

**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 20th day of September 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, Michael Kavanagh, Michael Minogue and Donna Vegter.

Chief Sean Fierce, Lt. Brian Adcock and Mrs. Jennifer Adcock, Lt. Nick Sunzere and Justin Lohrens were also in attendance.

Trustee Larry Nice, Sr. was absent from said meeting.

Trustee Jacobs stated that Trustee Nice's wife is in the hospital.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF THE MINUTES:**

1. Regular BOT Meeting, August 16, 2022
2. Special BOT Meeting, September 7, 2022

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Michael Kavanagh, to approve the Regular Meeting Minutes dated August 16, 2022, as presented. President Jacobs called for a voice vote. All in favor. Motion carried.

A **Motion** was made by Trustee Donna Vegter, seconded by Trustee Michael Minogue, to approve the Special 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 Donna Vegter, to authorize payment of the Fire Service and Ambulance Fund bills, totaling \$169,729.18, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue and Donna Vegter. All in favor. Motion carried.

**OLD BUSINESS:**

Nothing new to report.

**NEW BUSINESS:****1. Trustee Vacancy**

Discussion/Possible Action to fill vacancy.

Trustee Jacobs advised the Board that he (Trustee Jacobs) and Trustee Vegter met with a local resident regarding the vacant Trustee position. Trustee Jacobs requested the discussion/possible action of this matter be deferred to Closed Session.

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

Trustee Vegter provided the following information:

- The Committee has been meeting with the Chief Officers to address the new hire process;
- Propose possible adjustments to the current process to attract more applicants to the fire service and to accommodate the Apprenticeship Program; and,
- Current FFPD hiring process requires a candidate to have both a Firefighter and an EMT Certification.

Chief Fierce reported the following:

- The new Commissioner, Dirk Van Beek, attended his first meeting;
- There are thirteen (13) candidates for the Lieutenant Promotional process;
- DC Kinsella and Lt. Sunzere will be reviewing the candidate packets and calculating the Preference Points, seniority, etc., if applicable;
- The Commissioners are conducting oral interviews on September 26 and 27;
- Any possible hiring requirements will need to be negotiated with the Local Union and any rules that may need to be changed/updated will need the authorization of the Board of Commissioners; and,
- Lt. Hansen is still off due to a shoulder injury.

**2. Finance – [Jacobs & Minogue]**

Trustee Minogue suggested the Committee meet bi-monthly – possibly start sometime in October.

Chief Fierce stated he reached out to the County for the preliminary EAV totals. Once the information is available, a Finance meeting will be scheduled.

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

Chief Fierce reported the following:

- Truck 72 has not been put into service yet;
- Driver training is still on-going;
- In 2-3 weeks, would like to start a new tradition by having a small, informal “wet down” ceremony – a going into service dedication; and,
- Working with the Foundation to order “coins” for the occasion.

**4. Communications – [Kavanagh]**

Chief Fierce informed the Board of the following:

- Dispatch Operations meeting took place today;
- On schedule to change to single channel toning;
- Waiting on vendor for the programming of the equipment; and,
- A potential issue was discovered with the GPS tracking.

**COMMITTEE REPORTS:** [Continued]

Chief Fierce also provided the following information:

- In late July/early August, Station 73 was hit by lightning and the microwave link was affected;
- A new link is needed;
- Filed a claim with the insurance for reimbursement;
- The link is also down at Station 74, due to age;
- Need to replace both links; and,
- Still working on CAD-to-CAD interfaces.

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

Chief Fierce mentioned the following:

- Capital expenditures were over the last few months, but are now caught up; and,
- Working on a proactive approach regarding replacement of AC/furnaces.

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

Chief Fierce informed the Board of the following:

- Lt. Brian Adcock and his wife, Jennifer, and the Cadets spent many hours cleaning up the Museum grounds for Fall Fest, as well as the antique vehicles and memorabilia; and,
- Repairs will be made to the wall surrounding the Memorial.

Lt. Adcock stated that the Foundation is paying for the Museum floor to be re-done.

**APPROVAL OF PURCHASE ORDERS:**

1. Urban Communications, \$25,000.00 [Sta. 73 Point to Point Network Link]
2. Urban Communications, \$25,000.00 [Sta. 74 Point to Point Network Link]

A **Motion** was made by Trustee Michael Kavanagh, seconded by Trustee Michael Minogue, to approve the Urban Communications purchase order, in an amount not to exceed of \$25,000.00, for the “Point to Point Network Link” at Station 73, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue and Donna Vegter. All in favor. Motion carried.

A **Motion** was made by Trustee Michael Minogue, seconded by Trustee Michael Kavanagh, to approve the Urban Communications purchase order, in an amount not to exceed of \$25,000.00, for the “Point to Point Network Link” at Station 74, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue and Donna Vegter. All in favor. Motion carried.

**CORRESPONDENCE:**

Chief Fierce mentioned that several “thank you” cards were received for services rendered.

**PUBLIC COMMENTS:**

Chief Fierce “thanked” Lt. Adcock and Jennifer, and the Cadets for all their help during Fall Fest.

Lt. Adcock stated that this is the largest Cadet Program so far (up to 30), and there are twenty-seven (27) more applications waiting.

Chief Fierce added that it is a great program due to Lt. Adcock’s effort.

**PUBLIC COMMENTS:** [Continued]

Lt. Adcock also stated that next year will be the fiftieth (50) year with the same carnival company and a big celebration is being planned.

**TRUSTEE COMMENTS:**

Trustee Jacobs stated that he heard great comments regarding the time allotted for “Special Needs” at the carnival – this consideration is greatly appreciated.

Trustee Jacobs also mentioned that since Trustee Kavanagh has expressed his desire to resign from the Board, Justin Lohrens will be attending the Closed Session portion of the meeting tonight regarding the vacancy.

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

At 5:29 P.M., a **Motion** was made by Trustee Donna Vegter, seconded by Trustee Michael Minogue, 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, Michael Kavanagh, Michael Minogue and Donna Vegter. All in favor. Motion carried.

At 6:08 P.M., a **Motion** was made by Trustee Donna Vegter, 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, a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Michael Minogue, to accept Trustee Michael Kavanagh’s resignation from the Board of Trustees, as presented. President Jacobs called for a roll call vote: upon the roll being taken, the following Trustees voted aye: Robert Jacobs, Michael Kavanagh, Michael Minogue and Donna Vegter. All in favor. Motion carried.

Also, as a result of Closed Session, a **Motion** was made by Trustee Robert Jacobs, seconded by Trustee Donna Vegter, to appoint Justin Lohrens to the position of Trustee, as presented. President Jacobs called for a roll call vote: upon the roll being called, the following Trustees voted aye: Robert Jacobs, Michael Minogue and Donna Vegter. All in favor. Motion carried.

Trustee Jacobs “thanked” Mike Kavanagh for his many, many years of service with the FFPD and Mokena Fire Protection District and appreciated his “open-ended” resignation.

Trustee Vegter stated that a lot of knowledge is walking out the door.

Chief Fierce would like to have a recognition ceremony for Mike at the October meeting, if possible.

On behalf of the Board, Trustee Jacobs “welcomed” Justin aboard.

**ADJOURNMENT/RECESS:**

At 6:17 P.M., a **Motion** was made by Trustee Donna Vegter, seconded by Trustee Michael Minogue, 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