

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 Three, 24420 South LaGrange Road, Frankfort, Illinois, in said District at 5:30 P.M., on the 15th day of May 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.

Chief Robert Wilson, DC Sean Fierce, AC Paul Kinsella and friends/family members of the Honorees 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, April 17, 2018

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Regular Meeting Minutes dated April 17, 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 Larry Nice seconded by Trustee William F. Hoffmeister, to authorize the payment of the Fire Service and Ambulance Fund bills, totaling \$245,381.30, 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.

SWEARING-IN FIREFIGHTER MICHAEL REINBOLT:

FIREFIGHTER COMMENDATION AWARDS:

1. Life Safety Award Presentations

Chief Wilson introduced DC Sean Fierce and AC Paul Kinsella to the audience and stated the Chief Officers would like to have a “Member Recognition” night annually.

Chief Wilson mentioned that these incidents were also recognized by Silver Cross Hospital for Life-Saving EMS Awards.

Chief Wilson explained the following Life Safety Awards and named the following Honorees:

UNIT COMMENDATIONS

Run # 3988 – Nov. 27, 2017 -- 6:45 A.M. – Ambulance 72 and Truck 72:

Unresponsive patient in cardiac arrest, Company 72 secured a pulse and transported to the hospital.

Honorees: Truck 72 – Lt. Nick Peters and Engineer Kevin Brow

Ambulance 72 – Firefighter Tim McKee and Engineer Zach Pavesich

Assisted - Squad 71 – Lt. Dan Vahl, Engineer Jake Bilyeu and Firefighter Jim Reidy

Ambulance 74 – Lt. Joe Arroyo, Engineer Mike Illarde, Firefighter Jason Vaccaro and BC Todd Hamm.

BC Hamm stated that he played a small part in the life saving procedure – the crew did an outstanding job on reviving this individual and it is his honor to be a part of this Crew.

UNIT CITATIONS

Run # 18988 – Mar. 18, 2018 -- 18:24 P.M. – Squad 71, Ambulance 73 and Ambulance 75:

Car in the water. Ambulance 75 was dispatched; crew could not reach the occupants. Squad 71 and the Dive Team arrived and rescued two (2) people in the car that was submerged in ten feet (10’) of water with zero (0) visibility.

Honorees: Squad 71 – Lt. Brian Adcock, Engineer Joe O’Dette and Firefighter Robert Price

Ambulance 73 – Lt. Ben Hansen, Engineer Drew Doogan and Firefighter Josh Seroka

Ambulance 75 – Lt. Dan Faber, Engineer Tom Warszalek and Firefighter Jim Reidy.

Lt. Hansen stated that everyone on the scene did an excellent job.

AWARD OF VALOR – Josh Seroka

Chief Wilson stated that Firefighter Josh Seroka was the first diver on the scene involving the car in the water and took command of the incident.

INTERGOVERNMENTAL AGREEMENT:

1. Discussion/Possible Action of IGA with New Lenox Fire District

Chief Wilson explained that the "IGA" with New Lenox sets the parameters when the borrowing or lending of vehicles between departments is necessary.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the IGA with New Lenox Fire Protection District, 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.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to adopt Ordinance #228, 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.

ADMINISTRATIVE POLICY MANUAL:

1. Discussion/Possible Action on Updates to Chapter Six - Admin. Personnel Policies

Trustee Rossi advised the Board that some sections of the Admin. Personnel Policies are in "draft" form, awaiting more revisions, but others are ready for approval.

A **Motion** was made by Trustee Daniel Rossi, seconded by Trustee William F. Hoffmeister, to adopt Paragraph 7 under Chapter 6.04 – Sick Leave Policy and review the other policies for possible adoption at future meetings, 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

Trustee Rossi stated that the requested Sick Leave loan be discussed in Closed Session.

FINANCE:

1. Discussion/Possible Action on Station 1 Copier Replacement

Chief Wilson advised the Board a portion of the Safer Grant provided the Pension contribution (\$90,000.00) for three (3) new members.

In reference to the replacement of the copier at Station 1, AC Kinsella stated the current one is at the end of its life. A new copier would cost \$22,974.00, whereas a refurbished copier would cost \$5,900.00 and a Maintenance Agreement would cost from \$900.00 - \$1,100.00 per year.

the "auto-load" feature was not listed on any of the bids. The purchasing would be through Northwest Municipal Group Purchase Pricing.

AC Kinsella agreed with Trustee Kavanagh that bids are not required if it is through a group purchasing agency.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Foster Coach Sales, Inc., purchase order for a new Ambulance, in the amount of \$230,919.00, 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.

Trustee Rossi asked if there is a cost savings if payment is made in full – AC Kinsella will question and advise.

AC Kinsella stated there is nothing wrong with the current BC Tahoe, except it is a little small and possible health/safety issues could occur when certain items are kept or transported in the vehicle. The Ford F150 XLT 4X4 Pick-up Truck would offer more versatility when out on a call. The plan would be to have the Tahoe be the BC's "back-up" vehicle and/or be used as a second BC vehicle when two BCs are on a shift. The oldest BC vehicle (2007 Ford Expedition) would be rotated to Maintenance.

AC Kinsella advised the Trustees the Cap, Slide-Out Tray and Light Package would be an additional cost.

In answer to several questions, AC Kinsella provided the following information:

1. A stripped-down Expedition would cost about the same as the loaded Ford pick-up;
2. The BCs are in favor of this vehicle;
3. Confirmed that the PO is for an XLT 4X4, not a 4X2 as shown on the PO; and,
4. No need for bids due to the fact the purchasing is through the Northwest Municipal Group.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Roesch Ford Commercial Truck Center purchase order for a Ford F150 XLT 4X4 Pick-up Truck, in the amount of \$35,245.00, 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.

COMMUNICATION:

1. Discussion/Possible Action on Portable Radios

DC Fierce advised the Trustees the current VHF radios are about 10-12 years old. Currently, unable to communicate with MABAS 7 or the Police when assistance is requested. The new radios are "Johnson Kenwoods". They are used by several surrounding Districts and are pre-programmed – ready to use. The plan is to start replacing the current radios a few at a time.

In answer to Trustee Kavanagh's questions, DC Fierce stated it would be a long-term plan to switch the mobiles to this type of radio and will research if Grant Funding is available.

and Daniel Rossi. All in favor. Motion carried.

REAL ESTATE:

1. Discussion/Possible Action on HVAC Replacement at Station Three
2. Discussion/Possible Action on Paving at Station One and Station Three
3. Discussion/Possible Action on Station One Maintenance Updates

DC Fierce stated he authorized an emergency replacement of the HVAC system at Station 3. The AC quit running. The AC unit was 19 years old and the furnace was 16 years old. The new system qualifies for Nicor and Com Ed rebates and have been applied for.

A **Motion** was made by Trustee William F. Hoffmeister, seconded by Trustee Larry Nice, to approve the Climate Control purchase order for a new HVAC System for Station 3, in the amount of \$7,856.00, 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.

In reference to paving at Stations 1 and 3, DC Fierce reported the following:

- Station 1 – The east entrance driveway has some cracks and needs attention. The visitor parking area is in need of touch-up and sealant, as well, and the storm sewer needs to be lowered. The repairs and re-sealing will be done next year; and,
- Station 3 – The west side (Training area) and south side have large potholes. The PO is to have the west side repaved (remove the old asphalt, install a new base and pave up to a thickness of 6 inches).

In answer to Trustee Kavanagh's question, DC Fierce stated that C & J Contractors recommended 6 inches. He (C & J) did all of Orland Park's stations with 6 inches of blacktop.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the C & J Contractors purchase order for blacktop replacement on the west side of Station 3, in the amount of \$14,000.00, 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.

DC Fierce noted the following updates on the Station 1 maintenance projects:

- Removal of the old radio room console and associated electrical wiring. J & L Electronic Service, Inc., found some "hot" wires and removed them;
- Five (5) Admin. offices will be painted;
- Obtained pricing for some carpeting; and,
- Working with the Village on entrance signs.

MUSEUM & FFD HISTORICAL COMMITTEE:

Trustee Nice reported that all is going well.

6. Roesch Ford Commercial Truck Center, \$35,245.00 [New B.C. Car]
7. Zoll Medical Corp., \$7,602.00 [X Series Monitor w/Auto Pulse trade in]

Trustee Jacobs noted the Zoll Medical Corp. purchase order is the only one left to address, since action was taken on the others earlier in the meeting.

AC Kinsella mentioned the Auto Pulse trade-in is reflected in the price.

A **Motion** was made by Trustee Larry Nice, seconded by Trustee William F. Hoffmeister, to approve the Zoll Medical Corp. purchase order for an X Series Monitor with the Auto Pulse trade in, in the amount of \$7,602.00, 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 received.

TRUSTEE COMMENTS:

Trustee Nice stated he really enjoyed the Swearing-In and Awards ceremony tonight.

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

At 6:30 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, that the Board Meeting meet in Closed Session for the purpose of discussing Litigation, Real Estate and 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: William F. Hoffmeister, Robert Jacobs, Michael Kavanagh, Larry Nice and Daniel Rossi. All in favor. Motion carried.

At 7:09 P.M., a **Motion** was made by Trustee Daniel Rossi, seconded by Trustee Michael Kavanagh, 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:

A **Motion** was made by Trustee Larry Nice, seconded by Trustee Michael Kavanagh, to approve Chief Wilson's request for the authorization of FF/EMT Paul Kelch's Sick Leave loan request to cover those hours for the time period of April 29, 2018 – May 2, 2018, 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.

ADJOURNMENT/RECESS:

At 7:25 P.M., a **Motion** was made by Trustee Larry Nice, 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

A handwritten signature in black ink, appearing to read 'D. Selvaggio', written over a horizontal line.

Secretary, Board of Trustees

Transcription by: Carolyn J. Williams, Administrative Receptionist