

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 21st day of March 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, BC Todd Hamm, LTs. Brian Adcock, Kevin Brow, Nick Sunzere and FF David Conrad were also in attendance.

**PLEDGE OF ALLEGIANCE:**

All stood for the Pledge of allegiance.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, February 21, 2023

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Justin Lohrens, to approve the Regular Meeting Minutes dated February 21, 2023, 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 Michael Minogue, seconded by Trustee Larry Nice, Sr., to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$128,662.92, 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:**

No report.

**NEW BUSINESS:**

1. **Pension Board Appointment:** Discussion/Possible Action on Appointment of District's Seat.
2. **Decennial Committee:** Discussion/Possible Action on the Formation of a Decennial Committee in Accordance with Public Act 102-1088.
3. **Policy Manual Update:** Discussion/Possible Approval of Administrative Holidays.

**NEW BUSINESS:** [Continued]**Pension Board Appointment –**

Trustee Vegter reported the following:

- A possible appointee has declined because they are unable to devote the time needed to serve – will keep looking;
- Sixteen (16) hours of training is required, along with eight (8) hours of continued training;
- It is a voluntary appointment only, not paid; and,
- “Thanked” Lt. Kevin Brow for his assistance.

**Decennial Committee –**

Chief Fierce provided the following information:

- The State of Illinois has mandated that a “Decennial Committee” (Public Act 102-1088) be formed by June 18, 2023, for all units of local government that may levy any tax, with the exception of municipalities and counties;
- The committee must consist of: elected/appointed Board Members, CEO/Fire Chief from that governmental unit and two (2) members of the public;
- The committee is required to meet three (3) times, and then file a report, with the respective county, regarding their findings;
- The report should encompass the following studies:
  - Efficiencies/possible inefficiencies;
  - “Out sourcing” of work;
  - Review of expenditures; and,
  - Recommendations on how to better manage/improve the business/service being rendered; and,
- A new Committee is formed every ten (10) years to be in compliance.

In reference to volunteers from the public sector, the Trustees concurred that a business/financial background would be beneficial, and to possibly advertise the two (2) committee openings via Frankfort’s social media.

**Policy Manual Update –**

Chief Fierce stated that by adding Martin Luther King’s Birthday and Veterans’ Day to the Administration’s paid holiday list, the FFPD is in better alignment with the State and Federal schedules.

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Donna Vegter, to approve adding Martin Luther King’s Birthday and Veterans’ Day, as paid holidays, to the Administration Holiday Calendar, 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]**

Chief Fierce reported the following:

- Lt. Ben Hansen’s “Functional Capacity Evaluation Report” has been submitted to IPRF and is under review with Workmen’s Comp regarding his Maximum Medical Improvement (MMI);
- If Lt. Hansen is approved for retirement, then the next Lt. on the list will be promoted;
- Due to the potential vacancy, the intent is to hire one (1) additional Firefighter, which would also even out the “shift” staff;

**COMMITTEE REPORTS:** [Continued]

- Assuming the current Firefighter Eligibility List is possibly exhausted, a testing firm (IO Solutions) has been contacted to begin the basic hiring process, with the exception of testing dates;
- Currently working on a “hiring pamphlet/packet” that explains who we are as a fire district; and,
- Lt. Kevin Linhart recently had shoulder surgery on an injury sustained almost a year ago. His expected return time is 3-4 months.

**2. Finance** – [Jacobs & Minogue]

Chief Fierce stated that he is working on the budget and explaining the “budgetary process” with the various department heads regarding their needs and input.

He also advised the Board that the Levy Extension was submitted to the County today. Once confirmed, the Extension would be applied towards next year’s budget.

**3. Mobile Equipment** – [Lohrens & Nice]

DC Kinsella provided the following:

- The new ladder truck was placed back in service last week following the completion of the “punch list” and body work; and,
- No updates on the purchase orders for the pick-up truck or chassis.

**4. Communications** – [Lohrens]

Chief Fierce and DC Kinsella informed the Board of the following:

- Explained LCC’s monthly responder statistical report (“Snapshot”);
  - “Ring time” performance has increased;
  - The FFPD’s call volume numbers have increased;
  - Efficiency is improving with more new hires;
- Will County is working with/to connect (integrate) the new phone system to LCC (first), then to Joliet and WestCom; and,
- Since morale is up, work consistency is increasing.

**5. Real Estate** – [Jacobs & Vegter]

Nothing new to report.

**6. Museum & FPD Historical Committee** – [Nice]

Nothing new to report.

**APPROVAL OF PURCHASE ORDERS:**

None presented.

**CORRESPONDENCE:**

DC Kinsella advised the Board that at a recent EMS Division’s quarterly meeting, a Frankfort crew (Engineers M. Illarde, A. Jackson, J. Votteler and FF J. Vaccaro) were honored for bringing a patient back from suffering a cardiac arrest (ATI). The family was also there to meet the crew.

DC Kinsella added that is crew will also be honored at our “Awards Night”, along with the “Dedication” ceremony of the new ladder truck.

**PUBLIC COMMENTS:**

Lt. Nick Sunzere addressed the Board regarding the following:

- He was advised that at a recent local event, remarks were made that portrayed the Union in a negative manner; and,
- Since two (2) additional paid holidays were recently approved for the Administration, would like to submit the same for the Union.

**TRUSTEE COMMENTS:**

In answer to Trustee Vegter’s question regarding train derailment procedures, DC Kinsella stated the following:

- Lt. Brow has had Canadian National’s Training Officer here to conduct three (3) days of training, for all three (3) shifts;
- Spoke with Will County EMA today about obtaining “table top” training/exercises via “Grant” funding for the crews;
- Thirty (30) trains per day pass through Frankfort; and,
- Canadian National has three (3) headquarters – one being in Homewood, IL.

Lt. Brow advised that he has spoken to the “Dangerous Goods Officer” from Canadian National and was advised that Chief Fierce has iPad capability to know what is being transported in the train cars.

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

None requested.

**ADJOURNMENT/RECESS:**

At 5:32 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, 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