

**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 West Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M., on the 18th day of August, 2020.

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:
William H. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Daniel Rossi.

Chief Robert Wilson, DC Sean Fierce, BC Todd Hamm and ENG/EMT Kevin Brow were also in attendance.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None present.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, July 21, 2020
2. Special BOT Meeting, July 28, 2020

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to approve the Regular Meeting Minutes dated July 21, 2020, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to approve the Special Meeting Minutes dated July 28, 2020, 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 William F. Hoffmeister, seconded by Trustee Larry Nice, Sr., to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$127,276.80, 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, Sr. and Daniel Rossi. All in favor. Motion carried.

5:15 PUBLIC HEARING: on the Budget and Appropriation Ordinance for the Fiscal Year Commencing June 1, 2020 and Ending May 31, 2021.

Trustee Jacobs opened the Public Hearing and read Ordinance # 243.

ORDINANCE #243: [An Ordinance Providing for the Budget and Appropriations of the Frankfort Fire Protection District, Will County, Illinois for the Fiscal Year Beginning June 1, 2020 and Ending May 31, 2021]

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, to adopt Ordinance #243, 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, Sr. and Daniel Rossi. All in favor. Motion carried.

The Public Hearing concluded and the Regular Public Meeting resumed.

FFPD ADMINISTRATIVE POLICY BINDER:

1. Discussion/Approval on Updated Administrative Policies

Chief Wilson advised the Board that ENG/EMT Kevin Brow has been assigned to update our policies via the “Lexipol” system. All policies (Trustee, Investment and Purchasing) have been reviewed and approved by our Attorney and the Sawyer Falduto Management group. A minor update (highlighted in red) was suggested for the Investment Policy, and the Purchasing Policy updated the purchasing approval amount from \$5,000 to \$7,000.

Kevin Brow briefly explained the Lexipol Program.

Chief Wilson explained the Lexipol Policy update procedures and stated that all input is in collaboration with the District and the Union.

In answer to Trustee Kavanagh’s question, Kevin explained how the system will track all members’ participation in the emailed policy notifications.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Larry Nice, Sr., to “table” the discussion on the updated Administrative Policies until next month’s meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Nothing new to report.

FINANCE:

Nothing new to report.

MOBILE EQUIPMENT:

Trustee Nice reported that the old ambulance chassis (0034) was sold for \$6,862.00.

COMMUNICATION:

DC Fierce provided the following information:

- Attended the Operations Meeting today and the discussion continued on labor management at the Center, and the damage incurred from the recent storm;
- In reference to the storm, the average number of calls per day at the Center is 1,221 (472 – 911 and 757 non-emergency). The day of the storm, between 3pm–9pm, a total of 3,402 calls were received (873 – 911 and 2,529 non-emergency);
- Some weaknesses were identified regarding the Fire Districts/Departments response;
- No communication equipment sustained damage from the storm;
- Bids for a Consultant for the Center are due in by August 31, 2020;
- The County Board Executive Committee is working together with the Center; and,
- The Center continues to make improvements in a positive direction.

In answer to Trustee Rossi's question, DC Fierce stated that the 800 system for Frankfort never went down and explained what had occurred with the VHF and 800 systems. He further explained the issues with the radio communication between the Center and the Districts/Departments when power outages occur. Some interruptions did happen and these issues have been identified for correction. He will advise the Center of the VHF/800 radio issues.

DC Fierce noted that numerous systems were also down, including EastCom, StarCom and Star21Com.

REAL ESTATE:

DC Fierce advised the Board of the following:

- Stations 71, 74 and 75 lost power during the storm;
- Station 71's generator failed (overheated) – radiator issues;
- Radiator (38 years old) is out for repair – ordered new water pump and thermostat;
- A 50kw generator, currently stored on the outside of Station 71, is wired into the building for use, if needed;
- Will price out a new generator because Chief Wilson is concerned with the age and the need to fill the current one with fuel;
- The generators at Stations 74 and 75 will be tested monthly; and,
- Station 71 sustained a small amount of shingle damage from the storm.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Jacobs informed the Board that former Trustee Lorenz will be donating old record books to the Museum.

APPROVAL OF PURCHASE ORDERS:

None presented.

CORRESPONDENCE:

None received.

TRUSTEE COMMENTS:

The following comments were made:

- Chief Wilson – there has been no response from the Union regarding the Step 2 Grievance, the ULP is still active;
- DC Fierce – Comcast was also down due to the storm. Non-emergency calls not working – Verizon was contacted and problem corrected;
- Trustee Kavanagh – He moved a tree that was down on the property at Center and Stuenkel Roads; and,
- Chief Wilson – going out of town tomorrow.

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

None requested.

ADJOURNMENT/RECESS:

At 5:51 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, Sr., 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