

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 18th day of September 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 and Larry Nice.

Chief Robert Wilson, DC Sean Fierce, AC Paul Kinsella and Sikich Representatives, Anthony Cervini and Nick Bava, were also in attendance.

Trustee Daniel Rossi was absent from said meeting.

A **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Larry Nice to appoint William F. Hoffmeister as Secretary Pro-Tem for this meeting. President Jacobs called for a voice vote. All in favor. Motion carried.

**PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None.

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, August 21, 2018

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Regular Meeting Minutes dated August 21, 2018, 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 Robert Jacobs, seconded by Trustee Larry Nice, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$127, 851.56, 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 and Larry Nice. All in favor. Motion carried.

**FY 2017/2018 AUDIT REVIEW**

## 1. Presentation by Anthony Cervini of Sikich

Anthony Cervini introduced himself and his associate, Nick Bava, and provided the following information regarding the above noted Audit Review:

- The Review is comprised of three (3) Reports – CAFR, Management and State Comptroller’s;
- Commended the District for the CAFR preparation and the Board of Trustees for setting policies and procedures allowing Management to prepare this document;
- Congratulated the District on receiving the “Certificate of Achievement for Excellence in Financial Reporting” Award from the GFOA;
- Explained the District’s “Letter of Transmittal;
- Received a “clean unmodified opinion” from the Auditors – the highest level of assurance given;
- Explained the “MD & AI” (Management Discussion & Analysis) – includes the District’s Balance Sheet, Comparative Analysis and Management’s reasoning for the changes;
- Explained the “Statement of Net Position” – the unrestricted net position (deficit) due to the new reporting standards regarding Pension liability. The new GASB Statement next year will increase the deficit amount (OPEB Liability). Anthony confirmed for Trustee Kavanagh that if the Pension is fully-funded each year, the deficit would go away over time;
- Explained the “Statement of Activities” – changes due to Capital Asset depreciation, Pension Plan and OPEB;
- Explained the “Balance Sheet for Governmental Funds” – takes out the Capital Assets and Long-Term Liabilities. It presents more of a Cash Basis Budget;
- Explained the “State of Revenue” – the net change in Fund balance is due to the Vehicle Replacement Fund activities; and,
- Reviewed the Pension Fund position – noted that due to good investments and additional funding to the FF Pension Fund, the following Plans are in good shape:
  - IMRF 81.68% funded
  - Firefighters 72.06% funded.

On behalf of the Trustees, Robert Jacobs “thanked” Anthony and Nick for their insight and presentation.

On behalf of Sikich, Anthony “thanked” Michelle and Kristi for their excellent work in preparing for the Audit.

At 5:20 P.M., the Sikich representatives were excused from the meeting.

**PERSONNEL:**

## 1. Discussion/Updates on Miscellaneous Personnel Items

DC Fierce advised the Board that in less than a month, the last three (3) firefighters hired would be coming off their probationary period. Information regarding a “swearing-in” ceremony will be forthcoming.

**FINANCE:**

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Michael Kavanagh, to accept the Financial Report/Audit Review by Sikich, 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 and Larry Nice. All in favor. Motion carried.

**MOBILE EQUIPMENT:**

AC Kinsella reported on the following:

- The “borrowed” ambulance from Alexis should be in service next week;
- Expected delivery of the new Horton Ambulance is less than ninety (90) days away; and,
- Still waiting on the re-chassis of the 2007 Horton International Ambulance and working through issues involving the braking system.

**COMMUNICATION:**

DC Fierce advised the Board of the following:

- Attended the Operations Meeting today regarding the consolidation of the Romeoville, East Com and Lincolnway groups – no new progress to report;
- The original five (5) radio groups will be meeting with Tom Gilbert regarding the formulation of the new radio group, as well as the necessary “I.G.A.s” to complete the process;
- Some repairs have been done to the system and improvements have been noted; and,
- A meeting has been scheduled for October 17, 2018 to discuss the By-Laws of the Laraway Communications Group and since he (DC Fierce) is on the Operations Committee, he will not be able to be a representative or alternate for the FFPD at the “G31” quarterly meetings. The Board needs to appoint a representative/alternate for the upcoming October meeting.

The Board held an open discussion regarding the vacancy and Trustee Michael Kavanagh accepted the alternate position.

The Board “thanked” DC Fierce for all his work with/on the Operations Committee.

**REAL ESTATE:**

DC Fierce provided information on the following:

- The paving project has been completed at Station 3;
- The Eagle Scout landscaping project at Station 1 is in bloom;
- The flag pole at Station 1 was moved today;
- In a few weeks, the Eagle Scouts will be back to Station 1 to put in some landscaping along the sidewalk; and,
- Plans are underway to have the raised bed retaining wall installed around the LED sign at Station 3 by the end of October.

**MUSEUM & FFD HISTORICAL COMMITTEE:**

Trustee Nice said about 300 people visited the Museum during Fall Fest.

**APPROVAL OF PURCHASE ORDERS:**

1. Equipment Management Co., \$40,400.00 [20 Sets of Turn-Out Gear]
2. Ferno-Washington, Inc., \$34,196.92 [1 New Hydraulic Lift Stretcher]

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Equipment Management Co. purchase order for 20 Sets of Turn-Out Gear, in the amount of \$40,400.00, 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 and Larry Nice. All in favor. Motion carried.

**APPROVAL OF PURCHASE ORDERS:** [Continued]

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Ferno-Washington, Inc. purchase order for 1 New Hydraulic Lift Stretcher, in the amount of \$34,196.92, 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 and Larry Nice. All in favor. Motion carried.

**CORRESPONDENCE:**

Chief Wilson advised the Board the FFPD did not receive the Federal Grant for the SCBAs. He said other "funding" avenues would be researched.

**TRUSTEE COMMENTS:**

None.

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

None requested.

**ADJOURNMENT/RECESS:**

At 5:43 P.M., a **Motion** was made by Trustee Michael Kavanagh, 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