

# Mokena Fire Protection District

## MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING APRIL 13, 2021

The regular meeting of the Mokena Fire Protection District was held on Tuesday, April 13, 2021 at Mokena Fire Station #1 at 7:00 PM.

Present: President William Haas, Treasurer Ken Blank, Secretary Robert Hennessy, Trustee Dennis Burkhardt, Trustee Craig Warning, Chief Howard Stephens, Assistant Chief/Deputy Administrator Joe Cirelli, Assistant Chief Rick Campbell, Recording Secretary Nancy Feigel

Visitor: Craig McCutcheon with McCutcheon Insurance Agency Ltd.

### MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the minutes of the March 9, 2021 Trustee meeting. Motion passed with all ayes.

Craig Warning made a motion, seconded by Bob Hennessy, to approve the minutes of the March 9, 2021 Closed Session meeting. Motion passed with all ayes.

### PUBLIC COMMENTS

None

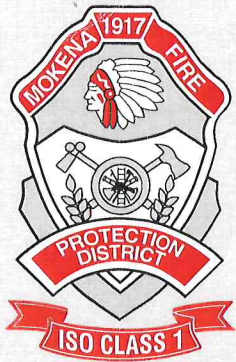
### UNION REPORT

None

### APPROVAL OF WORKER'S COMPENSATION INSURANCE RENEWAL

Craig McCutcheon, with McCutcheon Insurance Agency Ltd., explained the details of our worker's compensation renewal with Illinois Public Risk Fund. Our rates have remained the same as the current fiscal year; however, we will not be receiving 10% of the premium back (approximately \$30,000) because we have completed the HELP program, which allowed IPRF to look at our procedures and trainings to ensure safety practices were being taken.

Our policy also includes an indemnity and medical benefits deductible endorsement of \$25,000 per claim.



Emergency 9-1-1

Administrative Offices  
19853 S. Wolf Road  
Mokena, IL 60448  
Adm. (708) 479-5371  
Fax (708) 479-2970

Fire Station #1  
19853 S. Wolf Road  
Mokena, IL 60448  
(708)479-3781

Fire Station #2  
10000 W. 191st Street  
Mokena, IL 60448  
(708) 479-3782

Fire Station #3  
10855 W. 183rd Street  
Orland Park, IL  
60467  
(708) 479-3785

[www.mokenafire.org](http://www.mokenafire.org)

Established 1883  
Organized 1917



*Serving Portions of the Communities of  
Mokena, Homer Glen, Orland Park, Frankfort*

Craig Warning made a motion, seconded by Dennis Burkhardt to accept the Worker's Compensation insurance renewal, including the indemnity and medical benefits deductible endorsement, as presented. Motion passed with all ayes.

Craig Warning left the meeting at this time.

#### TREASURER'S REPORT

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to accept the Monthly Statement as presented. Motion passed with all ayes.

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to pay the monthly bills in the amount of \$180,852.12 as presented. Motion passed with all ayes.

#### TRUSTEES' REPORT

Trustees Hennessy, Burkhardt and Warning congratulated Trustee Haas and Trustee Blank for their re-election to the Board at the April 6 election.

#### CALENDAR AND CHECKLIST

The tentative FY22 budget will be presented at the May Trustee meeting.

#### ASSISTANT CHIEF CAMPBELL'S REPORT

The 2021 Chevrolet Equinox was purchased on March 23 for \$24,074.00. The Mokena logo and lettering will be installed by Image 360 on April 15. This vehicle will be used by the Fire Marshal and will be housed at Station 1.

We will be going to Alexis Fire on April 19 to complete the final inspection on our new ambulance remount. If the ambulance passes the final inspection per the specifications, it will be delivered in approximately two weeks.

The new engine was delivered on March 29. There were two issues that needed to be repaired, including a leak in the top cover of the water tank and an inoperable rear arrow stick. The engine was brought to Macqueen Emergency for these repairs and is now back at Station 1. It is anticipated that the engine will be in service in May.

Truck 92 out of Station 2 had two front tires and four rear tires replaced by Pomp's Tires. Pomp's discovered that the rear axle shifted and the bolts that held the rear transverse torque arm together had sheared off. Chandler Services realigned the rear axle and replaced the bolts. As an extra layer of precaution, the truck was brought back

to Macqueen Emergency to have the repair inspected by the manufacturer. The truck is now back in service.

Truck 92 also had the front brakes replaced by Chandler Services.

Engine 93 out of Station 2 was out of service for approximately one week due to a rubber coupling leaking from the water tank to the pump. Due to the truck being out of service at the same time, we utilized the MABAS 19 IGA for apparatus sharing. This allowed us to borrow an engine from Frankfort FPD.

We responded to a house fire on March 22 on Jenyglenn Drive. The fire was contained to the bedroom on the second floor of the home. One family member was safely removed from the home; unfortunately, another resident died after she was taken to Silver Cross Hospital. The approximate value of damage to the home was \$100,000 and the approximate value saved was \$410,000. The approximate value of contents that was damaged was \$50,000 and the approximate value saved was \$100,000. An Effective Response Force analysis was presented.

The April training calendar was reviewed by the Board.

The Board approved the following Class Request:

- Adam Shefcik                      First in Company Officer

#### ASSISTANT CHIEF CIRELLI'S REPORT

This week is National Telecommunicators week. We appreciate all of the hard work that our dispatchers do to serve the public and keep us safe.

Much of the time spent this past month has been working on the budget for FY22. A draft budget will be presented at the May meeting.

We have begun testing and configuring the new data analysis system through Image Trend. It will take a few months before it is implemented.

We are working through the coordination and scheduling of a full-time testing consortium between Mokena, Frankfort, New Lenox, Homer Township, Manhattan and Peotone Fire Districts.

We have met with Resource Management Associates, the third-party testing agency, for the upcoming Lieutenant testing process to be held in July.

The Trustees reviewed the March code enforcement reports and the community risk reduction surveys.

### CHIEF'S REPORT

The FY2021 ambulance billing data was reviewed.

Letters and newspaper articles this month:

- A customer satisfaction survey was received with a donation thanking the paramedics for being professional, courteous and kind.
- Tinley Park FD sent a thank you letter for our assistance at a recent house fire.
- A press release was in the Mokena Patch regarding the house fire on Jenyglenn Drive.

Trustees reviewed the monthly alarm reports for March.

Twelve Customer Satisfaction Surveys received in the past month were shared with the Board.

### ACCEPTANCE OF THE RETIREMENT NOTICE FOR FIRE CHIEF HOWARD STEPHENS

Chief Stephens read his letter of intent to retire from the Mokena Fire Protection District, to become effective on November 30, 2021. Robert Hennessy made a motion, seconded by Dennis Burkhardt, to accept this letter of retirement. Motion passed with all ayes.

### APPROVAL OF FIRE CHIEF'S BENEFIT PACKAGE

Dennis Burkhardt made a motion, seconded by Ken Blank, to approve the benefit package for Chief Stephens as presented. Motion passed with all ayes.

### APPROVAL OF FIRE CHIEF APPOINTMENT SUCCESSION PLAN

The Board has indicated that A/C Joe Cirelli will be promoted to Fire Chief/Administrator upon the planned retirement of Chief Howard Stephens. Robert

Hennessy made a motion, seconded by Dennis Burkhardt, to approve this succession plan, subject to revision prior to formal appointment. Motion passed with all ayes.

#### APPROVAL OF DEPUTY ADMINISTRATOR SUCCESSION PLAN

The Board has indicated that A/C Rick Campbell will be appointed as the Assistant Chief/Deputy Administrator upon the planned retirement of Chief Howard Stephens, and the ensuing promotion of A/C Joe Cirelli to Fire Chief. Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve this succession plan, subject to revision prior to formal appointment. Motion passed with all ayes.

#### APPROVAL OF MOU FOR LCC FIRE AGENCIES REGIONAL GRANT

Laraway Communications Center (LCC) is in the process of signing the Memorandum of Understanding (MOU) for purposes of a regional radio grant. Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the MOU for LCC Fire Agencies regional grant. Motion passed with all ayes.

#### CLOSED SESSION

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 8:14 PM to discuss Assistant Chief benefits, Chief benefits, Administrative Assistant's benefits, Fire Marshal benefits and defunding Assistant Fire Chief position. Motion passed with all ayes.

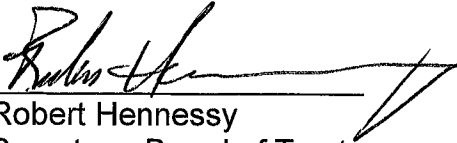
The Board returned to Open Session at 8:29 PM.

#### ACTION UPON CLOSED SESSION IF REQUIRED

None

#### ADJOURNMENT

Meeting was adjourned at 8:32 PM after a motion by Robert Hennessy.

  
Robert Hennessy  
Secretary, Board of Trustees

Recording Secretary:  
Nancy Feigel