNMENT/RECESS:**

At 5:41 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, 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, Admin. Support/Receptionist