

**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 15th day of June, 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:
Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter.

Chief Bob Wilson, DC Sean Fierce, AC Paul Kinsella, ENG/EMT-P Kevin Brow, FF/EMT-P William Novak and their families were also in attendance.

Trustee William F. Hoffmeister was absent from said meeting.

PLEDGE OF ALLEGIANCE:

All present stood for the Pledge of Allegiance.

PUBLIC COMMENTS:

None present.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, May 18, 2021

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Larry Nice, Sr., to approve the Regular Meeting Minutes dated May 18, 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 Michael Kavanagh, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$296,956.29, 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.

SWEARING-IN CEREMONY:

1. Swear-in Lieutenant Kevin Brow
2. Swear-in Engineer William Novak

Prior to the swearing-in ceremony, Chief Wilson explained the hierarchy of the rank structure. Chief Wilson noted that Kevin Brow started with the department on January 3, 2005 as a contract paramedic through Kurtz Paramedic Service, started his full-time career on April 2, 2007, is on the Dive Team as a Sonar Technician, and will be assigned to assisting Administration with training and other compliance related items. William Novak also started as a contract paramedic on September 10, 2007 and started his full-time career on June 15, 2009. He also currently serves on the Southwest Suburban SWAT Team as a SWAT Medic.

SWEARING-IN CEREMONY: [Continued]

Commissioner Michael Minogue administered the Oath of Office to Lieutenant Kevin Brow and ENG/EMT-P William Novak.

At 5:10 P.M., Trustee Jacobs announced that a short recess would be taken for refreshments.

At 5:26 P.M., Trustee Jacobs announced that said meeting would resume.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Chief Wilson advised the Board of the following:

- FF/EMT-P Dave Scanlan has returned to work following a one-year military deployment;
- Tomorrow morning (June 16, 2021 at 9 A.M.), probationary FF Nate Schraeger will be sworn-in as a FF/EMT-P, at Station 75; and,
- Jack Burica, son of Frankfort Police Chief John Burica, has been interning in the Bureau, under DC Fierce's direction, through September 2021. Jack has expressed an interest in becoming a career Firefighter/Medic.

AC Kinsella reported that two (2) members sustained minor injuries during life-assist training, that required limited time off.

FINANCE:

1. Discussion/Action on Committee Member

Chief Wilson is continuing to work with the accounting group on balancing the budget.

The Board discussed areas of responsibility for each Chief, with the ultimate responsibility being Chief Wilson's.

In reference to the vacancy on the Finance Committee, Trustee Jacobs volunteered to fill that position and the Board accepted his offer.

MOBILE EQUIPMENT:

AC Kinsella provided the Board with the following information:

- Fleet maintenance is going well – looking to increase rates to the outside districts/departments;
- Pictures of the new ladder truck's cab were made available; and,
- Possibly looking to replace the two (2) Ford Escape vehicles (2010 & 2011) that are used for "7G" and "Fleet" purposes with the purchase of Homer Township's Chief's vehicle.

Chief Wilson stated that Homer's vehicle is inexpensive, reliable and has under 11,000 miles on it. It is also equipped with lights.

COMMUNICATION:

DC Fierce reported on the following:

- He sent out the LCC Director's Report to the Board today for their perusal;
- He (DC Fierce) was nominated to represent the Fire Chiefs on the 911 Board;
- The Consultant for LCC was on site last month gathering information; and,
- The study project should be done in about six (6) months which includes the reviewing of the building, practices, policies, boards, etc.

REAL ESTATE:

DC Fierce stated that new overhead bay doors are required to accommodate the height of the new ladder truck at Station 72.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Nice suggested the Department recognize the 20th anniversary of the "911" tragedy with a small observance at our memorial site.

APPROVAL OF PURCHASE ORDER:

1. A Better Door & Window Co, \$15,464.00 [2 Overhead Bay Doors at Station 72]

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Donna Vegter, to approve the purchase order for A Better Door & Window Co., in the amount of \$15,464.00, for two (2) overhead bay doors at Station 72, as presented. President Jacobs called for a roll call: 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.

CORRESPONDENCE:

Chief Wilson stated that "Flashpoint" (a consulting firm) has provided a draft of the "Standard of Coverage" document to the Chiefs for their review. This document is an overview of the District, which assesses many areas, such as: Audit, Community Risk Assessment, ability to respond to incidents, recognize weaknesses, etc. It also noted the possible addition of a fire house and location to diminish response times in the northern area of our District and staffing recommendations. It supports the need for a referendum.

Chief Wilson noted that the area departments are also participating in this program.

DC Fierce will provide copies of this document to the Trustees for their consideration.

TRUSTEE COMMENTS:

Trustee Jacobs provided updates on former Trustee Donald Lorenz.

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

AT 5:53 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Kavanagh, 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, Michael Kavanagh, Larry Nice, Sr. and Donna Vegter. All in favor. Motion carried.

At 6:51 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Kavanagh, 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:

No action was taken.

ADJOURNMENT/RECESS:

At 6:52 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