

**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 20th day of July, 2021.

CALL TO ORDER:

The meeting was called to order at 5:00 P.M., and a roll call was taken.

Upon the roll being called, the following Trustees answered present:
William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter.

Chief Bob Wilson, DC Sean Fierce and AC Paul Kinsella 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, June 15, 2021
2. Semiannual Review of Closed Session Minutes

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, Sr., to approve the Regular Meeting Minutes dated June 15, 2021, 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 William F. Hoffmeister, to hold the Closed Session Meeting Minutes, 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 and Larry Nice, Sr. Trustee Donna Vegter abstained due to the fact she was not a Trustee at that time. 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 Michael Kavanagh, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$144,705.62, 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 Donna Vegter. All in favor. Motion carried.

ADMINISTRATIVE POLICY MANUAL:

1. Discussion/Approval on Updated Administrative Policies

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to approve the updated Administrative Policies, 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 Donna Vegter. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion/Approval on Terms of Chief Wilson’s Retirement Agreement

The Board agreed to discuss/approve the terms of Chief Wilson’s Retirement Agreement in the Closed Session portion of the meeting.

RESOLUTION #2021-03: [Resolution of Official Recognition of Chief Robert Wilson for Outstanding Public Service and Dedication to Improving the Protection and Public Safety of the Residents of the Frankfort Fire Protection District]

Trustee Jacobs read Resolution #2021-03 aloud.

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee William F. Hoffmeister, to adopt Resolution #2021-03, 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 Donna Vegter. All in favor. Motion carried.

Chief Wilson “thanked” the Board for their continued support over the years.

FINANCE:

1. Discussion/Updates on Tentative Budget

Chief Wilson presented the balanced Tentative Budget that he and James Howard worked on together.

The Board held an open discussion regarding the “seat” Chief Wilson currently holds on the Pension Board. The next Pension Board meeting is scheduled for August 3, 2021.

MOBILE EQUIPMENT:

AC Kinsella provided the Board with the following information:

- The Squad is out-of-service (O.O.S.) due to an air-conditioning problem;
- Still obtaining quotes for the body repairs on the Squad;
- Getting quotes for the work needed on the Tender (E73);
- The cab has been painted on the ordered ladder truck; and,
- No longer interested in purchasing Homer Township’s Chief’s vehicle.

COMMUNICATION:

DC Fierce reported on the following:

- Overtime hours for the dispatchers are lessening;
- Still waiting for the Grant regarding the P25 radios. Hopefully, by the end of September, the installation will be complete and all departments will be on the same system;
- The hired Consultant for LCC will be at the Center on August 5th to present and review the data and stats he acquired. Consultant recommendations for the Center will be available in a couple of months; and,
- The Training Director at LCC recently left and took a job in Steamboat Springs, CO as the 911 Director for that county.

REAL ESTATE:

Chief Wilson advised that the new overhead bay doors for Station 72 have been ordered, with a tentative installation date in November. All vendors/contractors involved with this project have been notified.

Trustee Nice “thanked” the guys for painting the bay doors at Station 71.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Nice is stepping back from the Museum maintenance.

APPROVAL OF PURCHASE ORDER:

1. Unique Apparel Solutions, \$8,985.00 [Badges]

DC Fierce explained that these badges have been re-designed so all badges are uniform. The cost will be covered via “joint-funding” from Foundation (2% Fund) reimbursement and public donations. Possibly, these badges would also become part of a ceremonial display upon retirement.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to approve the purchase order for Unique Apparel Solutions, in the amount of \$8,985.00, for badges, as presented. President Jacobs called for a roll call: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

CORRESPONDENCE:

None received.

TRUSTEE COMMENTS:

None voiced.

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

1. Discussion on Succession of Fire Chief

At 5:25 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister, 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: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

At 7:50 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister, to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

POSSIBLE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION:

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee William F. Hoffmeister, to approve the terms of Chief Wilson's Retirement Agreement, as presented. President Jacobs called for a roll call: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Kavanagh, to appoint DC Fierce, as of August 2, 2021, as Interim Fire Chief, until further notice and would be accepting resumes/applications from other interested, qualified internal parties until August 17, 2021. President Jacobs called for a roll call: upon the roll being called, the following Trustees voted aye: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

ADJOURNMENT/RECESS:

At 7:54 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, 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