

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 4:00 P.M., on the 14th day of December, 2021.

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, Larry Nice, Sr. and Donna Vegter.

Chief Sean Fierce, DC Paul Kinsella, LTs. Kevin Brow and Nick Peters, ENG. William Kramer, FF/EMTs David Scanlan and Randy Reeder (Flashpoint Strategies, LLC) were also in attendance.

Trustee Michael Kavanagh joined the meeting at 4:30 P.M.

Trustee William Hoffmeister was absent from said meeting.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None present.

STANDARD OF COVER:

1. Presentation by Consultant
2. Discussion/Review of Report

Chief Fierce introduced Randy Reeder, the Data Analyst/Technical Advisor, from Flashpoint Strategies, LLC.

Randy explained that the Community Risk Assessment/Standard of Cover Report is a “planning process path” to the future. It includes the following:

- Identifying risk;
- Deployment of resources (perform better and more efficiently);
- Identify where the District is today, establish benchmarks, and develop a plan; and,
- Determination of staffing.

He noted that the FFPD has an ISO rating of 3 and believes this rating can be improved. The Standard of Cover works toward this accreditation.

The District’s current improvements were discussed and Randy pointed out that there are five (5) performance indicators:

- #1. An overview of the District, based on 5 years of data –
 - Budget, staffing, population, infrastructure, property values, building permits, planned Village development, railroad network, Will County freight network, etc.

STANDARD OF COVER: [Continued]

- #2. Programs and Services, based on 5 years of data –
 - o Community Risk reduction (Fire Prevention, Training, MABAS 19 Assets, etc.).

- #3. All Hazard Risk Assessment (probability versus consequences), based on 5 years of data –
 - o Population diversity of the District -53% of EMS calls are for persons age 60 and older;
 - o Response times from all station locations;
 - o Types of incidents (actual working fires);
 - o Limiting fire spreading past room of origin, with quick response times;
 - o Cause of fire;
 - o Type of calls –
 - 47% are EMS related – falls are the most identified
 - Cardiac arrest, average 14%
 - Rescue – car accidents, hazmat, service calls.

- #4. Risk and Response –
 - o The top “T”s – Threat, Type, Tasks, Total, Teams, Times, Track, Train;
 - o Probability to consequence (low, moderate or high).

- #5. Service Demand and Performance, based on 5 years of data –
 - o What, when, where, who --
 - Response to calls by incident type
 - Map where majority of calls are in the District;
 - o Discussed the percentage of times the FFPD hit the response benchmark –
 - Fire: 73.5% Time 7:55
 - EMS: 65.1% Time 9:05

Randy noted the following:

- Plan for maintaining the improvement of capabilities;
- We have a dynamic “Still” District – have GPS ability to dispatch to the closest vehicle; and,
- Build another station or relocate a station.

Randy stated the key findings and recommendations pertain to the following areas: Administration, Apparatus (fleet maintenance), Staffing, Stations, Training, Dispatch, Merger/Consolidation.

In answer to Trustee Vegter’s question regarding implementation of the recommendations, Randy stated the following:

- Look at the benchmarks;
- With GPS, vehicles need to respond to calls, not stations;
- ISO ratings are influenced by four (4) key factors –
 - o Dispatch - has four (4) areas of consideration;
 - o Fire - has ten (10) areas of consideration;
 - o Water Supply; and,
 - o Public Education/Fire Prevention; and,
- If the ISO rating is improved, a monetary savings is realized.

An open discussion was held regarding the suggestion of annexing a portion of Mokena that the FFPD can service better.

STANDARD OF COVER: [Continued]

Chief Fierce stated that the FFPD is currently working towards improving the ISO rating by training people on hydrants. Also, by working on the training and documentation for the ISO accreditation, the ability to obtain Grant money improves.

Randy suggested looking for revenue sources, i.e., the “Rescue Tax”.

Chief Fierce said the next step would be to formulate a Strategic Plan, with obtainable goals.

At 5:45 P.M., Randy Reeder was “thanked” for the presentation and dismissed from the meeting. Trustee Michael Kavanagh, also left the meeting.

At 5:50 P.M., the Regular Board Meeting continued with the District’s business.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, November 9, 2021

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to approve the Regular Meeting Minutes dated November 9, 2021, 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 Larry Nice, Sr., seconded by Trustee Donna Vegter, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$308,100.26, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

APPROVAL OF THE 2022 BOARD OF TRUSTEES MEETING DATES:

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to approve the 2022 Board of Trustee meeting dates, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

HEATH BENEFIT PLANS:

Chief Fierce provided the following information:

- The Health Insurance renewal cost included a 43% increase -- it was negotiated down to 35.5%;
- A Budget adjustment is needed due to this high unanticipated increase;
- The Insurance Committee met and discussed with the Union. Consensus was to continue with the current plan; and,
- Optional plans are being offered to personnel (Administration, retirees, etc.), who are not covered by the CBA.

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Larry Nice, Sr., to approve the current Health Benefit Plan renewals, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Jacobs stated that the Chief's contract and recommendations for the Deputy Chief's contract will be discussed in the Closed Session portion of the meeting.

FINANCE:

Chief Fierce – working on amending the Budget due to the Health Insurance increase.

MOBILE EQUIPMENT:

DC Kinsella reported the following:

- Ambulance 74 is being sent out for the installation of a cot and warranty work;
- Tentative delivery for the new ladder truck is March/April; and,
- Still waiting on parts from Pierce for Squad 71.

Since the delivery of the new ladder truck is heading towards Spring, Chief Fierce suggested holding off on the renovation of Station 72's bay doors until the weather breaks.

COMMUNICATION:

Chief Fierce provided the following information:

- The Deputy Director of the Center is retiring in January, 2022. A nationwide search for a replacement will take place;
- There will be a change of personnel regarding the Will County Head of Human Resources position;
- DC Kinsella is now working in the Operational area of the Center – attending meetings, etc.; and,
- Re-submitting for a Grant – to replace the current portable radios.

REAL ESTATE:

1. Discussion/Possible Action on Awarding of Roof Bid

In reference to the roof bids, Chief Fierce advised the Board of the following:

- Reviewed the six (6) roof bid packets;
- Wide range of bids due to the variations in the requested ice melting system;
- The lowest and most responsible bid for \$123,900.00 was from Seal Tight Exteriors;
- Spoke to references – all high responses – “Seal Tight went above & beyond”;
- Seal Tight Exteriors is endorsed by the Roofers Union of Will County; and,
- Recommend Seal Tight Exteriors for the roof project.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to approve the roof repair bid from Seal Tight Exteriors, Inc., in the amount of \$123,900.00, for Station 71, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

MUSEUM & FFD HISTORICAL COMMITTEE:

Nothing new to report.

APPROVAL OF PURCHASE ORDERS:

None submitted.

CORRESPONDENCE:

Christmas cards are being received.

TRUSTEE COMMENTS:

Trustee Nice suggested that the groundwork needs to be started regarding the procuring of the “Rescue Fund” (aka Rescue Tax) as a revenue source.

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

At 6:15 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate, Personnel and any 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: Robert Jacobs, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

RETURN TO OPEN SESSION:

At 6:40 P.M., **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

POSSIBLE ACTION TAKEN FROM CLOSED SESSION:

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Donna Vegter, to approve Chief Sean Fierce’s contract, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

ADJOURNMENT/RECESS:

At 6:43 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, 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