

**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 Three, 24420 S. LaGrange Road, Frankfort, Illinois, in said District at 5:00 P.M., on the 18th day of May, 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 Daniel Rossi.

Chief Bob Wilson, DC Sean Fierce, AC Paul Kinsella, Commissioner Donna Vegter, Heather Dauber and Probationary Firefighters Kyle Cayton, Anthony DiVito, Scott Loerop, Andrew Schofield and their families 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, April 20, 2021
2. Destruction of Approved and Released Closed Session Recordings Older than 18 Months

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to approve the Regular Meeting Minutes dated April 20, 2021, 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 William F. Hoffmeister, to approve the destruction of the Approved and 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: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Daniel Rossi. All in favor. Motion carried.

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$191,132.68, 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 Daniel Rossi. All in favor. Motion carried.

Prior to the Swearing-In Ceremony, Chief Wilson welcomed everyone present and gave a brief history of the Frankfort Fire Protection District – from Volunteer Department and Kurtz Ambulance Service, to the present-day full-time career department. He also explained that this ceremony is a very important step in the careers of these firefighters. He added that as a teenager, he started out as a Cadet and became a full-time firefighter in 2002, when the hiring of full-time personnel began.

SWEARING-IN CEREMONY:

1. Swear-in Firefighter Kyle Cayton
2. Swear-in Firefighter Anthony DiVito
3. Swear-in Firefighter Scott Loerop
4. Swear-in Firefighter Nathan Schraeger
5. Swear-in Firefighter Andrew Schofield

Commissioner Donna Vegter administered the Oath to four (4) of the five (5) probationary Firefighters. FF Nathan Schraeger was unavailable for the ceremony.

SWEAR-IN ELECTED OFFICIAL:

1. Oath of Office – Larry Nice, Sr.

Election Official, Michelle Selvaggio, administered the Oath of Office to Larry Nice, Sr., as Trustee.

RESIGNATION OF TRUSTEE DANIEL ROSSI:

Daniel Rossi tendered his resignation as Trustee of the Frankfort Fire Protection District, due to the fact he was recently elected to the position of Trustee for the Village of Frankfort. He “thanked” the Chiefs for their hard work, the BCs, the office staff (Carolyn and Michelle – the “glue” that holds everything together) and all personnel he worked with.

Trustee Jacobs stated that he has known and worked with Dan many years, since they were firefighters – I (Bob) was on South Holland and Dan was on Homewood.

SWEAR-IN APPOINTED TRUSTEE DONNA VEGTER TO FILL TRUSTEE ROSSI’S VACANCY:

1. Oath of Office – Donna Vegter

Trustee Jacobs explained that Donna Vegter has served as a Fire Commissioner for over 18 years and will now be appointed to the Board of Trustees to fill the vacancy.

President/Trustee administered the Oath of Office to Donna Vegter, as Trustee.

RESOLUTION #2021-02: [Resolution of Official Recognition of Daniel Rossi 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 and presented Resolution #2021-02 to the Board for their consideration.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee William F. Hoffmeister, to adopt Resolution #2021-02, 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 presented a plaque of Recognition to Daniel Rossi for his service to the District.

At 5:31 P.M., Trustee Jacobs announced that a short recess would be taken for refreshments.

At 5:43 P.M., a **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, Sr., to reconvene the meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

BOARD ALIGNMENT:

1. Reorganize Board of Trustees
2. Realignment of Committees

Trustee Jacobs reminded the Trustees that the Board positions are reorganized annually and following a brief discussion of the members, the President and Treasurer positions will remain the same: President, Robert Jacobs and Treasurer, Michael Kavanagh.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to appoint Donna Vegter to the position of Secretary for the Board of Trustees. 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.

Trustee Jacobs proposed to have Donna Vegter replace Dan Rossi as a Personnel Committee member. The following Committee positions were established:

| | |
|-------------------|--|
| Real Estate: | William F. Hoffmeister and Robert Jacobs |
| Mobile Equipment: | Michael Kavanagh and Larry Nice, Sr. |
| Personnel: | Robert Jacobs and Donna Vegter |
| Finance: | Michael Kavanagh |

The Board held a brief discussion regarding the vacancy on the Finance Committee, however, a decision to fill the vacancy was not reached at that time.

FIRE COMMISSIONER VACANCY:

1. Discussion on Candidate – Heather Dauber

Trustee Jacobs advised that the position of Commissioner is now vacant and a candidate (Heather Dauber) presented her resume for consideration.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to appoint Heather Dauber as Commissioner, 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.

FIRE COMMISSIONER APPOINTMENT:

1. Swear-In Heather Dauber

Prior to Commissioner Donna Vegter taking the Oath of Office as a Trustee, she administered the Oath of Office to Heather Dauber, as Commissioner.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items
2. Discussion/Possible Action on Deauthorizing a Dept. Rank

AC Kinsella informed the Board that at the June meeting, he will be submitting a proposal to promote ENG. Kevin Brow to “dayshift” Lieutenant, for administrative duties, and FF/EMT William Novak to ENG. to fill Brow’s vacancy.

ORDINANCE #248: [An Ordinance Deauthorizing a Dept. Rank]

Chief Wilson briefly explained that with BC Wally Curtin retiring, there is no need for the 4th BC position.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Kavanagh, to adopt Ordinance #248, 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.

FINANCE:

Nothing new to report.

MOBILE EQUIPMENT:

AC Kinsella stated that the pricing has been locked-in on the new Ladder Truck.

COMMUNICATION:

DC Fierce reported that the area Fire and Police Chiefs attended the Operations Meeting today to review the consulting firm’s audit evaluation timelines/schedules of the Center and held an open forum to discuss the challenges.

DC Fierce briefly reiterated the consulting firm’s exceptional credentials.

Chief Wilson advised the Board that DC Sean Fierce has been recommended to replace the retiring Fire Chief Howard Stephens of Mokena on the Will County Emergency Telephone System Board (ETSB). DC Fierce has been extensively involved in the “9-1-1” system and communications within the county.

REAL ESTATE:

Chief Wilson proposed (via the pending purchase order) the garage doors at Station 72 be raised from the current height of 12 feet to 14 feet to accommodate the current ladder truck, which is 11’10”, as well as the new ladder truck.

DC Fierce stated that our attorney has completed his review of the bid for Station 71’s roof replacement.

MUSEUM & FFD HISTORICAL COMMITTEE:

No report.

APPROVAL OF PURCHASE ORDER:

1. Bruno's Tuckpointing, Inc., \$10,850.00 [Raise overhead doors at Station 72]

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to approve the purchase order for Bruno's Tuckpointing, Inc., in the amount of \$10,850.00, to raise the overhead doors at Station 72, 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:

Chief Wilson reported that the Northern Illinois Alliance of Fire Protection Districts Conference will be online or in-person (in Champaign, IL) and Trustee training will be available.

In answer to Trustee Vegter's question, Chief Wilson explained that the email she received from a sprinkler company regarding a "Witness Slip" has to do with proposed legislation legalizing fireworks.

TRUSTEE COMMENTS:

Trustee Kavanagh "welcomed" Donna Vegter and Heather Dauber to their new positions.

Chief Wilson invited the Board back to Station 71 for pizza to honor Dan and his years of service.

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

None requested.

ADJOURNMENT/RECESS:

At 6:08 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