

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, held at Fire Station Number One, 333 W. Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M., on the 16th day of October 2018.

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 F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi.

DC Sean Fierce, AC Paul Kinsella, BC Wally Curtin and Commissioner Raymond Garritano 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, September 18, 2018

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated September 18, 2018, as presented. President Jacobs called for a voice vote. All in favor. Motion carried. (Trustee Rossi abstained from voting due to his absence from that meeting.)

APPROVAL OF THE BILLS:

1. Board/Expenditure Report

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$146,951.72, 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 and Daniel Rossi. All in favor. Motion carried.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

AC Kinsella reported the following:

- BC Campbell has been on light-duty and is expected back to full-duty in about 2-3 weeks;
- FF Otte back in less than a month; and,
- LT Sunzere is off with a knee injury and is undergoing physical therapy.

FINANCE:

1. Discussion/Update on Payroll Outsourcing Vendor
2. Discussion/Possible Action on HSA Benefits for Active Employees/Pensioners

Trustee Rossi reported that bids have been received regarding the “outsourcing” of payroll and will be presented to the Board in November for possible approval. Implementation of the system is scheduled for January 2019.

Trustee Rossi stated the discussion on HSA Benefits for Pensioners would be conducted in the Closed Session portion of the meeting.

RESOLUTION #2018-05: [Resolution of the Board of Trustees of the Frankfort Fire Protection District, Will County, Illinois, Determining Amount of Money, Exclusive of Election Costs, Estimated to be Necessary to be Raised by Taxation for the Year 2018]

1. Discussion/Possible Action on Levy

Trustee Jacobs noted the Levy is for \$11,520,042.42.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Daniel Rossi, to approve Resolution #2018-05, 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 and Daniel Rossi. All in favor. Motion carried.

ORDINANCE #230: [An Ordinance of the Frankfort Fire Protection District to Approve Intergovernmental Agreement Amending the Intergovernmental Agreement Dissolving the Lincoln-way Public Safety Communications Center]

1. Discussion/Possible Action on IGA

DC Fierce explained that the Lincoln-Way Public Safety Communications Center (LPSCC) was formed in 2008 and five (5) area agencies (Fire Districts) were a part of the Center. The original IGA outlined the rights and responsibilities of these agencies, in the event of dissolution. Two (2) of these agencies were not members of the Illinois Municipal Retirement Fund (IMRF) and did not pay into that fund. Thus, this Ordinance amends the original Intergovernmental Agreement (IGA) and “spells out” the percentages owed by the three (3) remaining agencies for the last IMRF invoice.

In answer to Trustee Kavanagh’s IMRF question, DC Fierce explained that the IMRF holds the agencies responsible for payments into Pension, not the Dispatch Center. Each agency with IMRF employees must pay their fair share for the IMRF Dispatch employees.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to adopt Ordinance #230, 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 and Daniel Rossi. All in favor. Motion carried.

ORDINANCE #231: [An Ordinance Approving an Intergovernmental Agreement by the Frankfort Fire Protection District]

1. Discussion/Possible Action on IGA Maintaining & Equipping Radios Amongst the Lincoln-Way Area Fire Dispatch

ORDINANCE #231: [Continued]

DC Fierce explained that another IGA was created that formed the group called the “Lincoln-Way Area Fire Dispatch” (LWAFD) - can be considered a sub-group of the old LWPSCC. It enables the LWAFD to collect monitoring fees for fire alarms tied to the Center and sets up rights and responsibilities for the VHF radio system that is utilized to communicate between the fire companies and the Dispatch Center.

LWPSCC originally consisted of three (3) Police Departments and when they were moving into the new building on Lincoln Highway, the Fire Districts were then added to the Dispatch Center. Since the infrastructure of radio antennas, equipment and technology was different from the Police, an IGA was created at that time, to address the cost and maintenance of this equipment. This IGA, Ordinance #231, transfers ownership and maintenance of this equipment from the dissolved LWPSCC to the LWAFD.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to adopt Ordinance #231, 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 and Daniel Rossi. All in favor. Motion carried.

MOBILE EQUIPMENT:

AC Kinsella reported on the following:

- The new Horton Ambulance is nearing completion and final inspection is scheduled for early December; and,
- Regarding the re-chassis of the 2007 Horton International Ambulance, another chassis was found, which is better. Although it costs more, there will be no additional cost to the District. The vendor expects delivery of this chassis in a couple of months and then an additional three (3) months to complete the project.

COMMUNICATION:

DC Fierce advised the Board the “G31” group would be meeting at Station 3 tomorrow at 6:30 P.M, to approve the Budget and possibly make a recommendation for the Director position at the Center.

REAL ESTATE:

Trustee Nice noted the landscaping projects for Stations 1 (flag pole) and 3 (LED sign) have been completed.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Nice said there was nothing new to report.

APPROVAL OF PURCHASE ORDERS:

1. ADASHI Systems, LLC, \$9,475.00 [Scheduling and Time Tracking Software]
2. Equipment Management Co., \$10,100.00 [Replace Failed Gear]

In reference to the Adashi purchase order, AC Kinsella explained that the current “payroll/scheduling” process involves three (3) different systems. The majority of the time is spent making up the timesheets (scheduling). Currently, Will County’s database has gone down and we do not have access to Firehouse (one of the systems used), so all of the time tracking is done on paper.

APPROVAL OF PURCHASE ORDERS: [Continued]

In answer to Trustee Kavanagh's question, AC Kinsella explained the "outsourced" payroll processing company would be integrated into the software written by Adashi, via their Integration Service.

Trustee Rossi confirmed with AC Kinsella that the cost to maintain the scheduling and payroll processing services would be between \$10,000-\$12,000 annually (\$4,000-\$5,000 for scheduling and \$5,000-\$6,000 for payroll processing).

DC Fierce noted this system would allow the Battalion Chiefs more time to devote to other duties and assist Michelle with her responsibilities.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the ADASHI Systems, LLC, purchase order for Scheduling and Time Tracking Software, in the amount of \$9,475.00, 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 and Daniel Rossi. All in favor. Motion carried.

AC Kinsella confirmed for Trustee Jacobs that the Equipment Management purchase order is to replace gear that has failed inspection. The new gear has a life expectancy of ten (10) years, but due to the amount of training we do, 7-8 years may be more realistic. Recently, DC Fierce had a gear extractor washer replaced. BC Curtin is developing a procedure regarding the washing of this gear to extend the life of it.

DC Fierce mentioned that recently, research was done on all the extractors we have, to ensure their optimum operation (spinning, heat of the water, etc.), the type of detergent used and any recommendations by the EPA, in an effort to eliminate any possible issues on the Department's end by being pro-active.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to approve the Equipment Management Co., purchase order to replace five (5) sets of Gear, in the amount of \$10,100.00, 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 and Daniel Rossi. All in favor. Motion carried.

CORRESPONDENCE:

None.

TRUSTEE COMMENTS:

None.

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

1. Discussion on Health Ins. Contract Updates

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

At 5:30 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, 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: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

At 6:34 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, to reconvene the Regular Board Meeting. 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 and Daniel Rossi. All in favor. Motion carried.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION:

1. Discussion on Health Ins. Contract Updates

As a result of the Closed Session, the Board directed the Chiefs to notify those not eligible for the HSA funding.

ADJOURNMENT/RECESS:

At 6:37 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, 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