

**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 18th day of October 2022.

**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 and Larry Nice, Sr.

Chief Sean Fierce and Lt. Kevin Linhart were also in attendance.

Trustee Donna Vegter was absent from said meeting.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Minogue, to appoint Trustee Justin Lohrens as Secretary Pro-Tem for this meeting. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Justin Lohrens, Michael Minogue and Larry Nice, Sr. All in favor. Motion carried.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, September 20, 2022

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Justin Lohrens, to approve the Regular Meeting Minutes dated September 20, 2022, 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 \$165,148.98, 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 and Larry Nice, Sr. All in favor. Motion carried.

**OLD BUSINESS:**

Nothing new to report.

**NEW BUSINESS:**

1. **Swear-In Appointed Trustee (filling Kavanagh vacancy).**  
Oath of Office – Justine Lohrens

Trustee Jacobs administered the Oath of Office to Justin Lohrens.

**NEW BUSINESS:** [Continued]**2. Reorganize Board of Trustees.**

Trustee Jacobs explained that when a vacancy occurs on the Board of Trustees, the Offices of President, Secretary and Treasurer are re-organized. Since a re-reorganization of these offices occurred a month ago, it was suggested to retain the current officers – President, Robert Jacobs; Secretary, Donna Vegter; and, Treasurer, Michael Minogue. Following a brief discussion, the Trustees agreed to continue with the previously elected officers.

Trustee Jacobs noted that although Michael Kavanagh resigned from the Board of Trustees, he will remain as the appointed Pension Board Member until his term expires in June of 2023.

**3. Realignment of Board Committees.**

President Jacobs also explained that Board Committees are also re-organized when a vacancy occurs. Following a brief discussion, the Trustees agreed to continue with the same committee assignments, with the exception, that Justin Lohrens will replace Michael Kavanagh on the Mobile Equipment and Communications committees.

**4. Policy Manual Update.**

Updates to Board of Trustees Policy #101

Chief Fierce explained that minor changes are needed to the Policy Manual and, due to the COVID-19 Pandemic, the Illinois State Legislature has changed its policy, which now allows a Board Member/Trustee to attend a Board meeting remotely, under certain circumstances. Thus, the proposed minor changes and addition to the Board of Trustees Policy #101, are requested.

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Justin Lohrens, to approve the Board of Trustees Policy #101, 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 and Larry Nice, Sr. All in favor. Motion carried.

**5. Resolution #22-02.** Resolution of Official Recognition of Michael Kavanagh for outstanding Public Service and Dedication to improving the fire protection and public safety of the residents of the Frankfort Fire Protection District.

Trustee Jacobs read Resolution #22-02 and noted that Michael served faithfully, and “thanked” him for his service in Frankfort, and as a Lt. for the Mokena Fire Protection District.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to adopt Resolution #22-02, 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 and Larry Nice, Sr. All in favor. Motion carried.

**6. Resolution #22-03.** Resolution Authorizing the Illinois Municipal League to collect the 2% Foreign Fire Insurance License Fee for the Foreign Fire Insurance Board of the Frankfort Fire Protection District, Will County, Illinois.

Trustee Jacobs read Resolution #22-03 and explained the need for the resolution and the process by which the Illinois Municipal League collects the funds.

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Justin Lohrens, to adopt Resolution #22-03, 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 and Larry Nice, Sr. All in favor. Motion carried.

**COMMITTEE REPORTS:****1. Personnel – [Jacobs & Vegter]**

Chief Fierce reported the following:

- Lt. Ben Hansen is still out on Workmen’s Comp. due to shoulder surgery -
  - Primary Physician states he has “reached maximum medical improvement”
  - Seeking a second opinion
  - The Union and FFPD have urged him to apply for Disability Pension;
- The Lt. written exam took place today –
  - All passed, lowest score was a 79
  - Points are being calculated; and,
- Request to go into Closed Session to discuss Collective Bargaining prior to adjournment.

**2. Finance – [Jacobs & Minogue]**

Chief Fierce advised the Board on the following:

- Will schedule a Finance Committee meeting within the next 2-3 weeks;
- Working on the final levy – passage needed at next month’s meeting;
- Once the “rough” numbers are available, Accounting will begin to formulate a preliminary budget for the next fiscal year; and,
- As far as hiring additional firefighters, the current list is fairly exhausted.

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

Chief Fierce reported the following:

- Truck 72 was put into service earlier than anticipated, due to unexpected vehicle breakdowns;
- Driver training is going well; and,
- DC Kinsella will be forming an Ambulance Committee regarding the tentative plan to “re-chassis” two (2) current ambulances.

**4. Communications – [Kavanagh]**

Chief Fierce informed the Board of the following:

- Attended the Operations Meeting this morning and due to the staff shortages, there is a surplus of funds that will be refunded to all agencies;
- The FFPD anticipates a refund of \$33,750.00, either as a credit against the monthly charges or in the form of check;
- Suggestion made by Chief Fierce is to take the refund as a check and use to purchase deeply discounted Motorola “800” radios;
- Dispatchers will no longer be grouped with the other County employees, due to their shifts and hours worked;
- A Collective Bargaining Agreement has been reached with the Union, on behalf of the Dispatchers; and,
- Once County ratifies CBA, hopeful staff retention will improve.

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

Chief Fierce stated there was nothing new to report.

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

Chief Fierce informed the Board of the following:

- The retaining wall surrounding the World Trade Center artifact/Memorial Garden is being re-built by various crew members; and,
- The Museum floor will be re-finished next week.

**APPROVAL OF PURCHASE ORDERS:**

1. Air One Equipment, \$17,916.00 [Six Sets of Turnout Gear]

- A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to approve the Air One Equipment purchase order, in an amount of \$17,916.00, for six (6) sets of turnout gear, 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 and Larry Nice, Sr. All in favor. Motion carried.

**CORRESPONDENCE:**

Trustee Jacobs stated that he received a letter from the Union regarding drivers' license requirements. He requested that item be placed on next month's agenda for discussion.

**PUBLIC COMMENTS:**

None voiced

**TRUSTEE COMMENTS:**

Trustee Minogue "thanked" BC Hamm for being able to "shadow" him and for a "look behind the curtain". He observed that "Duty, Pride, Tradition" is definitely more than just a slogan.

On behalf of the Board, Trustee Jacobs "welcomed" Justin and bid "farewell" to Mike.

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

At 5:43 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Justin Lohrens, that the Board meet in Closed Session for the purpose of discussing Litigation, Real Estate, Personnel and 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, Justin Lohrens, Michael Minogue and Larry Nice, Sr. All in favor. Motion carried.

At 6:18 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Michael Minogue, to reconvene the Regular Board Meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION:**

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

**ADJOURNMENT/RECESS:**

At 6:20 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice, Sr., 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