

**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 333 West Nebraska Street, in Frankfort, Illinois, in said District at 5:00 P.M., on the 19th day of May, 2020, and was conducted in “virtual” format (electronically) due to the Covid-19 quarantine.

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:
William H. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice, Sr. and Daniel Rossi.

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.

APPROVAL OF THE MINUTES:

1. Regular BOT Meeting, April 21, 2020

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister, to approve the Regular Meeting Minutes dated April 21, 2020, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

DC Fierce stated that there was an error on the current bill list regarding Clean Air Concepts. He explained the exhaust system for Station 72 (\$35,710.00) has not been installed yet and the system for Station 73 (\$48,700.31) has not received final approval.

The Board held an open discussion on this matter.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Daniel Rossi, to authorize payment of the Fire Service and Ambulance Fund bills, with the exception of the two (2) exhaust system invoices (Clean Air Concepts), for a corrected total of \$131,740.80. 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.

RESOLUTION 2020-02: [A Resolution Appointing Persons to Prepare a Budget in Tentative Form For the Fiscal Year Beginning June 1, 2020 and Ending May 31, 2021]

Trustee Jacobs advised the Board the three (3) proposed people to prepare a budget in tentative form are Trustee Kavanagh, Trustee Rossi and Chief Wilson.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to adopt Resolution 2020-02, 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 Daniel Rossi. All in favor. Motion carried.

PROPERTY & CAUALTY INSURANCE:

1. Discussion/Update on Renewal of Property & Casualty Ins. Policy

AC Kinsella reported that ESIP and Selective Insurance were the only two (2) proposals received. After meeting with both, the recommendation is to go with Selective.

The Board held an open discussion on the coverage and cost of each.

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Daniel Rossi, to accept the recommendation to change to Selective Insurance, 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.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Trustee Jacobs noted that Chief Wilson has joined the meeting.

Trustee Jacobs stated he would like to discuss a personnel issue during the Closed Session portion of the meeting. The Board had no objection.

FINANCE:

Chief Wilson provided the following updates:

- Continuing to work with the Chiefs and James Howard on finalizing the budget figures for the draft budget; and,
- Spoke with James about obtaining more information on a “Rescue Tax” and possibly pursuing this tax next April.

MOBILE EQUIPMENT:

AC Kinsella advised the Board of the following:

- The new mechanic started last week, which is timely since a lot of PMs are coming up;
- The new ladder truck is on hold;
- Currently, maintaining work for five (5) departments; and,
- The numbers of generated service dollars are available.

Trustee Rossi requested a report of the dollars generated for the second quarter of this year be made available to the Trustees.

COMMUNICATION:

DC Fierce provided the following information:

- In reference to hardware, we received our first mobiles and are ready for the installation of the “P25” system” as we transition from a “VHF” system;
- The Dispatch Center is moving in the right direction – getting fewer complaints each month;
- A number of agencies are rescinding their letters to withdraw from the LCC;
- Spoke to Chief Wilson about possibly rescinding our letter to withdraw;
- An investigation is underway regarding a 911 call, within our District, that was discarded and serious disciplinary action is advised;
- Overall, the Admin. and training are more cohesive; and,
- Regarding staffing levels, they are only down 3 or 4 people.

Trustee Jacobs commented that he does not believe the FFPD is in a position to rescind our withdrawal letter. He asked DC Fierce to monitor the situation and advise the Board if, and/or when action is warranted.

REAL ESTATE:

DC Fierce advised the roof estimates will be addressed in the next month or so – in the next budget year. .

MUSEUM & FFD HISTORICAL COMMITTEE:

Nothing new to report.

APPROVAL OF PURCHASE ORDERS:

1. S & J Door, Inc., \$5,180.00 (Station 1 – East & West Bay Doors)

DC Fierce summarized the current condition of the bay doors at Station 71.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Kavanagh, to approve the S & J Door, Inc., purchase order, in the amount for \$5,180.00, 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.

AC Kinsella requested an emergency purchase order be considered to replace out dated boots and helmets.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Daniel Rossi, to approve the emergency purchase order from Air One Equipment, Inc., in the amount for \$5,464.00, 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.

CORRESPONDENCE:

Trustee Jacobs said he will bring in the NIAFD Fire Guard newsletter for the Trustees and office personnel to read.

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

Trustee Rossi requested only the five (5) Trustees be present in the Closed Session.

At 5:49 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Daniel Rossi, 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 call 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.

At 7:01 P.M., a **Motion** was made by Trustee Larry Nice, Sr., 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 TAKEN FROM CLOSED SESSION:

As a result of Closed Session, no action was taken.

TRUSTEE COMMENTS:

None voiced.

ADJOURNMENT/RECESS:

At 7:07 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