

## 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 19th day of July, 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, Larry Nice, Sr. and Donna Vegter.

Chief Sean Fierce, DC Paul Kinsella, LT. Kevin Brow, LT. Nick Sunzere, Mrs. Robert Jacobs and Mr. & Mrs. Michael Minogue were also in attendance.

### **PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

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

1. Regular BOT Meeting, June 22, 2022

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Larry Nice, Sr., to approve the Regular Meeting Minutes dated June 22, 2022, 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 Michael Kavanagh, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$145,799.97, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

### **COMMENDATION AWARDS:**

1. Certificate of Recognition – Lt. Brian Adcock and Spouse, Jennifer Adcock

Although Lt. Brian Adcock and his wife, Jennifer were not present at the meeting, Chief Fierce awarded a “Certificate of Recognition” to Lt. Brian Adcock and a “Certificate of Appreciation” to Jennifer Adcock, in conjunction with the ATF and the Division of Investigators (Chicago Fire Department), for the planning, organizing and co-hosting the recent 2-day “Conference for Fire Investigators” at Station 73. Over 150 people attended this successful event. A majority of the Chicago Fire Department’s Command Staff, including the Commissioner, paid a visit to the station.

### **OLD BUSINESS:**

The Board held a brief discussion on the open Commissioner’s position and possible candidates.

**NEW BUSINESS:**

1. **Swear-In Appointed Trustee (filling Hoffmeister vacancy).**  
Oath of Office – Michael Minogue.
2. **Reorganize Board of Trustees.**
3. **Realignment of Board Committees.**
4. **Policy Manual Update.**  
Update Attendance by Other Means – Policy #101

**Swear-In Appointed Trustee (filling Hoffmeister vacancy):**

Oath of Office – Michael Minogue

President Jacobs administered the Oath of Office to Michael Minogue as the new Trustee.

**Re-Organize Board of Trustees:**

The Board discussed the re-organization of the Officers and the following nominations were made:

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Larry Nice, Sr., to nominate Robert Jacobs as President. 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 nominate Donna Vegter as Secretary. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Donna Vegter, to nominate Michael Minogue as Treasurer. President Jacobs called for a voice vote. All in favor. Motion carried.

**Re-Alignment of Board Committees:**

Trustee Jacobs advised the Board that since William F. Hoffmeister resigned as Trustee, it is his responsibility, as Board President, to appoint Board members to fill any vacant committee positions.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice, Sr., to appoint Michael Minogue to the Finance Committee. 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 appoint Donna Vegter to the Real Estate Committee. President Jacobs called for a voice vote. All in favor. Motion carried.

Chief Fierce informed the Trustees that former Trustee William F. Hoffmeister was sent a plaque of Recognition and a “card stock” copy of Resolution 2022-01 for his service and dedication to the District and to the residents of Frankfort. On behalf of Bill, an acknowledgement and a “thank you” were received from his daughter.

**Policy Manual Update:**

Update Attendance by Other Means, Policy #101

Chief Fierce explained that sections #101 and #102 of the Policy Manual were combined and that Policy #101.11.3 was updated to include additional language allowing attendance at meetings be by “other” means, i.e., electronic means, under certain circumstances. This update is in accordance with the Open Meetings Act.

**Policy Manual Update:** [Continued]

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to approve updated section #101 of the Policy Manual, as presented. President Jacobs called for a roll call vote: upon the roll being taken, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

**COMMITTEE REPORTS:****1. Personnel –**

Chief Fierce advised the Board of the following:

- Will schedule a meeting with the Personnel Committee to discuss staffing and the Apprentice Program; and,
- Noted that employee hiring and retention issues are affecting multiple Districts/Departments/Villages.

**2. Finance –**

Chief Fierce provided the following information:

- The preliminary Budget for 2022-2023 is done;
- There is a surplus of \$180,000 for fiscal year end 2022;
- Will meet with the Finance Committee to discuss the budget; and,
- Hoping to catch up on the Capital Funding within the next two (2) years.

**3. Mobile Equipment –**

- DC Kinsella reported that the new ladder truck is at Chandler for minor repairs, due back next week;
- Trustee Jacobs noted that Eric is rebuilding the Tahoe; and,
- Chief Fierce stated that it is frustrating with the minor delays on this truck; and,
  - Due to vehicle shortages, it is about a two (2) year wait when ordering a new engine.

**4. Communications –**

Chief Fierce informed the Board of the following:

- The Dispatch Center is seriously under staffed – operating on a half-staff (27 instead of 54);
- Dealing with hiring and retention issues;
- LCC has a large fund surplus; and,
- Board of Directors to meet regarding these issues and proposed By-Law changes.

**5. Real Estate –**

- The air conditioner for the Administrative wing at Station 71 needs to be replaced; and,
- Repairs, crack filling and sealcoating of driveways at Stations 71, 72 and 73 are scheduled.

**6. Museum & FPD Historical Committee**

- Nothing new to report.

**APPROVAL OF PURCHASE ORDERS:**

None submitted.

**CORRESPONDENCE:**

Previously addressed by Chief Fierce.

**PUBLIC COMMENTS:**

Lt. Nick Sunzere “welcomed” Trustee Minogue to the District Board.

**TRUSTEE COMMENTS:**

Trustee Vegter “thanked” Brian and Jenifer Adcock for all their work on the success of the Conference and “welcomed” Michael Minogue to the Board.

Trustee Nice “congratulated” Michael Minogue and wished Bill Hoffmeister better health.

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

None requested.

**ADJOURNMENT/RECESS:**

At 5:33 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

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Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Admin. Support/Receptionist