

# 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 One, 333 W. Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M., on the 16th day of August 2022.

### **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 Kavanagh, Michael Minogue, Larry Nice, Sr. and Donna Vegter.

Chief Sean Fierce, DC Paul Kinsella, LT. Kevin Brow and Mr. and Mrs. Dirk Van Beek were also in attendance.

### **PLEDGE OF ALLEGIANCE:**

### **APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, July 19, 2022
2. Semi-annual Review of Closed Session Minutes

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve the Regular Meeting Minutes dated July 19, 2022, 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 Larry Nice, Sr., to release the following previously approved Closed Session Meeting Minutes: May 15, 2012; January 21, 2014; January 27, 2014; January 30, 2014; September 20, 2016; September 28, 2016; September 19, 2017; September 26, 2017; December 12, 2017; May 15, 2018 and August 8, 2019, as presented. President Jacobs called for roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh and Larry Nice, Sr. Trustees Michael Minogue and Donna Vegter abstained; due to the fact they were not members of the Board during those times.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice, Sr., to continue to “hold” the following previously approved Closed Session Meeting Minutes: February 5, 2018; February 8, 2018; July 17, 2019; August 20, 2019 and May 19, 2020, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh and Larry Nice, Sr. Trustees Michael Minogue and Donna Vegter abstained; due to the fact they were not members of the Board during those times.

### **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 \$119,920.34, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

**OLD BUSINESS:**

Nothing new to report.

**NEW BUSINESS:**

**1. Commissioner Vacancy Appointment**

Discussion/Possible Action to fill vacancy.

Trustee Jacobs introduced Dirk Van Beek, a resident of Frankfort, as the proposed appointee to fill the Commissioner vacancy. Trustees Minogue and Vegter previously met with Mr. Van Beek regarding the position's responsibilities.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Minogue, to appoint Dirk Van Beek to the vacant Commissioner's position tonight, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

President Jacobs administered the Oath of Office to Dirk Van Beek as the new Fire Commissioner.

**COMMITTEE REPORTS:**

**1. Personnel – [Jacobs & Vegter]**

Trustee Vegter stated that the Committee met with the Chief Officers regarding the proposed Apprentice Program for the Cadets and points earned towards becoming a Firefighter.

Chief Fierce reported the following:

- Lt. Hansen is still out with a shoulder injury and is expected back around December;
- Eng. Votteler has returned to work following a knee injury; and,
- Covid is still around – keeps showing up from time to time with the personnel.

**2. Finance – [Jacobs & Minogue]**

Trustee Minogue commented that the Chief's forward thinking was a wonderful addition to the typical one-year outlook on the Budget.

Trustee Jacobs noted that this is the most comprehensive Budget presented since he became a Trustee.

Chief Fierce "thanked" the Trustees for their confidence in him and said that the staff also helped compile the information.

Chief Fierce provided additional information:

- Continues to work on the Capital Replacement Schedule; and,
- A Special Meeting will be scheduled for September 7, 2022, to approve the proposed Budget Ordinance for 2022-2023.

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

DC Kinsella reported that equipment is being installed on the new Ladder Truck and training is taking place with the crews. The truck will go into service shortly after Fall Fest.

**4. Communications – [Kavanagh]**

DC Kinsella informed the Board of the following:

- Explained the new P25 Paging – new radio equipment upgrades;
- Switching over to the P25 Paging;
- By January 1, 2023, the FFPD will have its own channel;
- This will free up the “talk” channel – no toning on this channel; and,
- LCC will be paying for the equipment upgrades for the stations – part of LCC’s surplus.

Chief Fierce added:

- That each station has its own tone and the new radio channel will eliminate tone “tie-up”;  
and,
- LCC Dispatch staffing is at 55%.

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

Chief Fierce mentioned that the property taxes increased on the three (3) parcels of land owned by the FFPD. The parcels for future stations 6 & 7 are currently being farmed.

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

Trustee Nice stated the Museum is being “cleaned up” for Fall Fest.

Chief Fierce added that staff members (Lt. Adcock & his wife, Jennifer; Lt. N. Peters; Eng. Kramer; Eng. Scanlan) and the Cadets spent three (3) 10-hour days preparing the Museum and grounds for Fall Fest. “On duty” crews also assisted with the work. The LaFrance is being “spruced up” and will be in the parade, along with the new Ladder Truck.

**APPROVAL OF PURCHASE ORDERS:**

1. Southwest Town Mechanical Services, \$13,445.00 [Sta. 72 AC]
2. Southwest Town Mechanical Services, \$14,260.00 [Sta. 73 AC]

Chief Fierce stated that the purchase orders are to replace HVAC units that are 20+ years old.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve the Southwest Town Mechanical Services purchase order, in the amount of \$13,445.00, for replacement of the HVAC unit at Station 72, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve the Southwest Town Mechanical Services purchase order, in the amount of \$14,260.00, for replacement of the HVAC unit at Station 73, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

**CORRESPONDENCE:**

None received.

**PUBLIC COMMENTS:**

No comments voiced.

**TRUSTEE COMMENTS:**

Trustee Minogue “thanked” Lt. Brow for taking the time to explain/discuss Training of the members and to advise the other Commissioners of the new appointee, Dirk Van Beek.

Trustee Nice mentioned that he is very proud of the Chiefs.

Trustee Kavanagh tendered his letter of resignation to the Board and stated that he would stay in the position until a replacement is found.

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

None requested.

**ADJOURNMENT/RECESS:**

At 5:28 P.M., a **Motion** was made by Trustee Donna Vegter, seconded by Trustee Michael Kavanagh, 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