

MOKENA FIRE PROTECTION DISTRICT

FISCAL YEAR 2016 IN REVIEW



August 9, 2016



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Fire Chief / Administrator's Fiscal Year 2016 in Review Report

Fire Chief / Administrator Howard Stephens

This edition of the Fiscal Year in Review Report includes highlights of the fiscal year achievements that correlate to our budget, strategic planning goals and objectives. In the following pages I have listed items completed in relation to the Strategic Plan, and listed additional items that were either completed or implemented that are not directly related to the Strategic Plan. As you read the remainder of the "Fiscal Year 2016 in Review", it will become apparent that the District has accomplished many of its goals as established in the Strategic Plan to reach this vision. As in previous years, the "Fiscal Year 2016 in Review" contains reports from the various functions within the District outlining their accomplishments and statistics.

Throughout this review, there is a common theme as it relates to the Will-County 9-1-1 ETSB PSAP consolidation, as mandated by State of Illinois law; I cannot over emphasize the District's continued support of the Will County 9-1-1 ETSB and the overall consolidation process. The District will remain engaged with the Will-County 9-1-1 consolidation process in order to provide the emergency response personnel, as well as the taxpayers of our communities, with the most up-to-date and technologically advanced emergency response system possible.

To ensure the District's overall administrative succession planning remains consistently strong and viable, Assistant Fire Chief Campbell continues to concentrate on the daily operational duties for the District; while Assistant Chief Joseph Cirelli continues to focus on the administrative side of the house. The Trustees have taken this pro-active approach to succession planning to ensure the District continues to provide the best service to the stakeholders of our communities; the taxpayers.

I would like to take this opportunity to thank the Board of Trustees and the members of the Mokena Fire Protection District (MFPD) for their support and PRIDE during the past year as we continue to plan for and make great cost cutting and professional strides in the upcoming years.

This year the MFPD was able to enter into several cost saving agreements with various suppliers and/or governmental bodies; the following is a short synopsis of the different agreements which enabled the District to realize an overall cost savings:

- The District realized a reduction in its annual electrical supply costs by entering into an electrical aggregation agreement with Direct Energy.
- The District realized a reduction in its annual natural gas supply costs by entering into a natural gas aggregation agreement with Constellation Natural Gas.
- The District realized a reduction in its annual paper supply costs by entering into a group purchase agreement with Lincoln-Way High School District 210.

- The District realized a reduction in its annual fuel costs by entering into a group purchase agreement with the Frankfort Township Road District.
- The District was able to negotiate a reduction in renewal costs for their overall liability insurance.
- The District negotiated a reduced administrative service rate for ambulance billing.
- The traditional phone service was replaced with a VOIP system which in turn lowered the District's overall phone costs by 40%.

The following are some of the notable events that transpired during the MFPD FY 2016:

- The MFPD server was upgraded.
- 2015 Chevy 2500 was budgeted, placed for bid, ordered, received and placed in-service as a station utility vehicle with a snow plow and a lift gate.
- High-Performance CPR was implemented.
- Two (2) Thermal imaging cameras were purchased and placed in-service.
- New phone system was installed at all three stations to allow further communications flexibility.
- Worked on the state mandated, Will-County 9-1-1 PSAP consolidation.

STRATEGIC PLAN

LONG RANGE PLAN (5-Year) POLICY GOALS

Project No. 16-1 Review and Revise Standard of Coverage Response Times. In FY 2016 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 16-1.1 Review and Revise Standard of Coverage Staffing. The District reviewed and revised the Standard of Coverage Staffing.

Project No. 16-2 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised and adopted during FY 2016.

Project No. 16-3 Conduct Lieutenant Promotional Exam. The District conducted the Lieutenant Promotional Exam and posted the final promotional list on September 21, 2015.

Project No. 16-4 Conduct Full-Time Eligibility Test. The District, in conjunction with Manhattan Fire Protection District, Frankfort Fire Protection District and New Lenox Fire Protection District, conducted the Full-Time Eligibility Test and posted the Final Eligibility Register on December 16, 2015.

Project No. 16-5 Engineer Test. The District began the Engineer Promotional Exam process by posting for the testing dates on December 1, 2015.

Project No. 16-6 IPRF Grant. The District applied for the IPRF Grant and received the grant funds in January 2016.

Project No. 16-7 Will-County 911 Grant. The District applied for the Will-County 911 Grant and received the grant funds in July 2015.

Project No. 16-8 Place Support Vehicle In-service. The District received, prepared and placed support vehicle 30-15 in-service.

Project No. 16-9 Fire Re-accreditation. The District began the re-accreditation process with gathering input from all department heads.

CAPITAL PROGRAMS

Project No. 16-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2015.

Project No. 16-02 Truck Payment. The District budgeted and made the loan payment for the fire truck in March of 2016.

Project No. 16-03 Support Vehicle. The District budgeted, paid for, and received a new Support Vehicle in June 2015.

Project No. 16-04 STRYKER Power-Pro Cot. The District budgeted, paid for (via the IPRF Grant), and received a new STRYKER Power-Pro Cot in January 2016.

ADDITIONAL PROGRAMS/ACHIEVEMENTS:

- ❖ Participated in several community parades
- ❖ Participated in the Will County 9-1-1 Grant program
- ❖ Adopted Prevailing Wage Resolution
- ❖ Participated in the CPSE annual compliance process
- ❖ The District continued to offer preventative maintenance to outside agencies
- ❖ The District received its fourth STRYKER Power Pro cot; the funding was secured through the IPRF Grant program
- ❖ The District continued sending out information on Twitter
- ❖ The District continued a Face-Book page to pass along information
- ❖ Conducted a table-top training with BP Amoco
- ❖ Took delivery of 2016 Spartan/Alexis Fire Engine
- ❖ Worked with Will-County 9-1-1 with the new CAD system

FISCAL FINANCIAL REPORT

Illinois state law requires an annual audit of the fiscal affairs of the District by independent public accountants selected by the Board of Trustees.

The Fiscal Year 2016 budget was \$7,658,516. The expenses for the District in FY 2016 totaled \$5,937,908 with revenues of \$5,909,924. The District brought forward capital improvement funds in the amount of \$1,779,467.

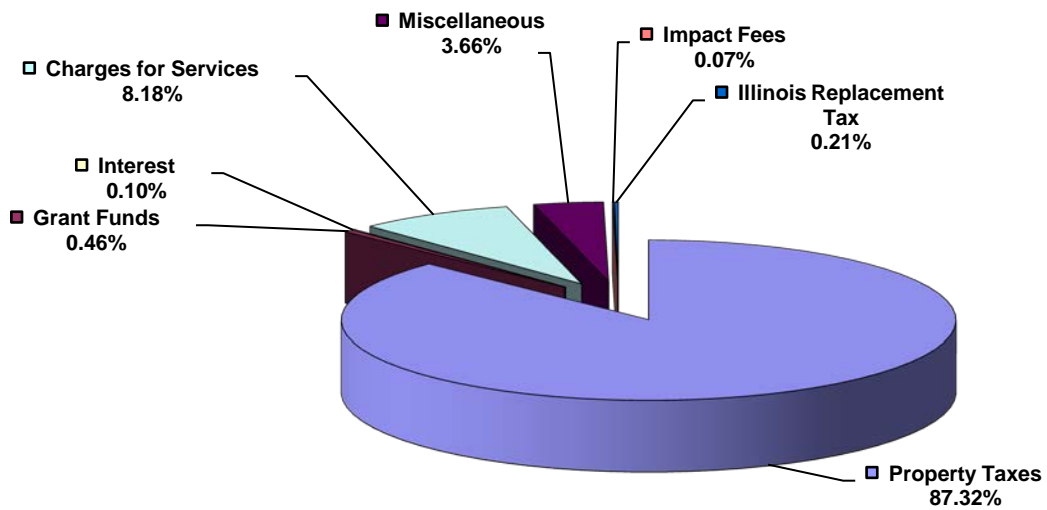
The 2015 tax levy extension is \$6,080,247 with a tax rate of 1.0245. The assessed evaluation of the District is \$593,691,180. The assessed evaluation for the Fire District went down \$435,945. The tax rate of 1.0245 is .0148 or 1.47% higher than the 2014 tax levy of 1.0097.

The District FY 2016 budget ended the year with capital improvement funds of \$1,296,701. During FY 2016, the District experienced four work related injuries resulting in extended time off work.

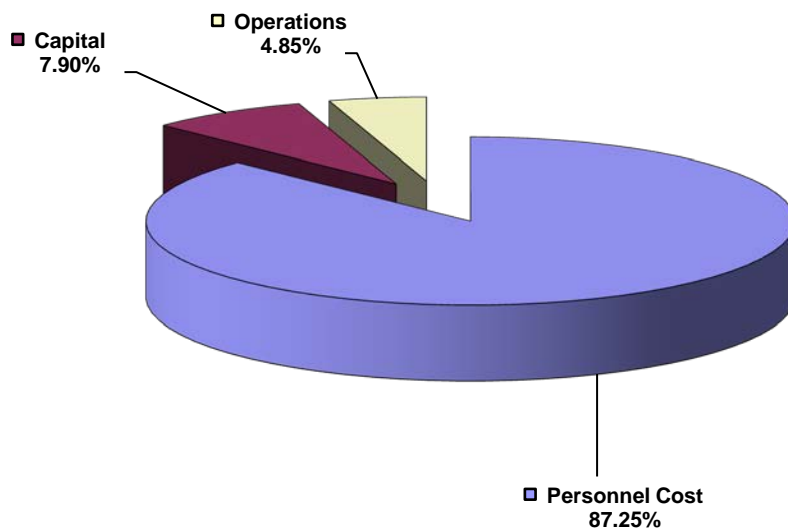
The District once again maintained its funds with FNBC Bank and Trust (formerly State Bank of Illinois) Mokena Branch.

For capital expenses, the District paid a loan payment for Fire Station #3; the District paid a loan payment for the 2008 100' Ladder Truck.

FY 2016 Revenue By Source



FY 2016 Expenses



Assistant Fire Chief / Deputy Administrator's Fiscal Year 2016 in Review Report

Assistant Fire Chief / Deputy Administrator Joseph Cirelli

Fiscal Year 2016 began, and ended, with a focus on dispatching. Specifically, we were attempting to resolve issues surrounding the implementation of the Motorola Premier One Computer Aided Dispatch system, which was purchased by the Will County 9-1-1 ETSB. The CAD system has since been stabilized, with no recurrent issues. A time synchronization solution was provided by the Will County ETSB, ensuring that all reporting devices within the CAD environment were synchronized – a critical part of accurate performance measurement. Reports are being delivered to administration on a daily basis, and we are confident that the data is accurate and reliable.

In order to respond with the closest ambulance to 9-1-1 EMS incidents, the MFPD began utilizing the Automatic Resource Locator feature of the new CAD. This feature allows notification and assignment of the closest MFPD ambulance to an EMS incident. It is anticipated that this feature will be activated within the fire suppression units in Fiscal Year 2017.

As the CAD system became stabilized, a larger issue appeared on the horizon; the legislatively mandated consolidation of Public Safety Answering Points (PSAP). Senate Bill 96, signed into law by Governor Rauner on June 29, 2015, mandates the reduction of PSAPs within each county by half. This mandate will result in the consolidation of four PSAPs into one: Will County Sheriff, Lincoln-Way, EASTCOM and Romeoville will consolidate and operate as the Laraway Public Safety Communications Center. Chief Stephens and I have been very active throughout the consolidation process. It can be expected that the consolidation, much like the migration to the new CAD system, will consume a tremendous amount of time.

In a cost saving move, the MFPD migrated to an internet-based telephone system. This project required an upgrade of our network infrastructure. New cabling was run throughout Station 1 and Station 2; Power Over Ethernet (POE) switches were purchased and installed, and a redundant internet connection was established. The new phone system has allowed a reduction in monthly telephone costs, while providing additional features and network reliability.

As part of our network upgrade, a new server rack and server were installed, and a network inventory was conducted. A remote deployment service was implemented, providing the ability to “push” software updates remotely from the IT room.

During the course of this past year, Chief Stephens has spent an exceptional amount of time teaching and mentoring me as I begin to learn more administrative duties. Most significantly was during the budget process for FY 16. I am excited to continue to expand my scope and knowledge under the guidance of Chief Stephens.

Assistant Fire Chief / Operations Fiscal Year 2016 in Review Report

Assistant Fire Chief Richard Campbell

There have been several changes in operations in Fiscal Year 2016 starting with my promotion to Assistant Fire Chief. My new role encompasses many divisions and I have been working diligently with each division coordinator to ensure the MFPD is being both cost effective and efficient. Throughout the fiscal year I have met with the members of the MFPD to encourage open communication between all members.

Part of my responsibilities is to address issues related to firefighter safety, more notable, working with Smith Crossing in securing new signage throughout the complex to better aid the MFPD when responding to calls.

Each division has had a shift in personnel. The divisions have been analyzed by the coordinators in order to improve the division through innovations. These new ideas assist the MFPD to facilitate the delivery of excellent care to our citizens. Each apparatus has been evaluated to ensure it is up to NFPA and ISO standards and continues to be in good working order for all members. Each division continues to ensure that the department is receiving the most competitive prices while monitoring the personal protective gear and equipment for compliance.

The pond at Station 3 underwent maintenance last year to ensure the pond was in good working condition in order to meet the needs of the fire suppression system. The MFPD continues to monitor the pond's condition. The septic system at Station 3 was evaluated to improve efficiency. A maintenance schedule was put in place and the system has shown improvement through the aggressive maintenance program the MFPD has implemented.

My gratitude is given to the Board of Trustees, Chief Howard Stephens, and Assistant Chief Cirelli for their continued support. I would also like to acknowledge the hard work and dedication from the members of the MFPD this past Fiscal Year.

Division of Human Resources & Administrative Services

Administrative Secretaries Nancy Feigel and Kathy Ferraro

Board packets are prepared for the Board of Trustees for their monthly meeting. Included in their packet is financial information including all receipts, disbursements and a reconciliation form; in FY 2016 there were no unexplained variances.

The District has worked closely with the banking and IT systems and is continuing to take additional extraordinary steps to enhance the security of the District's banking needs and funds. The administrative secretaries work closely with a third party billing company to manage ambulance and accident billing. In FY 2016 electronic payroll check receipts were issued, saving on paper costs.

In an ongoing effort to provide added convenience and flexibility to students attending community education classes, we are continuing to accept class sign-up and online bill pay; this is accessed through the MFPD website.

After receiving annual approval from the Illinois State Archives Local Records Unit, appropriate documents were shredded and a certificate of destruction received for our files.

The two administrative secretaries continue to work together to ensure redundancy is in place in the event an unexpected absence is brought upon the MFPD staffing. This is to ensure that everything will continue to run seamlessly in case of the absence of either secretary.

Several members received recognition at the annual awards banquet for their years of service to the MFPD.

One Year

FF Chris Buchan

Five Years

FF Scott Bukowski FF Pete Cantore

Twenty Years

Lt. Michael Kavanagh

Twenty-five Years

FF Jerome Johnson

Thirty-five Years

Chief Ted Golden

Division of Emergency Medical Services (EMS)

Firefighter / Paramedic Bob McNellis

Firefighter / Paramedic Brian Crabtree

The Emergency Medical Services (EMS) Division has concluded another busy fiscal year. Our ongoing commitment to training, both advanced and routine regular trainings, continues to surpass the minimum requirements of IDPH and the Silver Cross Emergency Medical Services System. A great addition to the EMS Division is the appointment of Firefighter/Paramedic Brian Crabtree as the Assistant EMS Coordinator, and Firefighter/Paramedic Chris Buchan in a supporting position within the EMS Division. Firefighter/Paramedic Brian Crabtree handles various duties as assigned, and has the responsibility of assisting with the quality assurance program. Firefighter/Paramedic Chris Buchan is tasked with inventory of the EMS supply room at MFPD Station 1.

The following is a summary of FY 16 activities:

Training:

- ❖ Silver Cross Emergency Medical Services System CE (continuing education) program assures that all EMS personnel achieve the required 100 hours for re-licensure every four years. The system also offers various EMS classes to providers such as ACLS (Advanced Cardiac Life Support) and PALS (Pediatric Advanced Life Support). Computer based CE is delivered through MOODLE, which consists of a monthly PowerPoint and quiz that delivers 2.5 hours of CE each month.
- ❖ Along with the Silver Cross Emergency Medical Services System CE, in house training supplements the required CE hours. The annual requirements for EMS continuing education per IDPH and the Silver Cross Emergency Medical Services System are being met and exceeded by as much as two times the required training hours. This is an example of our commitment (both the District and its personnel) to superior EMS service. These hours are achieved by on-shift training, as well as members participating in off-shift trainings.
- ❖ Out of 35 fire suppression members, 34 are certified paramedics. All full-time MFPD EMS personnel are licensed at the paramedic level.
- ❖ 100% of the District's ALS and BLS EMS calls are now reviewed by the Quality Assurance Committee. In the past, 100% of ALS EMS calls were reviewed, but only 10% of the BLS EMS calls. The ZOLL ePCR software allows for a more thorough and efficient review process.
- ❖ The MFPD hosted several High Performance CPR trainings this year. These High Performance CPR practical trainings involved up to 12 members of the department training simultaneously to perfect the EMS care rendered at a cardiac arrest emergency. This new program has proven very effective since its inception, as two customers in the town of Mokena have been resuscitated out of cardiac arrest by the MFPD. Both customers are currently active and without any deficits.

Equipment, Supplies & Maintenance:

- ❖ One ambulance was equipped with a new Stryker Power-PRO Cot. This cot allows for the lifting of patients using a built-in hydraulic system. All four of the MFPD's ALS ambulance are now equipped with a Stryker Power-PRO Cot.
- ❖ All cardiac monitors and AEDs (automatic external defibrillators) were serviced and tested by an outside vendor.
- ❖ The District's EMS supply room (originally located at Station 2) was re-located to Station 1; the room has been fully overhauled and re-organized, allowing for a much more efficient means of tracking and restocking EMS supplies within the MFPD's organization.
- ❖ All EMS run reports are now completed using the ZOLL ePCR software. The MFPD no longer uses paper when completing patient care reports. These reports are completed using the Panasonic Toughbook that is located inside each of the three front-line ambulances.
- ❖ New Portable suction units were purchased for the ambulances. These units have a better quality battery which will ensure better service to our patients. Also new manual suction units were purchased for the non-transport units.

Licensing & System Requirements:

- ❖ Our current roster has 34 paramedics.
- ❖ 10 paramedics were re-licensed, as all met the required 100 hours of CE training.
- ❖ All four ambulances were re-licensed, with one of these as a reserve.
- ❖ All ALS non-transport vehicles have been relicensed.

Miscellaneous:

- ❖ The District responded to 1,408 calls classified as EMS for the fiscal year.
- ❖ The Quality Assurance Committee reviewed 100% of every ALS and BLS call.
- ❖ Ten of our paramedics received awards and were recognized by the Silver Cross EMS System for outstanding calls.

Fire Prevention Bureau

Lieutenant Mark Sickles

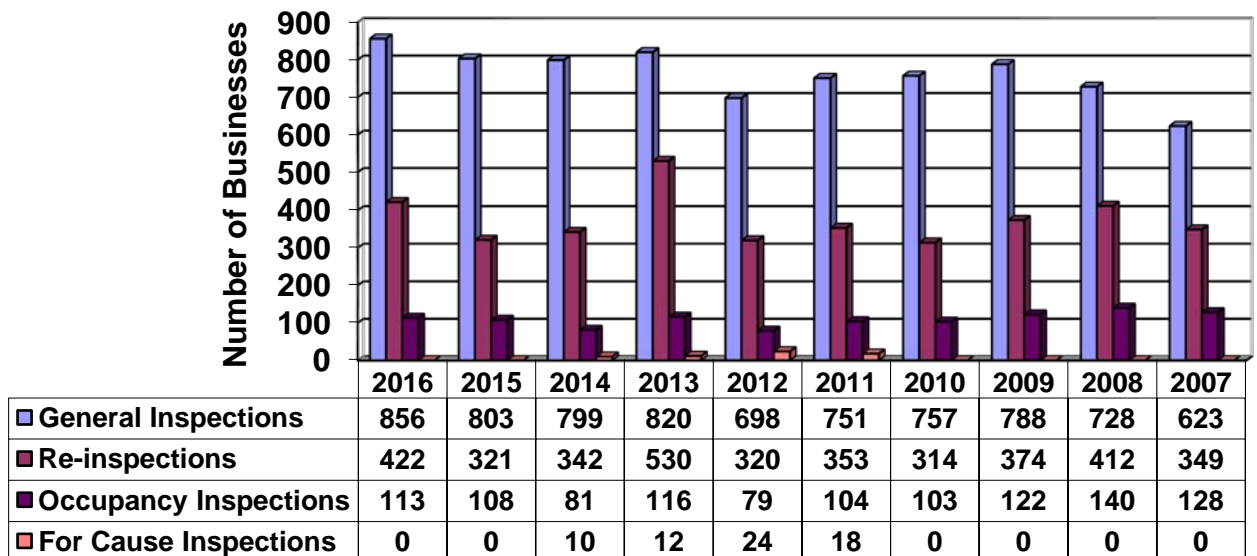
Inspections & Construction

The Mokena Fire Protection District currently has 1,100 active files for businesses/buildings within its jurisdiction. Of these files, 104 are preplan reference files or open files that are not occupied as of yet and have not been inspected.

This leaves 996 files that are subject to inspection for the fiscal year. Between the FPB and Company Inspections, 856 general inspections, 113 occupancy inspections (14 new occupancies, 99 re-occupancies), 0 for cause inspections, and 422 follow up inspections were conducted for a total of 1,391 total inspections for the fiscal year. 969 of the available 996 files were inspected in either general, occupancy, or for cause inspections which equates to a 97% completion rate.

Of the 113 occupancy inspections, 99 (88%) were existing construction occupancies that were vacated and re-occupied, 14 (12%) were new construction occupancies where no other business existed there before. 95 (84%) were in the Village of Mokena, 12 (10%) were in the Village of Orland Park, 3 (3%) were in the Village of Frankfort, and 3 (3%) were in Will County.

Inspection History



One carnival was inspected by the FPB at the Mokena Park District for Halloween Hollow on 10-16-15. (16 rides & 5 food vendors)

Five new construction projects were started in FY 2016.

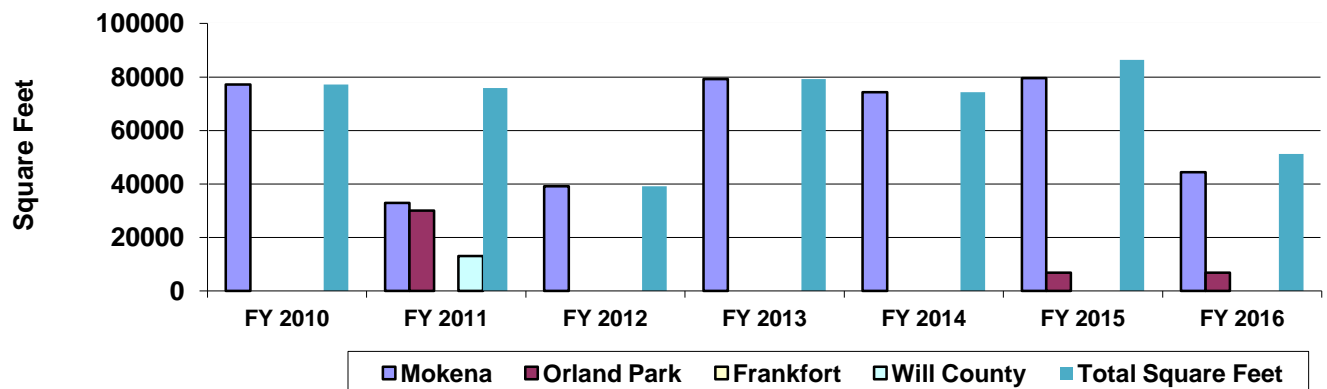
Village of Mokena-5 (100%)
 Village of Orland Park (0%)
 Village of Frankfort (0%)
 Will County (0%)

New construction buildings that were either partially or completely approved for occupancy in FY 2016 were the following:

Ridgeway Petroleum	RBT Development Spec Building
11200 183 rd Pl.	18770 88 th Ave.
Village of Orland Park	Village of Mokena
3,304 sq/ft C-Store & 3,500 sq/ft Car Wash	36,600 sq/ft warehouse

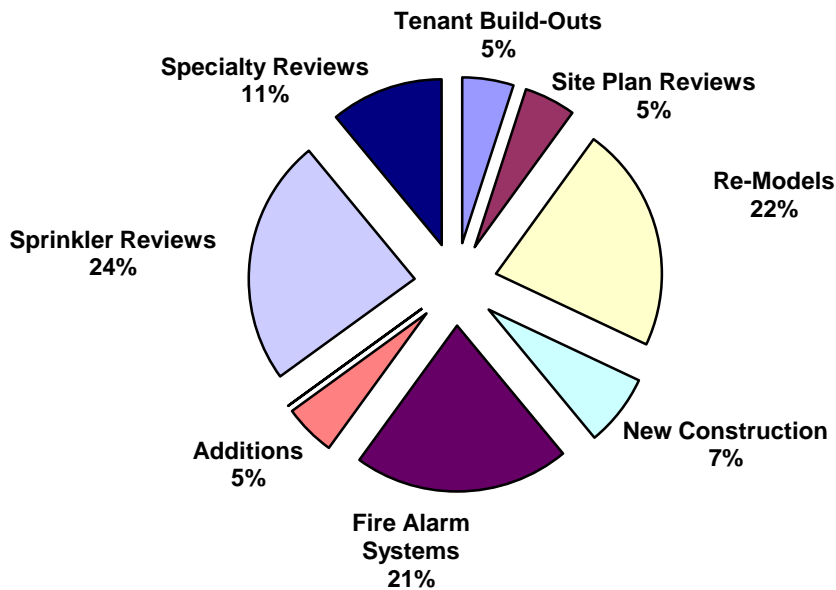
Chicago Swim School
 10200 191st St.
 Village of Mokena
 7,800 sq/ft new construction

Total Square Footage of New Occupied Construction



Plan Reviews

A total of 100 plan reviews were conducted in the fiscal year and break down as follows:



Tenant Build Outs	5	Specialty Reviews	11
New Construction	7	Site Plan Reviews	5
Fire Alarm Systems	21	Additions	5
Sprinkler Systems	24	Re-Models	22

Fire Incident Pre-Plans

All but the newest construction buildings and build-outs have been pre-planned and electronically attached to the fire house file number on the laptops installed in the vehicles. Pre-plan updates continue to be an ongoing process.

Fire Investigations

We continue to support and participate in the MABAS 19 Fire Investigation Team (M-19) and the South Suburban Fire Investigation Task Force (TF). While all MFPD investigators are active on the MFPD response, they may or may not be active on all the different teams and levels.

The current MFPD investigators are as follows:

Lt. Mark Sickles (M-19 & TF)
FF Justin Bakker (M-19 & TF)
FF Christopher Buchan (M-19 & TF)

In FY 2016, 23 fire investigation requests were made by MABAS 19 and/or Task Force participating departments (Back half of 2015 = 11 & Front half of 2016 = 12). Of the 23 requests, 12 (52%) were responded to by a MFPD Fire Investigator.

In the fiscal year there were four fires investigated in the MFPD. Three structure fires (Accidental, all closed). Of the four investigations, three were team call out and one was an in house investigation.

Public Education Programs

Administrative Secretary Kathy Ferraro

Schools: 2015 Fire Prevention Campaign

Number of Students	2,932
Number of Programs	83
Number of Program Dates	21
Programs per Date	3.95
Students per Date	139.6
Students per Program	35.3
Total Hours of Instruction	53.25
Hours of Instruction per Date	2.54
Hours of Instruction per program	.64
Total Spent on Handout Materials:	\$4,801.75
Average Expenditure per Student:	\$1.63

We continued our smoke detector giveaway program but scaled back the program to include Kindergarten and 8th grade students only. Kindergarten students were given the first smoke detector and 8th grade students were given smoke detectors to replace their smoke detectors they received in Kindergarten. This is based on the recommendations that a ten year old smoke detector should be replaced. 427 smoke detectors were given out to students this fiscal year.

CPR Classes

25 sessions
213 participants total

AED Instruction Classes

3 sessions
41 participants total

Pancake Breakfast

1 date (10-5-14, 0800-1200 hours)
Approximately 503 participants

Fire Safety Presentations

3 sessions
116 participants

Block Parties

7 attended

Parades

6 attended

Basic First Aid

Station Tours

3 sessions
34 participants total

Senior Luncheons

2 sessions
138 participants total
69 participants per session

Health Fairs/Business Expos

2 attended

Ride To School

4 rides for fire prevention contest winners
(*coloring contest, essay contest and raffle*)

Keep the Wreath Red

Once again our “Keep the Wreath Red” program was a success. All bulbs on the wreath remained red during the December holiday season. No holiday decoration related fires were reported between December 1 and January 1 so all of the bulbs remained red.

4 tours
743 participants total

Baby Sitting Clinics

3 sessions (*2 nights per session*)
61 participants total
20 participants per session

Family Fun Day

1 date (6-4-16, 1200-1400 hours)
Approximately 159 participants

Division of Training

Lieutenant Richard Gotter

Firefighter / Paramedic Scott Bukowski

FY 2016 had many changes for the training program and opportunities for improvement. Last fiscal year we had conducted 9,473 hours of fire suppression training. As we implemented changes, this fiscal year's total was 9,429 hours less than .05% decrease vs. the previous FY.

The new Training Coordinator, Lieutenant Richard Gotter, took over as Training Coordinator in mid November. The Training Coordinator's role takes many years to learn and fully understand; this year proved to be a learning experience for everyone.

The MFPD utilized Tinley Park Fire Department's training facility on 183rd Street for the purposes of Defensive Driving course / search and rescue / force-able entry / hose management. The trainings conducted at Tinley Park's facility have proven to be invaluable to the MFPD, allowing a means for practical training evolutions that would otherwise be unavailable.

Mutual Aid trainings were scheduled with most of our neighboring Fire Districts. Topics focused on operations of the first and second units on a fire scene in any situation, according to NFPA 1410 standard. The MABAS 19 Training Committee has put together "Light n Fights" at Orland Park and Frankfort Training facility every quarter in FY 2016. These mutual aid companies work together at "Light n Fight" and are conducted with live fire scenario base and the working companies complete multiple training objectives. These "Light n Fights" trainings last for 4-5 hours in the morning every three months.

The MFPD has been training on a school bus donated by Mokena Public School District 159. This school bus has been used for numerous training, multiple patient triage / bus stabilization and air bags / extrication / extracting patients out of over turned buses.

MFPD has looked at purchasing On-line program Target Solutions. This program would serve many platforms and help simplify delivery of training to all MFPD personnel. Target Solutions provides hundreds of courses, covering critical EMS training, emergency vehicle operations and NFPA-approved content. It also tracks all training hours in one location for ISO and accreditation. It allows other MABAS 19 districts using Target Solutions to share trainings with MFPD.

Goals obtained for FY 2016

- Continued to monitor and evaluate companies during trainings.
- Continued to incorporate advance FF trainings.
- Continued to promote mutual aid drills.

- Continued with the 3 year training program schedule.
- Conducted a Blue Card Refresher course.
- Took an active role in MABAS 19 Training Committee.

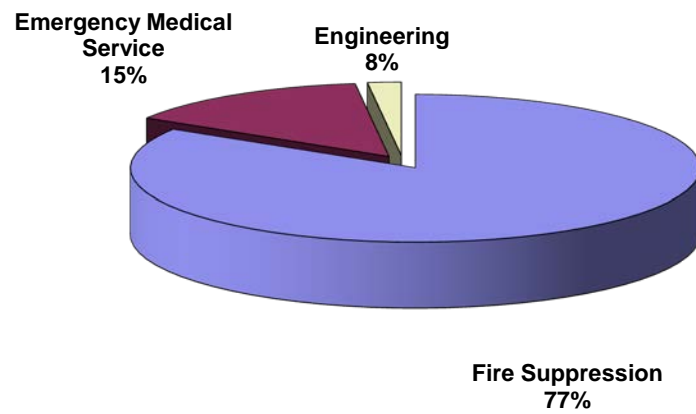
Goals not obtained for FY 2016

- Purchase a force-able entry simulator.
- Conduct a Vehicle and Machinery Operations course for MFPD employees.
- Conduct a Vehicle and Machinery Technician course for MFPD employees.

Goals for FY 2017

- Continue to monitor and evaluate company trainings.
- Continue to expand training tower practical trainings.
- Continue to promote mutual aid drills.
- Continue to maintain MFPD training area and facility.
- Purchase Target Solutions program for tracking individual training completed, mandatory, and make-up drills.
- Refine the mentoring program for assisting Engineers to be prepared to step up to Lieutenants.

Total Training Hours 9,429



Active Member Certification Survey

State of Illinois – Fire Marshal's Office Certification
Achievements of all active members in FY 2016

Incident Safety Officer

Assistant Chief Campbell

Fire Officer I (Provisional)

FF Steward Romadka

Fire Officer II (Provisional)

Eng. Mark Rojek

Vehicle & Machinery Technician

Lt. Rich Gotter

Structural Collapse Operations

Eng. Ken Berger

Rope Operations

FF Adam Meyer

Fire Apparatus Engineer

FF Brian Crabtree

Ice Rescue Technician

FF Adam Shefcik

Watercraft Technician

Eng. Marcie Hoag

FF Adam Shefcik

Hazardous Material Technician – A

Eng. Mark Rojek

Hazardous Material Technician – B

FF Adam Shefcik

Rescue Specialist – Confine Space

Eng. Mark Rojek

Active Member Certification Survey

Tally of certifications for all active members

American Council on Exercise Recognition

1 - Peer Fitness Trainer

Collegiate Degree

1 - Masters Degree

5 - BS – Bachelor Degree

17 - AAS – Associate Degree

Command Training & Certification Program

12 – Blue Card Certification

Commission of Professional Credentialing

1 - Chief Fire Officer Designation

Emergency Medical Services Related Certifications / Licenses

8 - Cardio Pulmonary Resuscitation Instructor

3 - Cardio Pulmonary Resuscitation Instructor Trainer

34 - Emergency Medical Technician – Paramedic

3 - EMS Lead Instructor

Incident Command / Management Related Certifications

7 - Hazardous Materials Incident Commander

33 - ICS-100

32 - ICS-200

11 - ICS-300

8 - ICS-400

34 - ICS-700

26 - ICS-800

National Fire Academy Certification

1 - Executive Fire Officer

3 - Courage to be Safe (Train-the-Trainer)

2 - Emergency Management Professional Development

Office of the Illinois State Fire Marshal's Office - Related Certifications

28 - Advanced Technician Firefighter

35 - Basic Operations Firefighter

10 - Confined Space / Trench Awareness

32 - Courage to be Safe

3 - Courage to be Safe (Train-the-Trainer)

30 - Fire Apparatus Engineer

2 - Fire Department Health and Safety Officer

9 - Fire Department Incident Safety Officer

2 - Fire Department Safety Officer

- 1 - Fire Inspector II & Plan Examiner I
- 29 - Fire Instructor I
- 23 - Fire Instructor II
- 1 - Fire Instructor III
- 3 - Fire Investigator
- 19 - Fire Officer I
- 8 - Fire Officer I (Provisional)
- 13 - Fire Officer II
- 4 - Fire Officer II (Provisional)
- 2 - Chief Fire Officer
- 1 - Fire Prevention Officer
- 35 - Fire Service Vehicle Operator
- 28 - Hazardous Materials Awareness
- 35 - Hazardous Materials Operations
- 13 - Hazardous Materials Technician A
- 8 - Hazardous Materials Technician B
- 6 - Hazardous Materials Incident Command
- 4 - Juvenile Fire-setter Intervention Specialist
- 7 - Rescue Specialist Confined Space
- 24 - Rope Operations
- 6 - Rope Technician
- 1 - Structural Collapse Awareness
- 12 - Structural Collapse Operations
- 3 - Structural Collapse Technician
- 5 - Swiftwater Technician
- 35 - Technical Rescue Awareness
- 2 - Training Program Manager
- 6 - Trench Operations
- 7 - Trench Technician
- 33 - Vehicle and Machinery Operations
- 9 - Vehicle and Machinery Technician
- 2 - Chief Fire Officer

Water Rescue Related Certifications

- 5 - ERD1 / Certified Dive Technician
- 5 - ERD2
- 5 - ERDI Ice Diver
- 8 - ERD Surface Ice Rescue Technician
- 4 - ERD Tender
- 4 - Certified Ice Dive Technician
- 7 - Illinois Boater Safety
- 9 - PADI Open Water Diver
- 7 - PADI Advanced Open Water Diver
- 7 - PADI Rescue Diver
- 3 - PADI Dry Suit Diver
- 4 - Swift-water Rescue
- 13 - Water Operations
- 9 - Watercraft Technician

Public Safety Certifications

- 3 – Child Passenger Safety Seat Technician
- 6 - First Aid Instructor
- 1 - First Aid Instructor Trainer

Emergency Vehicle Technician (EVT) Certifications

- 5 - MFPD Personnel Have Earned various EVT Certifications

Division of Small Equipment and Hose

Lieutenant Erik Moeller

Engineer Tim Wiencek

In FY 2016 Lieutenant Rich Gotter stepped away from the responsibilities of Small Equipment and Hose to assume the responsibilities of the Training Division. Lieutenant Erik Moeller has since taken on the responsibilities of the Small Equipment and Hose Division.

In FY 2016 the MFPD purchased six pike poles ranging from 6 feet up to 12 feet in length for Truck 92. These pike poles replaced worn pike poles which were taken out of service.

The MFPD replaced the high rise tool buckets and purchased four tool bags on all our fire apparatus. These bags will be for high rise operations and are much easier to carry and manage; along with the new high rise bags, four hose pack straps were purchased to carry the pre-loaded high rise packs. The changes to our high rise bags and hose packs were initiated after several high-rise related training scenarios.

The Division of Small Equipment purchased four 5 - packs of Starrett reciprocating saw blades for use in fire company operations and vehicle and machinery extrication; and one case of Buckeye class "A" foam sticks was purchased to supplement our current inventory of class "A" foam sticks.

The Division of Small Equipment and Hose purchased two 100' rolls of 5 inch hose, four 50' rolls of 3" hose, five 50' rolls of 2 ½" hose and two 50' rolls of 1 ¾" hose. This hose is to supplement current inventory of hose, as well as rotate out hose that has been in service for 20 plus years.

The Division of Small Equipment and Hose also conducted research to purchase an NFPA approved thermal imaging camera from MSA. The previous thermal imaging camera was taken out of service, after 15 years of service, due to a malfunction that could not be repaired.

The annual drivers' license checks were completed; all members have current non-CDL class B driving licenses.

During the month of May, the MFPD conducted our annual hose testing. Duty personnel tested one truck, three engines as well as the extra hose in the Stations, approximately 15,900 feet of fire hose. There were several lengths of different size hose that needed additional service and repair. All testing was completed within the month and all tested hose was logged into firehouse.

Annual pump testing was held in October by Underwriters Laboratories. The HME Engine (EN92), Alexis Engine (EN93), Alexis Engine (EN91) and Pierce Truck (TK92) passed with no issues. All MFPD apparatus are in full compliance per NFPA 1911.

Ground ladder testing was held in December by American Test Center; all 414 feet of MFPD ground ladders passed per NFPA 1932.

Division of Apparatus Maintenance

Engineer Mike Dreger

Engineer Ken Berger

During FY 2016 the Apparatus Maintenance Division had some management changes occur. Lt. Campbell was promoted to Assistant Chief, giving Engineer Dreger the opportunity to become the Apparatus Maintenance Coordinator and Engineer Berger the Assistant Apparatus Maintenance Coordinator.

Manhattan Fire Protection District and Tinley Park Fire Department renewed their maintenance agreements for another year.

Throughout FY 2016 the Apparatus Maintenance Division received numerous Emergency Vehicle Technician certifications, attended IFAMA meetings, and Will County Mechanics Association meetings. The District continues to be members of the Illinois Fire Apparatus Mechanics Association and the Will County Fire Apparatus Mechanics. The meetings for these two associations are held quarterly and provide training from various manufacturer representatives.

In FY 2016 three new vehicles were placed into service as follows:

- 28-15 Polaris Ranger ATV - The Maintenance Division installed and wired the emergency lighting, radios, siren, flood lighting, battery maintainer, and water pump quick connect on the vehicle.
- 29-15 Spartan Metro Star/Alexis fire engine - The radios, flash lights, Knox box were all wired and the compartment shelving was mounted.
- 30-15 Chevy Silverado 2500 - The radios, emergency lighting, and winch cables were wired.

The following is a list of major repairs completed in FY 2016:

20-09 (2009 Alexis engine)

Rear spring hangers

16-06 (2006 HME engine)

4 rear tires and LDH discharge actuator motor

21-09 (2009 Chevy Impala)

Oil cooler lines and brakes

25-14 (2014 Freightliner ambulance)

Front end body repair from a deer collision

15-06 (2006 International ambulance)

Turbo charger, new fuel tanks,
4 drive tires

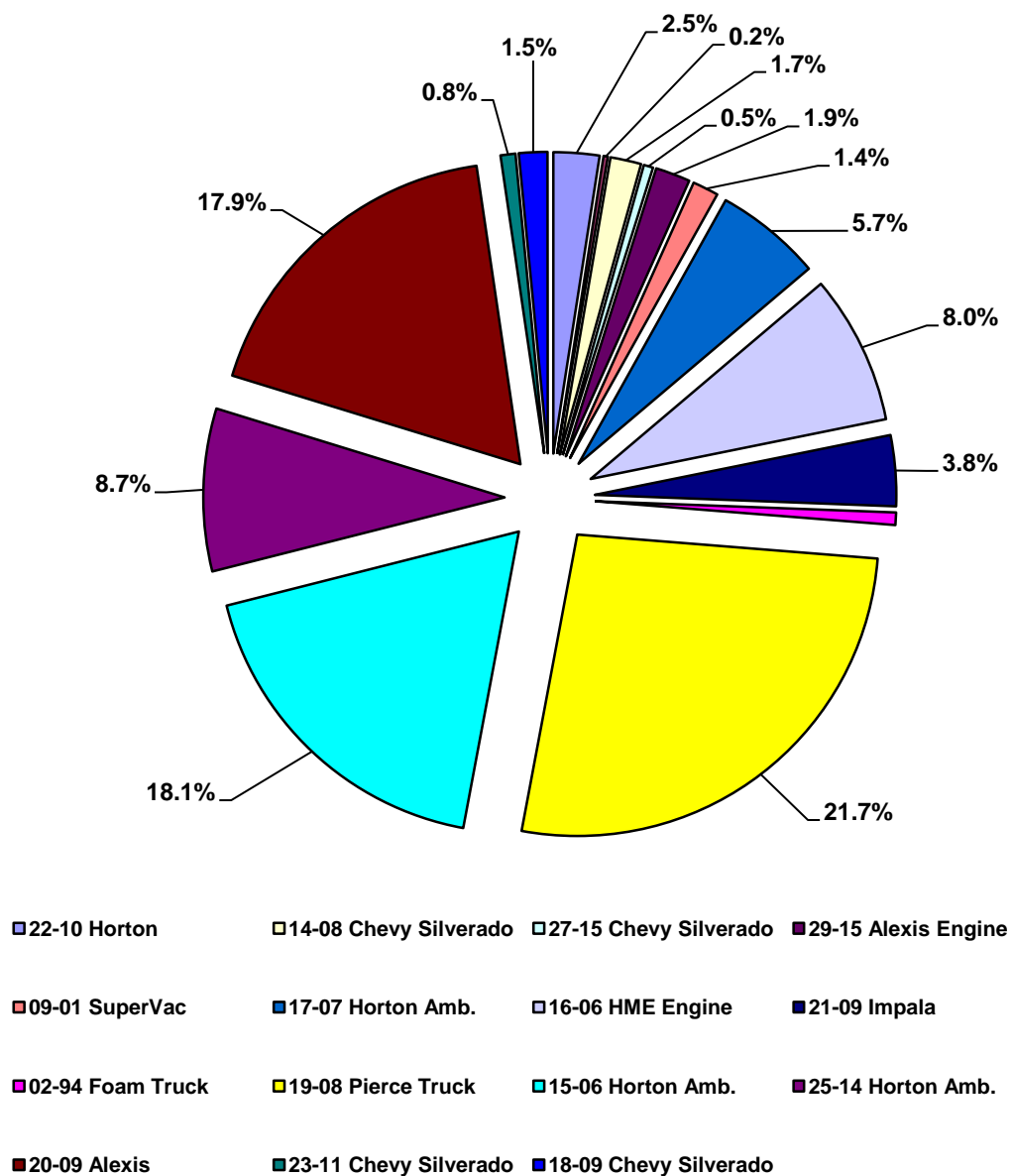
17-07 (2007 International ambulance)

Valve cover gasket Camshaft sensor

19-08 (2008 Pierce ladder truck)

Four drive axle tires, Rear drive axle brakes, Generator repair, Power steering pump, Turbo actuator

Total MFPD Apparatus Maintenance Cost \$67,423.24



Division of Buildings and Grounds Maintenance

Firefighter / Paramedic Mike Hullinger

During FY 2016 there were many developments in the Building and Grounds Maintenance Division along with preventative maintenance. The biggest undertaking was phase one of the pond project at Station 3. It was brought to our attention that our pond was not deep enough and had a buildup of silt in the middle where the aerator is, causing it to not work properly. Another big project that was completed was the running of new cat-5 wires throughout the three stations to install internet phone systems. Concrete work was done on part of the driveway at Station 1 (southwest drive). This is part of the ongoing concrete job which is being done in sections until the project is complete. We also applied caulk to the sections of concrete to assist with drainage. Building maintenance also planted a tree at Station 1 to replace a tree that was cut down due to an infestation of ash borer. Building and Grounds also worked hand in hand with the Foreign Fire Board assisting them in installing recessed lighting into the training room, ultimately turning it into a day room for the duty crews at Station 2. Finally the roof at Station 1 has been patched with a caulk material to repair water leaks.

Current goals for FY 2017

- Continue preventative maintenance at all three Stations
- Phase 2 pond project
- GFCI panel protection

Division of Protective Gear

Firefighter / Paramedic Justin Bakker

Firefighter / Paramedic Chris Buchan

In FY 2016 six sets of new structural firefighting protective gear was purchased to replace gear that was getting close to or at the end of its manufacturer recommended service life. Each year that we are able to purchase additional gear will help us get closer to our rotation of bunker gear and move more of the older gear to reserve status.

The protective gear program continues to use a third party factory warranty repair company for annual cleaning and repairs of bunker gear.

Current goals for FY 2017

- Purchase 2 - 4 new replacement sets of structural firefighting protective bunker gear
- Continue the third party inspection/repair process
- Self-assessment to increase NFPA 1851 Compliance

Division of Clothing

Firefighter / Paramedic Chris Buchan

Firefighter / Paramedic Justin Bakker

During FY 2016 the Division of Clothing was able to maintain our current station clothing to the levels of NFPA 1975. Employees continued to use the electronic work notice form to inform the Division of Clothing of their needs. The Division of Clothing is operating smoothly and within budget.

We were in contact with several vendors during FY 2016, to ensure that the MFPD is acquiring uniforms at the most competitive pricing. It was determined that our current vendors are still our best option.

The red t-shirt program continues to be a success. Every Friday, members wear their red t-shirts to show support for our men and women serving.

A new probationary member began employment in FY 2016. He received all appropriate clothing in time to start his training with the MFPD.

Lastly, the Division of Clothing had a change of Coordinators; Firefighter / Paramedic Brian Crabtree stepped down to assume a new role with the MFPD, allowing Firefighter / Paramedic Chris Buchan to take over.

Division of Self Contained Breathing Apparatus (SCBA)

Firefighter / Paramedic Pete Cantore

In-house SCBA face-piece testing, and FIT testing was completed for our entire staff. The annual third-party face piece and MSA air pack testing was completed. Multiple face mask HUD systems, head harness with straps and amplifiers were replaced for members. Several air packs were sent out for third party repair. Multiple SCBA bottles were sent out to be hydro tested and were replaced due to age.

Division of Employee Assistance

Lieutenant Todd Newton

In FY 2016 the MFPD continued to bring awareness to the need and availability for Employee Assistance Program (EAP) and psychological support; not only for MFPD employees but for their families also. Awareness and education continued to be a main focus point. MFPD sent two members to a six hour psychological awareness program designed to raise awareness amongst the ranks for the fire service. The EAP budget includes EAP visits as a benefit and a once a year continuing education class with Firefighter specific clinical Psychologist Sarah Gura. Her training class is designed to speak with MFPD employees and educate them on services and what those services include. This psychologist serves as the starting point for an employee needing these

services. Sarah Gura (M.A.,L.C.P.C.), extensively studied firefighter behavior and psychological help for firefighters and their families. If any MFPD employee needs EAP, he/she or their families can use her to get started. The EAP and Psychological budget also includes up to 12 visits per employee.

Division of Computer Aided Dispatch (CAD)

Lieutenant Tom Hug

Firefighter / Paramedic Chris Buchan

FY 2016 saw stability returned to the Computer Aided Dispatch (CAD) for the Mokena Fire District. The MFPD, through Will County 911, was finally able to correct issues within the CAD and get the system to recommend the responses desired for the various incidents it was dispatched on. This work with Will County allowed the MFPD to turn on new parts of the CAD and allow for Automatic Resource Locator (ARL) dispatch of Ambulance calls. The intent is to eventually switch over to allow the system to dispatch all calls with ARL; thus guaranteeing that every call always gets the absolute closest apparatus without question or delay.

MFPD also works closely with neighboring departments through automatic aid agreements to get additional resources automatically for major calls and then returning the favor when our neighbors need our assistance. MFPD continues to monitor and publish response times on everything from how long it takes from the time 911 is called until dispatch enters the call, how long it takes to dispatch the call, how long it takes to get out of the station after receiving the call and lastly what the travel time is going to calls. This information allows MFPD to identify issues that may arise in any of those segments and allows the MFPD to change areas to maximize our response. FY 2016 also saw a review of our box cards bi-annually to ensure that the box cards are ready and capable of supporting an incident should the need arise.

MFPD worked on a response card for CAD called MAYDAY which allows the dispatchers, with a few computer key strokes, to dispatch equipment if a firefighter becomes lost or trapped in a fire or any other type of incident.

MFPD will continue to take an aggressive approach to ensure CAD services and the allocation of our resources will always be in the best interest for everyone within the MFPD. MFPD will continually review all dispatch parameters for effectiveness to ensure it will continue to work without issues for the residents of the MFPD.

Fiscal Year 2017 Goals:

- Continue to evaluate all dispatching and CAD responses to ensure they meet the level of expectations of the MFPD.
- Remain an active participant in Will County 911 and the consolidation of Lincolnway, EASTCOM, Romeoville and Will County Sheriffs Police PSAPs.
- Evaluate new equipment for future use at the MFPD.

Division of Station Supplies

Engineer Ken Berger

FY 2016 was another efficient year for Station Supplies. MFPD strives to use all supplies in a cost-effective manner. Members have continued to use supplies more effectively and resourcefully; using supplies with such conduct has continued to allow the MFPD to operate with little to no waste.

Division of Accreditation

Firefighter / Paramedic Adam Shefcik

Accreditation Manager, Adam Shefcik, completed all assignments and projects required to obtain his Peer Assessor Workshop certificate. MFPD applied and was approved as “applicant agency” for re-accreditation. The re-accreditation process began in December when all documents were dispersed among responsible parties. The 2015 Annual Compliance Report was completed, submitted, and reviewed by a peer assessor. It currently is awaiting approval by the commission scheduled to meet next fiscal year. The re-accreditation process will also continue into the next fiscal year. The Accreditation division looks to maintain its established “Accredited Agency” status upon the CFAI commissioner’s hearing scheduled for 2017.

Division of Information / Technology

Firefighter / Paramedic Adam Shefcik

The new fiscal year began with the purchase of a new brand of web filters that will save the District thousands compared to its previous brand of filters. A new server, two TVs and two desktop computers were also purchased. A substantial analysis of purchasing higher quality uninterruptable power supplies for the IT equipment was conducted. These UPS’s were budgeted for the next fiscal year to ensure proper protection for the MFPD’s growing IT needs. All equipment has been working appropriately and lasting its expected life span. The IT division will continue to explore the most efficient and reliable products to better serve the MFPD. It was also noted that the IT coordinator should have access to basic administrative functions on district computers for better preventative maintenance in the future; the MFPD will work with the IT coordinator to accomplish this goal.

Division of Health and Fitness

Engineer Eric Kobialko

In FY 2016 four fitness trainings were held, concentrating on stretching, strength training and use of cardiovascular equipment.

Members of MFPD recorded 740 fitness classes and 873.45 hours of physical fitness.

One of the treadmills had a bottom keypad replaced and another had the control panel replaced. Miscellaneous fitness equipment was ordered for each of the three stations.

Specialty Teams

Hazardous Materials

Engineer John Swanson

In FY 2016 some changes have occurred within the Hazardous Materials Division and the Southwest Hazardous Materials Response Team (SWHMRT).

Mokena's Hazmat Division:

- Mokena FPD had 29 Hazardous Materials incidents all of which were natural gas leaks.
- The MFPD total number of active members in the SWHMRT is 3.

Mokena members training:

- Hazmat Awareness - 28
- Hazmat Operations - 35
- Hazmat Tech-A - 11
- Hazmat Tech-B - 8
- Hazmat Incident Command - 6

Southwest Hazardous Materials Response Team (SWHMRT):

- MFPD is an active member of the SWHMRT which serves communities of both MABAS 19 and 22 departments.

SWHMRT advisors have been deployed to five hazardous material incidents:

- 4/7/15 - Advisor Response to Palos FPD – (Freon Leak at Walgreens)
- 8/4/15 - Advisor Response to New Lenox - at Old Plank Rd (Fly Dump / Leaking Container)
- 8/11/15 - Advisor Response to Palos FPD - Rte. 83 / 104th - (Diesel Leak)
- 1/15/16 - Advisor Response to Blue Island - Vermont Ave (Building Fire / Commercial)
- 3/10/16 - Advisor Response to Lemont - Tanker Rollover (Leaking Nitrogen)

SWHMT updated SOP's and vehicle assignments and a completed inventory of vehicles and asset locations. SWHMRT has introduced 3rd party continuing education drills, CN railcar overview and LSU sponsored FBI forensic sampling class; directed to

agencies that would respond and would take samples from a suspected WMD incident. Lemont has also joined with SWHMRT this year and has already hosted a mock incident drill.

Technical Rescue Team

Engineer John Swanson

The District presently has three members on the TRT Team (John Swanson, Adam Shefcik and Jim Cresto). Some of Mokena's technical rescue equipment has come to its service life expiration and replacement and updated equipment is in the process of being budgeted for the next few years.

Mokena's on file training levels are:

- Technical Rescue Awareness - 35
- Rope Operations - 24
- Rope Technician - 1
- Vertical-2 - 5
- Trench Operations - 7
- Trench Technicians - 6
- Confined Space Operations - 5
- Structural Collapse Operations - 12
- Structural Collapse Technician - 2
- Vehicle Machinery Operations - 32
- Vehicle Machinery Technician - 9

MFPD is a member of the Combined Agency Response Team (CART) - Black Team. For many years Black and Blue Team have functioned as one team in both training and response. With the additional personnel from Mokena, New Lenox, Manhattan, and Frankfort Fire Departments, Black Team is continuing the transformation into a standalone team. The Black CART Team has identified areas of improvement and has begun to implement multiyear improvements:

- Recon rescue bags for large area incidents, communication systems, and air lines throughout Black Team agencies.
- Construction and stocking two Trench Tech trailers, one in Mokena and one in Manhattan with the large timber walers / thru blocks, extra struts, extra fin forms and other equipment for a technical "L" or "T" style trench rescue. This will allow other trailers within the Black team to carry equipment for other technical rescue disciplines such as mechanical entrapment and cell tower rescue.
- The Black Team has implemented some parts of the new deployment model in drills.
- The Black Team bylaws are being updated and projected completion date is by the end of 2016.
- Equipment tracking and usage logs will be updated for both Black and Department/District teams.

Mokena's three member crew on CART attended monthly training in FY 2016, which included high angle rope rescue, trench rescue, confined space rescue, concrete breaching and breaking, grain bin rescue and disentanglement, and validation, which was structural collapse in October 2015.

CART is in the midst of creating and educating all of its members in Cell Towers and Wind Turbines Rescue, this being the final year of a three year initiative. In calendar year 2016, four classes will be offered, two in May and two in September. Cell Towers and Wind Turbines Rescue had been identified as a need to the community and requires training and specialized equipment. CART has purchased and stocked cell tower rescue bags and placed them on the two Heavy Tool Trailers, and has provided a list for Departments/Districts and teams to purchase like equipment on their own. CART has purchased, and is demonstrating / training on the MPD's (Multi Purpose Device) for rope rescue for each color team. These MPD's have been shown to significantly decrease setup time and improve safety and decrease fall factors in rope systems. CART has identified the need for more mechanical entrapment equipment to be located on its HT trailers. This additional equipment (grinding disks, torches, and hand tools) has been purchased and being placed on the HT trailers. The Illinois Fire Service Institute has been offering grant assisted technical refresher training for CART members and other rescue techs since July 2014. In calendar year 2016 all two disciplines will be offered. Thus far confined space tech has been offered.

CART has identified the need to review and revise MMT's mandatory minimum training requirements. A two discipline in-depth year long review and validation has been proposed. CART's expansion into various types of rescue disciplines has caused minimum standards of proficiency to expand. So far CART has identified eight disciplines: rope/high angle, trench, confined space, structural collapse, cell tower, grain bin, man vs. machine, recon (i.e. post tornado building and victim assessment).

Water Rescue and Recovery Team

Lieutenant Richard Gotter

MFPD Dive team is an active member of the MABAS 19/22 Underwater Search and Recovery Dive Team that consists of nine local fire districts in the MABAS 19 area. The MABAS 19/22 team consists of approximately 20 active divers throughout the area. MFPD has four highly trained divers trained in underwater rescue and recovery certifications as well as ice rescue certifications and swift water rescue certifications.

The MABAS 19/22 team conducts monthly trainings at various locations throughout the MABAS 19/22 area rivers and lakes. These trainings consist of dive scenarios, weapon recovery, swift water rescues, and surface ice / underwater ice rescue. The total training hours for one member of the team is approximately 60-hours a year. This doesn't include any outside dive classes or seminars taken by the members.

The MFPD dive team members:

Lt. Richard Gotter – Team Supervisor

Lt. Todd Newton

Lt. Erik Moeller

Eng. Michael Laney

MFPD completes all annual checks & service on all SCUBA equipment, surface supplied air system, AGA masks and swift water equipment, per NFPA 1670. All SCUBA tanks are visually inspected yearly.

During FY 2016 the MABAS 19/22 Underwater Search and Recovery Dive Team has been activated for the following dive incidents:

<u>Date</u>	<u>Incident Location</u>	<u>Incident Type</u>
6/8/2015	Cal Sag, Palos Heights	Overtured boat
8/13/2015	Cal Sag, Blue Island	Man in water
12/30/2015	Southern Illinois area	Standby Deployment flood waters

“On summer days, the Deeper you go in the water the colder it gets”

CUSTOMER SATISFACTION SURVEY RESULTS

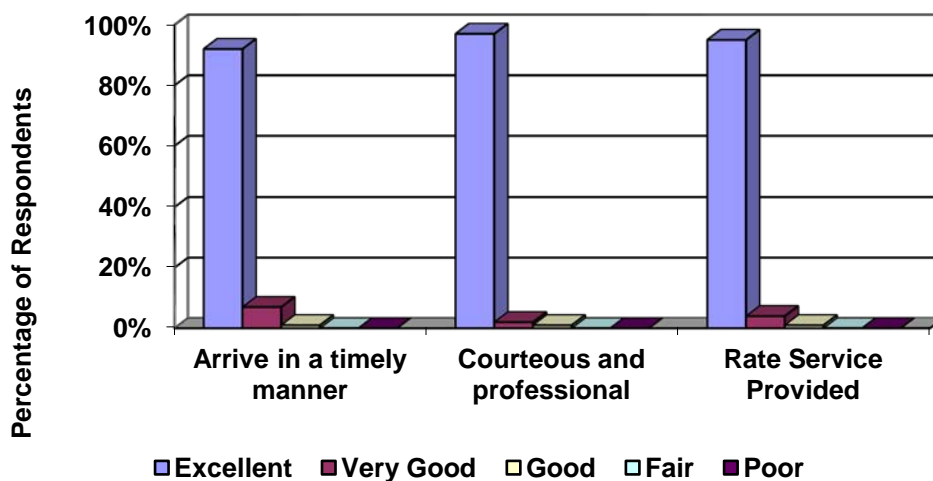
Number of Surveys received in FY 2016: **107**

	<u>E</u> xcellent	<u>V</u> ery <u>G</u> ood	<u>G</u> ood	<u>F</u> air	<u>P</u> oor
	<u>E</u>	<u>VG</u>	<u>G</u>	<u>F</u>	<u>P</u>
1) Do you feel emergency vehicles arrived in a timely manner?	98	8	1		
2) Were the firefighters and/or paramedics courteous and professional?	104	2	1		
3) How would you rate the service you were provided?	102	4	1		
4) If you have any comments, good or bad, we would like to hear from you.	81 Surveys had comments				

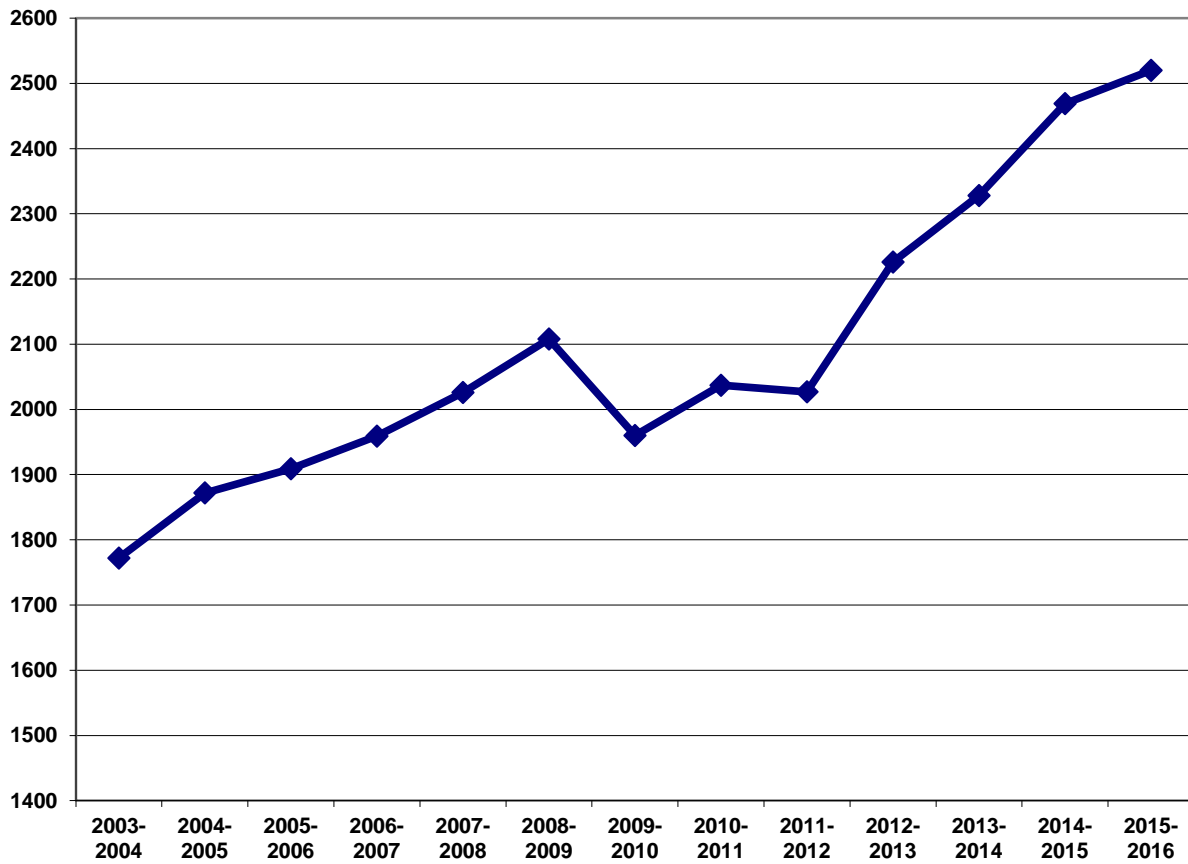
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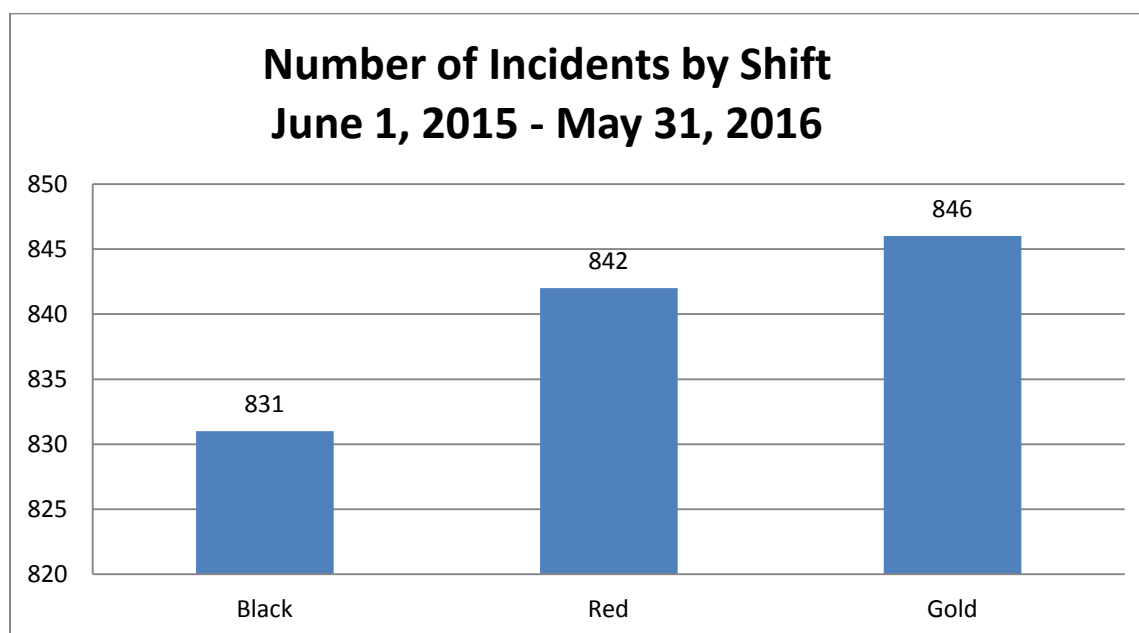
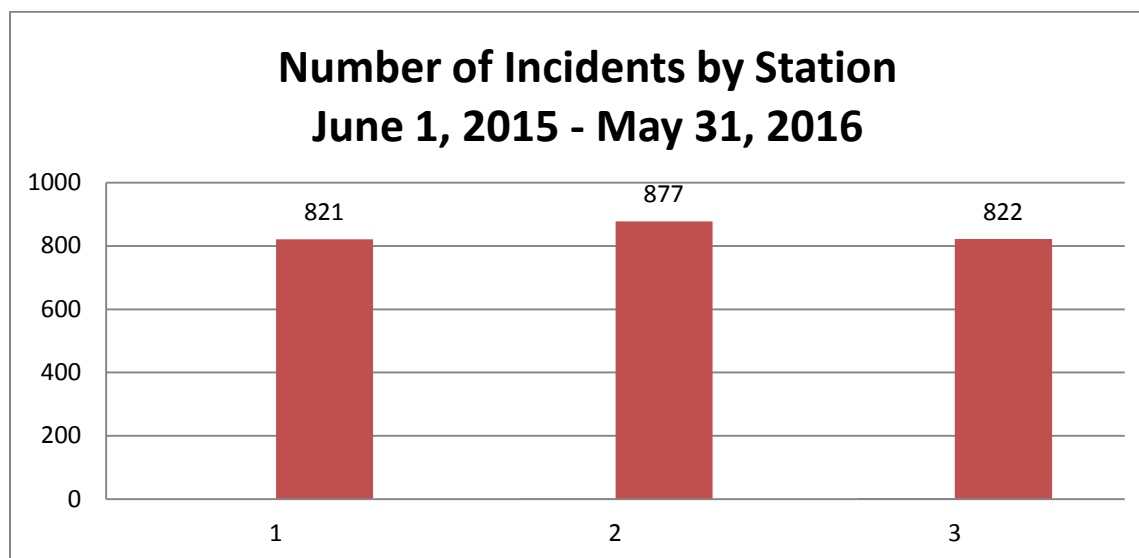
93 Signed surveys

Note: Numbers do not equal number of surveys received in FY 2016 due to some surveys not entirely completed.

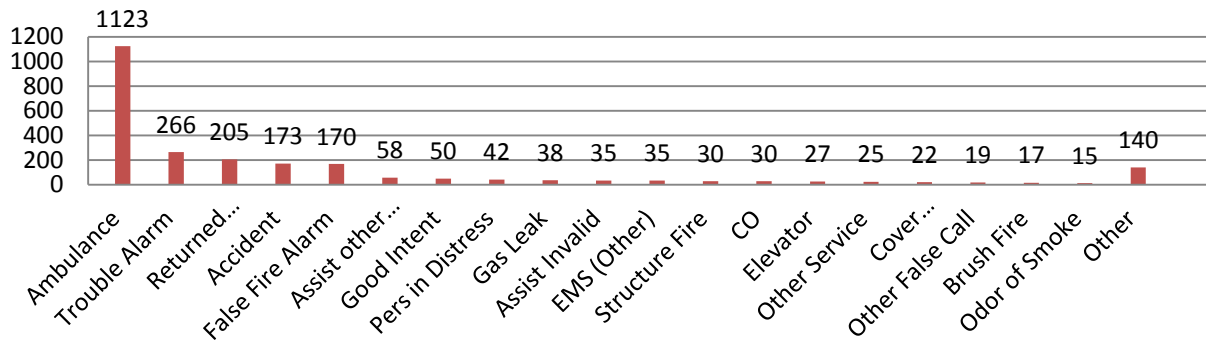


Call History By Fiscal Year

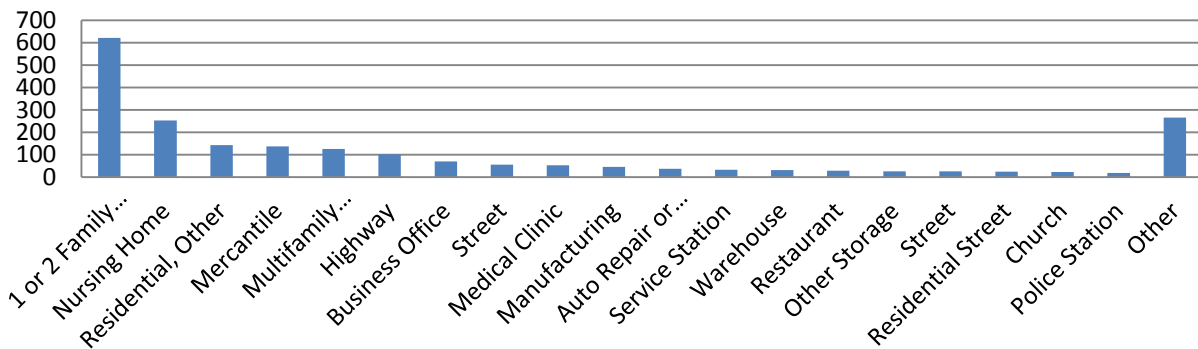


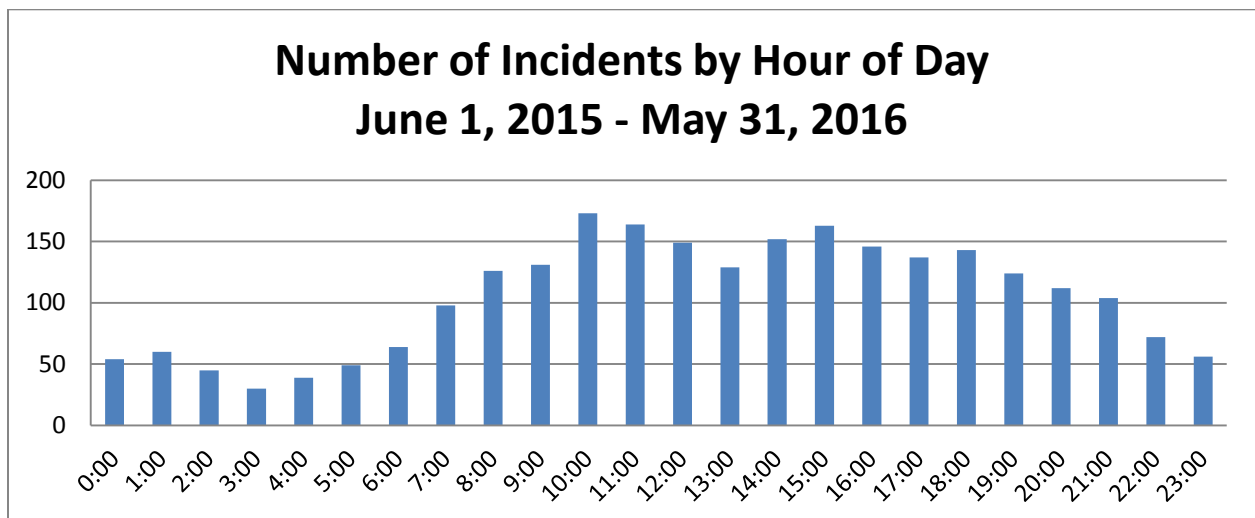
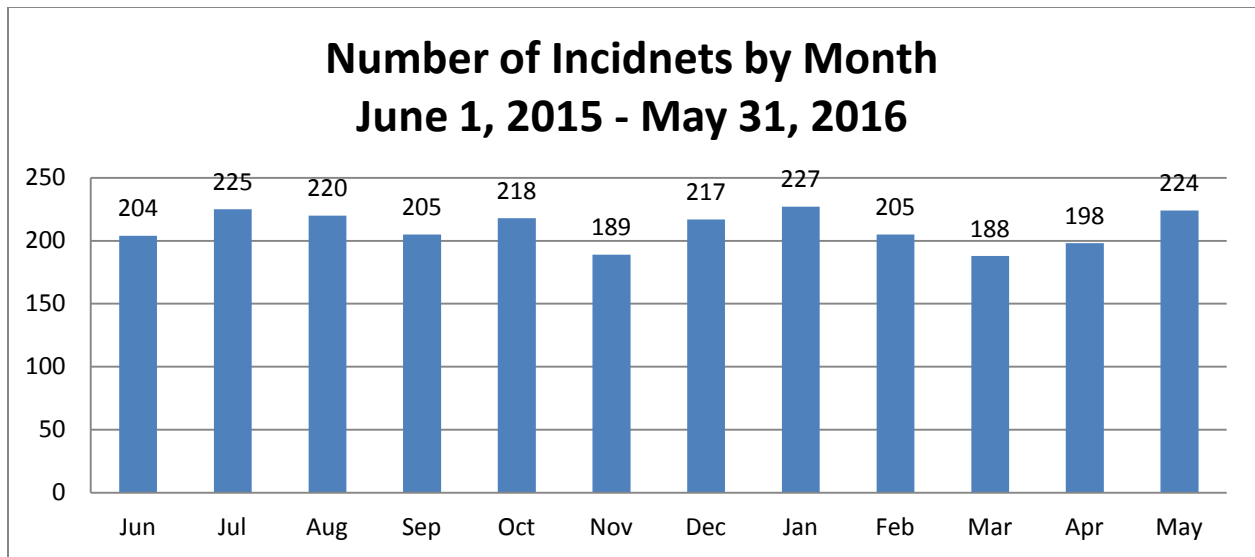


Number of Incidents by Incident Type June 1, 2015 - May 31, 2016

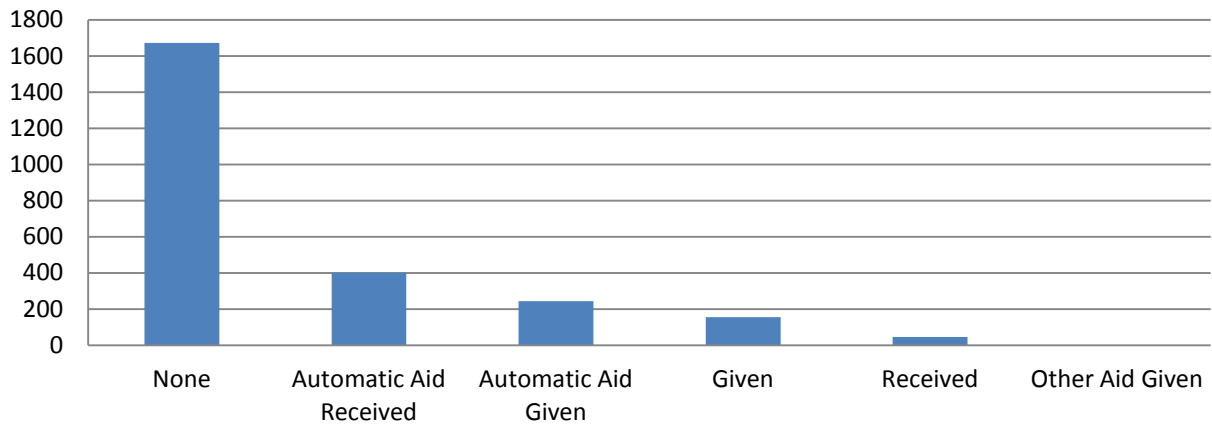


Number of Incidents by Property Type June 1, 2015 - May 31, 2016

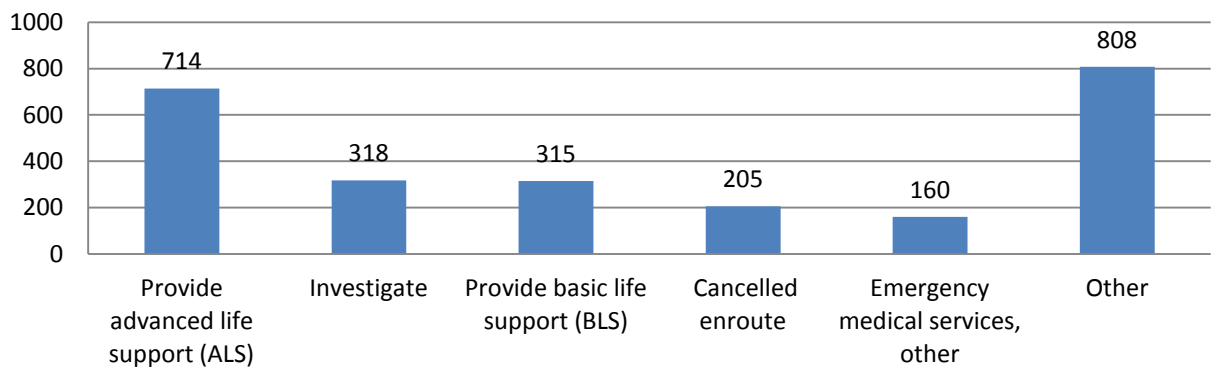




Number of Incidents by Aid Type June 1, 2015 - May 31, 2016



Number of Incidents by Action Taken June 1, 2015 - May 31, 2016

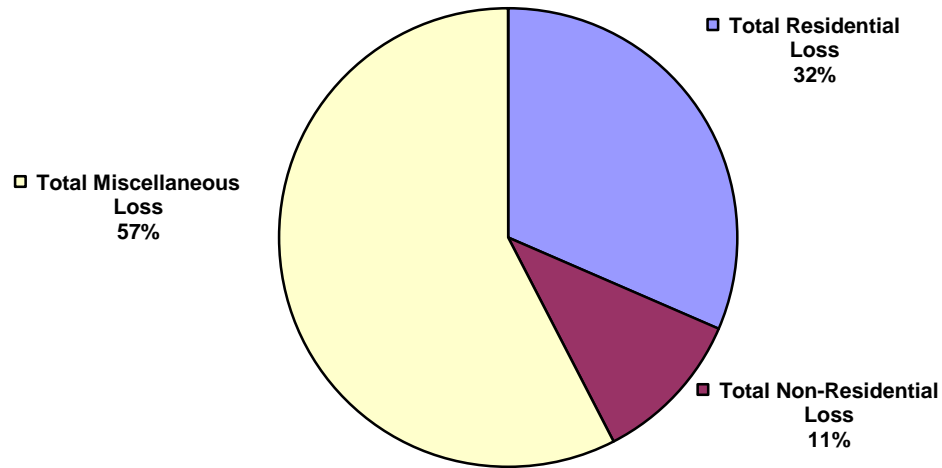


Fire Loss Survey

FY 2016 Fire Loss versus Property Saved Comparison

	Number Of Incidents	Civilian Injuries	Property Damage	Approximate Value Saved
Residential				
Private Dwellings	2	0	\$75,000.00	\$298,250.00
Apartments	3	0	\$2,700.00	\$1,298,000.00
Total Residential	5	0	\$77,700.00	\$1,596,250.00
Non-Residential				
Industry/Utility	1	0	\$2,000.00	\$1,129,000.00
Storage in Structures	2	0	\$24,750.00	\$0.00
Other Structures	1	0	\$150.00	\$10,000.00
Total Non-Residential	4	0	\$26,900.00	\$1,139,000.00
Miscellaneous				
Highway Vehicles	6	0	\$141,000.00	\$44,000.00
Non-Structure/Non-Vehicle	2	0	\$1,000.00	\$240,000.00
Brush / Grass / Wildland	12	0	\$0.00	\$0.00
Rubbish / Dumpster	2	0	\$0.00	\$0.00
Total Miscellaneous	22	0	\$142,000.00	\$284,000.00
Totals	31	0	\$246,600.00	\$3,019,250.00

\$246,600 Total Fire Loss For 15 Total Fires with Monetary Loss



\$3,019,250 Property Value Saved 15 Total Fires With Property Saved

