

FRANKFORT FIRE PROTECTION DISTRICT

Board of Fire Commissioners

Regular Meeting Minutes

Fire Station One

333 West Nebraska Street – Frankfort, IL 60423

Tuesday, March 9, 2021 – 10:00 A.M.

I. CALL TO ORDER:

The President called the meeting to order at 10:14 A.M.

II. ROLL CALL:

Present: Commissioners: Raymond Garritano
Donna Vegter
Michael Minogue

DC Sean Fierce and AC Paul Kinsella were also in attendance.

III. PUBLIC COMMENTS:

None.

IV. APPROVAL OF THE MINUTES:

1. Regular Meeting Minutes dated September 8, 2020
2. Regular Meeting Minutes dated December 8, 2020
3. Special Meeting Minutes dated January 18, 2021
4. Special Closed Session Meeting Minutes dated January 18, 2021

- A **Motion** was made by Commissioner Donna Vegter and seconded by Commissioner Michael Minogue to:

“Approve the following Meeting Minutes, as presented:

Regular Meeting dated September 8, 2020

Regular Meeting dated December 8, 2020

Special Meeting dated January 18, 2021

Special Closed Session Meeting dated January 18, 2021.”

President Garritano requested the Secretary to call the roll for the vote. Upon the roll being called, the following Commissioners voted:

AYE: Raymond Garritano, Donna Vegter, Michael Minogue
NAY: None
ABSENT: None

The President declared the Motion carried.

V. CHIEFS REPORT:

DC Fierce and AC Kinsella provided the following information:

- Six (6) candidates were hired one (1) month ago and have been on shift for the past two and one-half (2-1/2) weeks;
- The hiring of personnel was part of the new Collective Bargaining Agreement (CBA), as well as the formation of “BC Actors”;

V. CHIEFS REPORT: [Continued]

- By having the BC Actors, the hiring pool of Lieutenants and Engineers expands, and allows the Chiefs to draw from this pool for absences, when necessary, and/or reduce overtime expense;
- Two (2) new hires are assigned per shift and spend about one-third (1/3) of a year at Stations 72, 73 and 75. New hires are not assigned to Station 71 because the Technical Squads (Dive Team, TRT & CART) are on duty there;
- In reference to the BC Actors –
 - Seven (7) Lieutenants are “shadowing” the BCs for six (6) shifts;
 - They are introduced to the day-to-day working operations;
 - Their decisions are monitored by the BC of the day;
 - Enables the BC Actors to prepare for BC testing in the future; and,
 - Program working out well and has received positive feed-back.

VI. UNFINISHED BUSINESS:

1. Engineer Promotional Process (Update)

DC Fierce and AC Kinsella provided the following information:

- The Union had filed a grievance on behalf of a member due to the fact he took the written portion of the Engineer’s test while he had Covid-19 side-effects, and as a result, did not pass the test;
- The Board of Trustees denied the grievance and reached an agreement with the Union to have the member re-test;
- When re-tested, the member passed and per the Agreement, was placed at the bottom of the Engineer Eligibility List;
- A member who is currently on Military Leave is tentatively due back mid-April and will be offered the test;
- Following completion of the second member’s test, “practicals” will be scheduled for both members; and,
- Once the final scores are computed, the Commissioners will schedule a meeting to adjust member placement on the Engineer Eligibility List.

The Commissioners held a brief discussion on Covid-19 and AC Kinsella provided the following information:

- A little over fifty-percent (50%) of the department has been vaccinated;
- A low number of members had Covid-19 – no serious issues; and,
- Currently, in contact with the Health Department to assist with vaccinations in the area clinics, but due to the shortage of vaccine, nothing has been scheduled.

VII. NEW BUSINESS:

1. Battalion Chief Promotion Process

DC Fierce provided the following information:

- Distributed packets to the Commissioners outlining excerpts of new language in the CBA, the Battalion Chief job description and questions previously used during the interviews;
- Requested the Commissioners to review the packets and possibly update the interview questions;
- The Battalion Chief promotional process will start in a few months;
- Test books are being ordered and arranging to schedule a written test date with Resource Management;
- Anticipate posting an exam date by April 1, with the actual process beginning July-August;
- Foresee 8-9 candidates testing for the BC Eligibility List - AC Kinsella is also interested in testing for the List, since his last “sworn” rank was Lieutenant; and,

VII. NEW BUSINESS: [Continued]

- The department currently has four (4) Battalion Chiefs (Campbell, Curtin, Hamm and Stukel), but only three (3) are active. Wally Curtin is in the process of a disability retirement.

DC Fierce advised the Commissioners that possible changes may be in the near future:

- Chief Wilson will attain his 5th year as being Fire Chief in June and has made comments that he may be contemplating retirement at some point;
- If that occurs, it is the Board of Trustees decision to either promote from within the department or hire from the outside;
- The new Chief has the option of retaining one or both of the current Chiefs (Deputy and Asst.) or choosing his/her own personnel;
- In the event the current Deputy and Asst. Chiefs are not chosen, they return to their respective prior "sworn" positions, i.e., Battalion Chief, Lieutenant or Engineer;
- Deputy Chief and Asst. Chief are appointed positions by the Fire Chief;
- In reference to the Board of Trustees, changes may also be possible within the next two (2) election cycles:
 - Trustee Kavanagh is retiring from Mokena Fire Prot. District July 2, 2021 and plans on moving to Tennessee;
 - Trustee Rossi may resign if he is elected to the position of Frankfort Village Trustee in the upcoming election; and,
 - Both Trustees Hoffmeister and Nice have ongoing health issues

IX. CLOSED SESSION: If needed

None requested.

X. ADJOURNMENT:

- A **Motion** was made at 10:57 A.M., by Commissioner Donna Vegter and seconded by Commissioner Michael Minogue to:
"Adjourn the meeting."

President Garrritano called for a voice vote. All in favor.

The President declared the Motion carried.

DC Sean Fierce, Recording Secretary

Donna Vegter
Secretary, Board of Fire Commissioners

Transcription by: Carolyn J. Williams, Administrative Receptionist