

**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 15th day of August, 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, Michael Minogue and Larry Nice, Sr.

Chief Sean Fierce, DC Paul Kinsella, Lindsay Laycoax and Michael Kavanagh were also in attendance.

Trustee Justin Lohrens was absent from said meeting.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Minogue, to appoint Trustee Larry Nice, Sr. as Secretary Pro-Tem for this meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, July 18, 2023

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Robert Jacobs, to approve the Regular Meeting Minutes dated July 18, 2023, 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 Michael Minogue, seconded by Trustee Robert Jacobs, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$203,434.44, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Minogue and Larry Nice, Sr. All in favor. Motion carried.

**OLD BUSINESS:**

None voiced.

**NEW BUSINESS:**

1. **5:15 P.M. PUBLIC HEARING:** Pubic Hearing on the Budget and Appropriations Ordinance for the Fiscal Year Commencing June 1, 2023 and Ending May 31, 2024.
2. **CAPITAL FUND TRANSFER:** Discussion/Possible Approval of a Transfer of Funds into the Capital Fund.

**NEW BUSINESS:** [Continued]

3. **ORDINANCE #257:** Discussion/Approval on an Ordinance Providing for the Budget and Appropriations of the Frankfort Fire Protection District, Will County, Illinois, for the Fiscal Year Beginning June 1, 2023 and Ending May 31, 2024.
4. **RESOLUTION 23-01:** Discussion/Approval on a Resolution of Official Recognition of Donna Vegter for Outstanding Public Service and Dedication to Improving the Fire Protection and Public Service of the Residents of the Frankfort Fire Protection District.

**5:15 P.M. PUBLIC HEARING –**

President Jacobs called the Public Hearing to order on the Budget and Appropriations Ordinance and read Ordinance #257. He then called for questions from the public.

None voiced.

Chief Fierce stated that Ordinance #257, which includes the Budget, was posted on the website and in Station 71's foyer for viewing, for more than the thirty (30) days required by the State Statute.

**ORDINANCE #257 –**

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to adopt Ordinance #257, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Minogue and Larry Nice, Sr. All in favor. Motion carried.

Hearing nothing further, President Jacobs concluded the Public Hearing portion of the meeting.

**CAPITAL FUND TRANSFER –**

Chief Fierce explained to the Board that, per the Finance Department, a motion to transfer funds from the Corporate Ambulance Fund to the Capital Fund for upcoming projects this year, is not required due to the fact the funds are already in the Budget.

**RESOLUTION 23-01 –**

President Jacobs read Resolution 23-01.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to adopt Resolution 23-01, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

**COMMITTEE REPORTS:**

**1. Personnel – [Jacobs & Vacant]**

Chief Fierce advised the Board of the following:

- A number of members are off due to injuries – some long term and some short term;
- Waiting for physicians' recommendations to determine future hiring;
- There are 10 candidates on the Preliminary Eligibility List, will calculate "Preference Points" after Friday;
- Need 2 or possibly 3 new hires. Would like to begin processing, as soon as possible; and,

**COMMITTEE REPORTS:** [Continued]

- Sharon Dorsey was selected for the new Admin. Assistant position. She is extremely organized and a quick learner. Although she is temporary, there is a 90-day window to determine full-time placement.

**2. Finance** – [Jacobs & Minogue]

Trustee Minogue stated that the Money Market Fund yields are close to 5% and are working out well for the District.

Chief Fierce added the following information:

- Concentrating on finalizing the Budget;
- The Extension Report from Will County is due to arrive in September; and,
- The Levy to be filed by the end of October.

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

DC Kinsella provided the following information:

- The new F250 pickup truck is working out well –
  - Additional lights are to be installed; and
  - Requesting the purchase of a V-Plow with Deflector for the new pickup truck.

In answer to Trustee Nice’s question, DC Kinsella stated that a meeting is scheduled this week regarding the possible purchase of a new fire truck.

Chief Fierce advised the Board that the Foundation purchased a Canam Defender “Gator” for the District, at a cost of \$22,000.00. Eric is working on switching the bed over.

**4. Communications** – [Lohrens]

DC Kinsella informed the Board of the following:

- Attended the Operations meeting today and the discussion focused on how to spend/use the \$50,000.00 surplus of funds; and,
- Almost up to full staffing of the Dispatchers – only 3-4 short.

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

Chief Fierce provided the following information on Station 73:

- The remodel is almost done – looks very nice and will serve the public and our members well; and,
- Roof damage sustained about three (3) weeks ago due to a storm –
  - Parts of the roof were blown off due to the wind;
  - Roofer working with the insurance claims adjuster;
  - Our Insurer approved the roofer to install new plywood where needed and install a new rubber membrane;
  - Roof contractors are committed with work through the Labor Day weekend.

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

Chief Fierce reported the following:

- Lt. Brian Adcock and the Cadets have been working on “sprucing up” the Museum for Fall Fest: and,
- The landscaper will be trimming the bushes this week.

**APPROVAL OF PURCHASE ORDERS:**

1. Regional Truck Equipment, \$9,594.20 [9.5' V-Plow for 2023 F250]

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve the Regional Truck Equipment purchase order, in the amount of \$9,594.20, for a 9.5' V-Plow for the 2023 F250, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Minogue and Larry Nice, Sr. All in favor. Motion carried.

**CORRESPONDENCE:**

Trustee Jacobs stated that five (5) Letters of Application were received regarding the vacant Trustee position. He proposed that the Board designate a committee to review the applications, conduct interviews and make a recommendation to the Board at the next meeting.

The Board selected Trustee Jacobs and Trustee Nice as the committee.

Chief Fierce reminded the Board that the appointment of the new Trustee must be made within a sixty (60) day period, thus, a Special Board meeting will need to be scheduled.

**PUBLIC COMMENTS:**

None voiced.

**TRUSTEE COMMENTS:**

Trustee Jacobs stated that he spoke to Donna Vegter today and expressed the Board's appreciation again for her service.

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

None requested.

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

N/A

**ADJOURNMENT/RECESS:**

At 5:28 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