

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 July 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, LTs Brian Adcock, Kevin Linhart, Nick Sunzere and Thomas Sawyer were also in attendance.

PLEDGE OF ALLEGIANCE:

All stood for the Pledge of allegiance.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, June 20, 2023
2. Semi-Annual Review of Closed Session Minutes
3. Destruction of Approved/Released Closed Session Recordings Older than 18 Months

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Donna Vegter, to approve the Regular Meeting Minutes dated June 20, 2023, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve and release the Closed Session Minutes dated October 18, 2022, January 17, 2023 and February 21, 2023, 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.

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Justin Lohrens, to “hold” and not release the Closed Session Minutes dated 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, Justin Lohrens, Michael Minogue and Larry Nice, Sr. Trustee Donna Vegter voted nay. Motion carried.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve the destruction of the Approved/Released Closed Session Recordings older than 18 months, 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.

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 \$175,612.85, 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:

None voiced.

NEW BUSINESS:

1. **Sawyer Falduto Asset Management:** Discussion/Updates of District Investments Presentation by Thomas Sawyer.
2. **Tentative Budget FY 24:** Discussion/Updates by Chief Fierce
3. **Additional Administrative Position:** Discussion/Possible Approval for Hire.

Sawyer Falduto Asset Management --

President Jacobs introduced Thomas Sawyer and requested him to proceed with his presentation.

As part of the District's Investment presentation, Tom addressed the following:

- Diversification of the Portfolio – that was started in 2008;
- Allocation of the Portfolio;
- Portfolio conforms to the Public Funds Investment Act;
- Explained the following –
 - Projected Income & Maturities
 - “Holdings” – what the FFPD owns
 - Cash yields of 4.7%;
 - Performance history
 - Bond analysis – 5% yield to maturity;
- Callable Securities – 16%;
- Quarterly Market Commentary --
 - U.S. Treasury yield curve
 - Federal Reserve rate & U.S. Treasury yields;
- Representative Investment yields – keep investments short term, less than one (1) year; and,
- Reviewed differences between Treasury Bills and Certificates of Deposit.

At 5:23 P.M., Tom concluded his presentation and was dismissed from the meeting.

Tentative Budget FY 24 –

Chief Fierce reported that the tentative budget for FY 24 was completed and posted thirty (30) days prior to the August 15, 2023 Board meeting. It is available for review on the District's website and at the Administrative Office.

Chief Fierce will also schedule a meeting with the District's members to review the budget.

NEW BUSINESS: [Continued]**Additional Administrative Position –**

Chief Fierce provided the following information:

- Position/salary/benefits are included in the FY 24 budget;
- Interviewed four (4) candidates;
- Narrowed down to two (2);
- Offer position by end of week; and,
- Request Motion of approval to hire.

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Larry Nice, Sr., to approve the hiring of an individual for the additional Administrative position, 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.

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

Trustee Donna Vegter and Chief Fierce reported on the following:

- Interviewed four (4) candidates for the Secretarial/Administrative position –
 - Three (3) candidates provided through Integrity Staffing (90-day temp to permanent position)
 - One candidate was a referral;
- Lt. Nick Sunzere still off on injury;
- Lt. Ben Hansen waiting for decision from doctors and Pension Board;
- BC Hamm off, per doctor's orders;
- Lt. Kevin Linhart is back to work;
- New firefighter testing –
 - Thirty-two (32) applicants tested,
 - Thirteen (13) passed,
 - Schedule "1 on 1" interviews over a 2-day period, versus "panel" interviews, and,
 - Plan to hire two (2) immediately.

2. Finance – [Jacobs & Minogue]

Trustee Michael Minogue advised the Board of the following:

- Committee instructed Sawyer Falduto Asset Management not to re-invest in maturing assets; and,
- To wait to lock in higher interest rates.

3. Mobile Equipment – [Lohrens & Nice]

DC Kinsella and Chief Fierce reported the following:

- The new Ford F250 pick-up truck has been delivered -
 - Obtaining prices on additional equipment;
- New ladder truck - power steering repair needed, under warranty –
 - Repairing in-house, FFPD to be reimbursed;
- Chassis – waiting to hear when available; and,
- Old snow plow vehicle may need to be declared as "surplus".

COMMITTEE REPORTS: [Continued]**4. Communications** – [Lohrens]

DC Kinsella provided the following:

- Attended the LCC Operations meeting –
 - Dispatching, almost at full staff
 - Cost of dispatching will increase; and,
- \$50,000 Grant received for communication equipment from the County Board, through LCC for radios.

Chief Fierce added the following information:

- County Board of Directors will meet next Thursday to approve the budget –
 - Dispatchers to receive a substantial raise due to the recent CBA
 - Will increase the monthly dispatching costs for the FFPD, as well as the other agencies; and,
 - Due to the recent shortage of dispatchers, the “surplus” funds will be used to subsidize and keep the upcoming fiscal year’s increased costs to about 5% (a nominal increase).

5. Real Estate – [Jacobs & Vegter]

Chief Fierce advised the Board of the following:

- Station 73 remodel update –
 - Going well – guys working hard
 - Demo done and floors to be completed this week
 - Station 73 crews temporarily working out of Station 71; and
- Water softener issues from 2008 have been corrected.

6. Museum & FPD Historical Committee – [Nice]

Lt. Brian Adcock reported the following:

- The “Community Showcase” is this weekend and the FFPD will be represented;
- Preparing the Museum for Fall Fest; and,
- Foundation bought a new “Gator” for Fall Fest.

APPROVAL OF PURCHASE ORDERS:

1. Dura-Tech-LeadingIT, \$25,025.00 [IT Equipment Updates – Computers & Switches]

DC Kinsella explained that this is an equipment upgrade for 95% of the work stations throughout the District.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Justin Lohrens, to approve the Dura-Tech-LeadingIT purchase order, in the amount of \$25,025.00, for IT equipment updates – Computers & Switches, 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.

CORRESPONDENCE:

Chief Fierce received the following:

- A couple “thank you” notes from residents regarding ambulance calls;
- A resident’s letter regarding fireworks –
 - Shared and reviewed the District’s guidelines with the Mayor and Police Chief.

PUBLIC COMMENTS:

None voiced.

TRUSTEE COMMENTS:

Trustee Vegter tendered her letter of resignation – will be moving to Michigan. She “thanked” Trustee Nice for appointing her to the position of Commissioner many years ago and “thanked Trustees Nice and Jacobs for appointing her to the position of Trustee.

On behalf of the Board, Trustee Jacobs accepted her resignation and “thanked” her for her years of dedication and service to the District and residents of Frankfort.

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 5:50 P.M., a **Motion** was made by Trustee Michael Minogue, seconded by Trustee Justin Lohrens, 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, Admin. Support/Receptionist