

**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 West Nebraska Street, Frankfort, Illinois, in said District at 5:00 P.M., on the 15th day of September, 2020.

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.

Chief Robert Wilson, DC Sean Fierce, AC Paul Kinsella, BC Jeremy Stukel and ENG/EMT Kevin Brow 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, August 18, 2020

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, Sr., to approve the Regular Meeting Minutes dated August 18, 2020, 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 Kavanagh, seconded by Trustee Larry Nice, Sr., to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$112,795.80, 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.

FFPD ADMINISTRATIVE POLICY BINDER:

1. Discussion/Approval on Updated Administrative Policies

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice, Sr., to approve the updated FFPD Administrative Policies, 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.

Kevin Brow will add the new amended date (September 15, 2020) to the policies.

PERSONNEL:

1. Discussion/Updates on Miscellaneous Personnel Items

Chief Wilson will be setting up a date to continue negotiations with the Union regarding the CBA.

FINANCE:

1. Discussion/Approval on A/P Check Signers
2. Discussion on Updating Fire Prevention Codes

Trustee Jacobs advised that with the institution of the new “QuickBooks” system, the Finance Dept. has requested the Board President and Board Treasurer be the signatories on the “account payable” checks.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Larry Nice, Sr., to approve the Board President and the Board Treasurer as the signatories on the “account payable” checks, 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.

ORDINANCE #245: [An Ordinance Adopting Fire Prevention Codes for the Frankfort Fire Protection District, Will County, Illinois]

Trustee Jacobs presented Ordinance #245 – updates to the Fire Prevention Codes.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to adopt Ordinance #245, as presented.

Prior to calling for the vote, Trustee Rossi posed a question. In answer to the question, DC Fierce stated that the updated Codes are consistent with the previous codes held by the FFPD. Also, there is a building classification in the International Building Code that is not mentioned in the Fire Code, and since the County issued a building permit with that particular classification in the FFPD’s district, the update was instituted. It also satisfies the mandate from the State Fire Marshal’s Office.

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.

Trustee Jacobs requested Michelle correct a misspelling of a word in the Ordinance (Page 2, Section 5, Line 1) – change “is” to “it”.

MOBILE EQUIPMENT:

In answer to Trustee Nice’s question, AC Kinsella stated the PUC (Pierce Arrow XT) is a 2008.

COMMUNICATION:

1. Discussion on Disposal of Radio Equipment

DC Fierce provided the following information:

- Attended the Operations Meeting this morning, which was very productive with all agencies from the Fire side working toward common goals;
- The first Policy for the fire departments (agencies) was issued today from the Center, along with guidelines for implementation;

COMMUNICATION: [Continued]

- Each agency will present their internal procedures and communication plan by Halloween;
- Field testing on each agency's policy is set for November and December;
- Discussions are in process regarding the Center having only one (1) common alarm system, rather than the current two (2) systems;
- One RFP was received from a cyber security company, but their services did not address what the Center is looking for; and,
- Chief Wilson recommended a consultant, a new RFP was sent, Director Pavlik has discussed the Center's requirements with this consultant/company, and will present their services to the Laraway Executive Board for consideration.

DC Fierce thanked Lt. John Murdie for his assistance with spearheading and setting up the single station toning project and then explained how the new station toning works.

Chief Wilson stated that the FFPD took on the single station toning project and New Lenox is handling the A.V.L. (Automatic Vehicle Locator) project which are priorities with dispatching.

If reference to the Motorola Radio Equipment, DC Fierce explained the radios are excess, usable equipment that can be repurposed for another department. By approving Resolution 2020-04, it gives the FFPD the option to sell the radios.

RESOLUTION 2020-04: [A Resolution Authorizing the Disposition of Personal Property No Longer Needed for Fire Protection Purposes (Motorola Radio Equipment)]

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to approve Resolution 2020-04, 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.

REAL ESTATE:

DC Fierce advised the Board of the following:

- Sta 71 - Due to the August 10th storm, a couple of shingles flipped over, allowing water to penetrate the roof. A claim was filed with the insurance company;
- Repairs were made to Station 71's generator for overheating, but issues are still present with overheating and the fuel lines;
- Contacted "group purchase" for new generator bids (satisfies bid requirement) – there is a 10-week lead time on the item. The Will County EMA loaner generator is currently wired into the basement, as a temporary fix until a new generator arrives; and,
- Submitting a purchase order for the Board's consideration for a new generator at a cost of \$29,500.00. It was noted the estimated installation cost could range from \$15,000-\$20,000. The total cost should be less than Station 73's generator and installation, which cost \$58,000.00, in 2014.

MUSEUM & FFD HISTORICAL COMMITTEE:

DC Fierce “thanked” Lt. Kevin Linhart, Eng./EMT Zach Pavesich and FF/EMT Mike Olsick for cleaning up the memorial area and grounds in preparation of the 19th anniversary of “911”. DC Fierce stated that several people stopped by the memorial and reflected on that day.

APPROVAL OF PURCHASE ORDERS:

1. Alexis, \$7,414.00 [3 New Sets of Turnout Gear]
2. Cummins, Inc., \$29,500.00 [Station 71 Generator]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, Sr., to approve the Alexis purchase order for three (3) sets of Turnout Gear, in the amount of \$7,414.00, 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.

A **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee William F. Hoffmeister, to approve the Cummins, Inc., purchase order for Station 71’s new Generator, in the amount of \$29,500.00, 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:

None received.

TRUSTEE COMMENTS:

Trustee Jacobs noted that a written report was submitted by DC Fierce.

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

At 5:37 P.M., a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee William F. Hoffmeister, 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 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.

At 6:15 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 ON ITEMS DISCUSSED IN CLOSED SESSION:

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

ADJOURNMENT/RECESS:

At 6:17 P.M., a **Motion** was made by Trustee Larry Nice, Sr., seconded by Trustee Daniel Rossi, 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