



# Mokena Fire Protection District

## MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING OCTOBER 13, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, October 13, 2020 at Mokena Fire Station #1 at 5:30 PM.

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

**Visitor:** 5:45 p.m. – John Williams with Hearne & Associates  
6:00 p.m. - Attorney John Motylinski and Tim McCutcheon with McCutcheon Insurance

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*



### MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Robert Hennessy made a motion, seconded by Craig Warning, to approve the minutes of the September 8, 2020 Trustee meeting. Motion passed with all ayes.

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the minutes of the September 8, 2020 Closed Session meeting. Motion passed with all ayes.

### PUBLIC COMMENTS

None

### UNION REPORT

None

### TREASURER'S REPORT

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

Craig Warning made a motion, seconded by Dennis Burkhardt, to pay the monthly bills in the amount of \$143,069.52 as presented. Motion passed with all ayes.

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

### TRUSTEES' REPORT

Robert Hennessy reminded everyone to be safe and wear a mask.

Bill Haas noted that he heard on the news, that a 25-year-old male was recently recovering from his second bout of COVID.

### CALENDAR AND CHECKLIST

The review and approval of the annual audit is an agenda item later in the meeting. After being approved, it will be filed with the County Clerks.

### ASSISTANT CHIEF CAMPBELL'S REPORT

Engine 93 (HME/Alexis) out of Station 2 had a check engine light on, due to a faulty sensor. The sensor was replaced by Chandler Services and is now back in service.

Truck 92 (Pierce) out of Station 2 went to MacQueen Emergency for warranty paint repairs. The truck was out of service for approximately 3 days and is now back in service.

Underwriter laboratories came out in September and performed the annual pump testing, aerial testing and ground ladder testing. The truck and engines all passed.

MFPD contacted B & P Apparatus and had the following trailers, squad and engine appraised.

- 1999 Cargo Mate trailer that was previously used as our technical rescue trailer had an appraisal range from \$800 to \$1,000.
- 1999 car hauler trailer had an appraisal range from \$800 to \$1,100.
- 2001 Squad which has a Spartan chassis had an appraisal range from \$45,000 to \$60,000. (The value may possibly be worth \$80,000 since it only has 23,000 miles on it.)
- 2009 Engine (HME/Alexis) was appraised at approximately \$120,000.
- SCBA equipment – appraised at @ \$5,000.
- Tech Rescue Dive Equipment – appraised @ \$5,000.

South Holland Fire Department has lost one of their firefighters during a dive training. During this difficult time, MFPD assisted them on October 4<sup>th</sup> from 0830 to 1900 hours with an ambulance to cover their station during their time of need.

Manhattan Fire Protection District borrowed our reserve engine for approximately 2 days. MFPD has an MABAS19 Intergovernmental Agreement (IGA) that allows apparatus sharing with Manhattan.

MFPD received an appraisal for the retired SCBA equipment of approximately \$5,000. We are waiting on a second appraisal for this equipment.

MFPD is evaluating our current technical rescue and dive equipment.

- The technical rescue equipment includes shoring struts, air reels, supplied breathing air manifold and fin forms. The approximate cost for this equipment is \$700.
- The dive equipment includes 8 SCUBA tanks and 4 complete sets of dive gear. The approximate cost for this equipment is \$5,000.

The Board approved the following class requests:

Adam Meyer          Emergency Vehicle Technician

The October training calendar was reviewed by the Board.

A short break was taken at 7:10 p.m. and resumed at 7:16 p.m.

#### ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active with the Laraway Communications Center (LCC) and Will County 9-1-1.

The LCC has been struggling with their call answer times. A/C Cirelli reviewed the LCC call answering times. Over the past several years, the 9-1-1 ring times have been below national and industry standards. While the MFPD has offered and provided whatever assistance and support possible, LCC continues to struggle to achieve acceptable ring/answering time standards. The answering times for August were exceptionally poor. LCC administration has acknowledge their struggles and has made efforts in improving their answering time performance, with limited results. LCC administration has been challenged by issues with human resources/staffing and the facility design and maintenance. We will continue to monitor this and report back next month.

We are still awaiting notification on the two Assistance to Firefighters Grant (for the purchase of cardiac monitors and two-way radios). FEMA has begun announcing the awardees.

We have submitted the FEMA Public Assistance for COVID19 related expenses. We will submit for these expenses in the coming weeks. FEMA provides reimbursement at 75% to approved expenditures.

We currently have one employee out on unpaid leave.

We currently have two employees out on duty injury awaiting results of a COVID-19 test. Both employees were reportedly exposed to a classmate while attending a rope operations course hosted by the Illinois Fire Service Institute at the Orland FPD training center between 9/28/20 and 10/2/20. As of 10/7/20 neither employee is reporting to be symptomatic.

The Trustees reviewed the September code enforcement reports.

The Fire Prevention Bureau has been working on developing and videoing fire prevention programs for virtual delivery this year.

CPR classes resumed on 10/5/2020 with seven students. Instructors and students are required to wear facemasks/face coverings and maintain social distancing.

#### CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

A decision was requested on direction on the upcoming Accreditation process. A/C Cirelli discussed the history of the MFPD's participation in the accreditation process and reviewed the lack of quantity and quality of the specific and strategic recommendations received from the previous two peer review/site visits. In addition to the lack of beneficial and actionable recommendations, the previous hearing scrutinized the PSAP performance which is a component of the response system that we have no direct control of.

At the time of the previous hearing the MFPD was still being dispatched at the Lincoln-Way PSAP, where ring time performance was better than it has been at LCC.

Every February we compile and submit an Annual Compliance Report (ACR) to the Center for Public Safety Excellence (CPSE) in which we report on the performance of our response system, including PSAP performance. Each

year we have explained that the ring times are below standards due to the PSAP consolidation, employee turnover and training, and that we anticipate the times to be within industry standards in the upcoming year. Each year, despite our support and encouragement of LCC, we've been incorrect. We can no longer assert that the PSAP performance will increase in the immediate future.

Based on the cost of accreditation, lack of quality recommendations from CPSE and the inability of LCC to perform to industry standards, we recommend that the MFPD not seek reaccredited status. While the MFPD will not formally seek accredited status, our organization will continue to use the accreditation model. CPSE Accredited status can be re-evaluated in the future, when PSAP performance meets industry standards and financial conditions allow.

The cost for the Accreditation process is approximately \$10,000 as well as an enormous amount of time. The Trustees all agreed to take a pass on this upcoming Accreditation process and reevaluate this Accreditation process again in the future. A roll call was taken as follows: Trustee Haas aye, Trustee Warning aye, Trustee Hennessy aye, Trustee Hennessy aye, Trustee Blank aye.

The Pension has recommended an Actuarial Determined Contribution (ADC) of \$1,021,200 tax levy money; the State of Illinois Statutory Minimum Contribution is \$767,692. Attorney John Motylinski, explained to the Trustees the difference between the Actuarial Determined Contribution & the State of Illinois Statutory Minimum Contribution. If the District levies the \$1,021,200 then the District Operations will receive an approximate addition amount of \$155,089 in new money. If the District levies the \$860,982 then the District Operations will receive an approximate addition amount of \$319,863 in new money. The Trustees all agreed to go ahead with the District Levy with the Actuarial Determined Contribution (ADC) amount of \$1,021,200. Motion passed with a roll call vote as follows: Bill Haas aye, Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

Lieutenant Ed Peppler is scheduled to retire from the Mokena Fire Protection District; his last shift will be November 1, 2020, so his official retirement will become effective on November 2, 2020 at 07:00 hrs.

The District currently invoices \$2,000 per Ambulance trip to the Hospital, with an additional \$30 per mile. Based on a recent study conducted by Accountant James Howard, the average actual cost to the District of each Ambulance trip to the hospital is \$2,889. The Trustees all agreed to raise the cost of the Ambulance trip to \$2,400 for residents and non-residents and to have a 5% increase every year.

There are many Tax Appeals being filed with the County and many of the appeals are based on non-use of the building due to the Coronavirus (COVID-19). Attorney John Motylinski reviewed the Board of Review filings. John stated that, ordinarily, he recommends intervening only when the assessed valuation in controversy exceeds \$1,000,000. Cases with less value are usually not economically productive. He suggests we let the School Districts fight our battles on these. A Resolution to Intervene in Property Tax Assessment Appeals is an Agenda item later in the meeting.

Tim McCutcheon from McCutcheon Insurance, spoke to the Trustees on the proposed health and dental insurance renewal. The Principal Dental Insurance renewal rate has a proposed increase of 0.00%. This rate was compared to other similar dental insurance providers and the Principal renewal is more cost effective than other providers. The Blue Cross/Blue Shield (BCBS) Health Insurance renewal rate has a proposed increase of 17% (\$7,658.02 per month/\$91,896.24 per year). Various ways to possibly reduce the cost to the District were discussed. Tim will do more research and reconvene at a Trustee Meeting in February or March 2021.

A Strategic Plan was discussed declaring surplus equipment and perusing Accreditation. Decisions on the following, will help shape the Strategic plan. If the District listed the following equipment for sale, we might be able to realize the following one-time revenue from the sale of the items:

- 2001 Squad
- TRT Trailer
- Car Hauler
- Dive Equipment
- TRT Equipment
- Replaced SCBA's and all replaced SCBA's equipment

The following MFPD members will be awarded their appropriate Years of Service pins for dedicated service to the Mokena Fire Protection District:

5 Years:	Stewart Romadka
10 Years:	Scott Bukowski & Pete Cantore
25 Years:	Mike Kavanagh

Letters received this month:

- Gale Shafer from the Daughters of the American Revolution donated gift cards & a thank you note expressing her gratitude to Mokena Fire for their service to the community.
- Students from St. Mary's school sent pictures that they colored expressing how grateful they are for our service.
- Mrs. Howath's fifth-grade class from Mokena Intermediate School sent several notes to MFPD recognizing September 11<sup>th</sup> and thanking the First Responders.
- Flowers were left on the monument by Station #1 from "Debbie" expressing her gratitude to MFPD on the anniversary of 9/11/01.
- Calumet Park Fire Department sent a card thanking MFPD for their help.

The Trustees reviewed the monthly alarm reports for September.

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

#### DECLARE SURPLUS EQUIPMENT

The Administration asked the District to declare the following equipment as surplus equipment and authorize the Administration to list for sale the following equipment for fair market value:

- 2001 Squad
- TRT Trailer
- TRT Equipment
- Car Hauler Trailer
- Dive Equipment
- Replaced SCBA's and all replaced SCBA's equipment

Craig Warning made a motion, seconded by Dennis Burkhardt to sell the items listed above. Motion passed with all ayes.

#### APPROVE PROMOTION TO LIEUTENANT

As a result of the retirement of Ed Pepler, there will be a vacancy in the rank of Lieutenant which must be filled. The Board of Fire Commissioners have approved and signed a Certificate of Appointment for Mark Rojek; this Certificate of Appointment is pending the approval of the Board of Trustees. This promotion will become effective on November 2, 2020 at 07:00 hrs.

Craig Warning made a motion, seconded by Dennis Burkhardt to promote Mark Rojek as Lieutenant. Motion passed with all ayes.

APPROVE PROMOTION TO ENGINEER

As a result of the promotion of Mark Rojek, there will be a vacancy in the rank of Engineer which must be filled. The Board of Fire Commissioners have approved and signed a Certificate of Appointment for Todd Conwell; this Certificate of Appointment is pending the approval of the Board of Trustees. This promotion will become effective on November 2, 2020 at 07:00 hrs.

Bob Hennessy made a motion, seconded by Craig Warning to promote Todd Conwell as Engineer. Motion passed with all ayes.

REVIEW AND APPROVAL OF ANNUAL AUDIT

John Williams from Hearne & Associates presented and reviewed the annual audit report. Ken Blank made a motion, seconded by Robert Hennessy to approve the FY 2020 Annual Audit as presented. Motion passed with all ayes.

CLOSED SESSION

Craig Warning made a motion, seconded by Bob Hennessy, to enter Closed Session at 8:10 p.m. to discuss personnel matters, pending litigation and staffing issues. Motion passed with all ayes.

The Board returned to Open Session at 8:27 p.m.

ACTION UPON CLOSED SESSION IF REQUIRED

No action at this time.

APPROVE RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS

Craig Warning made a motion, seconded by Dennis Burkhardt to adopt Resolution No. 20-01, *a resolution authorizing units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, to use their credit, revenues and other reserves to pay costs and to service debt*



*related to intergovernmental activities.* Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

APPROVE RESOLUTION TO INTERVENE IN PROPERTY TAX ASSESSMENT APPEALS

Ken Blank made a motion, seconded by Bob Hennessy to adopt Resolution No. 20-02, *a resolution authorizing the Mokena Fire Protection District to intervene in property tax assessment appeals before the Illinois Property Tax Appeal Board.* Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

REVIEW AND APPROVE WATER TREATMENT SYSTEM FOR STATION #3

MFPD contacted HOH Water Technology to have the current water filtration system at Station 3 evaluated. Due to the high iron in the water at Station 3, the current water filtration system is not properly treating the water; which results in staining and discolored water. The new water filtration system that is properly designed for that type of water condition is approximately \$23,000. MFPD is also looking into getting a second quote from another company that provides this service. The Trustees have all agreed that after obtaining the second quote for a new filtration system, to go ahead and replace the system but not to exceed \$23,000.

Public hearing on:

- Ordinance No. 10-13-2020-1: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.3 (PIN: 19-09-02-401-006-0000)
- Ordinance No. 10-13-2020-3: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.3 (PIN: 19-09-02-401-008-0000)
- Ordinance No. 10-13-2020-4: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.3 (PINS: 19-09-02-402-002-0000, 19-09-02-402-003-0000, 19-09-02-402-006-0000)

These are parcels within our District that have never paid for fire protection services.

Craig Warning made a motion, seconded by Dennis Burkhardt, to open a Public Hearing. Motion passed with all ayes.

There was no public or discussion.

Dennis Burkhardt made a motion, seconded by Ken Blank, to close the Public Hearing. Motion passed with all ayes.

Consideration and possible approval of:

- Ordinance No. 10-13-2020-1: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.3 (PIN: 19-09-02-401-006-0000)
- Ordinance No. 10-13-2020-3: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.3 (PIN: 19-09-02-401-008-0000)
- Ordinance No. 10-13-2020-4: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.3 (PINS: 19-09-02-402-002-0000, 19-09-02-402-003-0000, 19-09-02-402-006-0000)

Craig Warning made a motion, seconded by Bob Hennessy, to pass Ordinance 10-13-2020-1. Motion passed with a roll call vote as follows: Bill Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Warning aye.

Ken Blank made a motion, seconded by Craig Warning to pass Ordinance No. 10-13-2020-3. Motion passed with a roll call vote as follows: Bill Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Warning aye.

Craig Warning made a motion, seconded by Dennis Burkhardt to pass Ordinance No. 10-13-2020-4. Motion passed with a roll call vote as follows: Bill Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Warning aye.

#### ADMINISTRATION OF THE ANNUAL SEXUAL HARASSMENT TRAINING

Attorney John Motylinski reviewed the MFPD sexual harassment policy with the Trustees.

All the Trustees acknowledged their understanding and agreement of the MFPD sexual harassment policy.

ADJOURNMENT

Meeting was adjourned at 9:00 PM after a motion by Robert Hennessy.

  
Robert Hennessy  
Secretary, Board of Trustees

Recording Secretary:  
Kathy Ferraro