



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING JANUARY 14, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, January 14, 2020 at Mokena Fire Station #1 at 7:00 PM.

Present: President William Haas, Treasurer Ken Blank, Secretary Robert Hennessy, Trustee Craig Warning, Trustee Dennis Burkhardt (7:08 PM), Chief Howard Stephens, Assistant Chief/Deputy Administrator Joe Cirelli, Assistant Chief Rick Campbell, Recording Secretary Nancy Feigel

Emergency 9-1-1

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

ANNOUNCEMENT OF COLORING CONTEST WINNERS AND ESSAY CONTEST WINNERS

The Mokena Fire Protection District, in conjunction with the schools in our District, recently held a coloring contest for 1st grade students and an essay contest for 5th grade students. Chief Stephens presented the three top winners' certificates from the District and gift cards that were donated by FNBC and Old Plank Trail Bank. The 1st place winners will also receive a ride to school in a fire truck in the spring.

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

Fire Station #2
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Mokena, IL 60448
(708) 479-3782

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

www.mokenafire.org

Established 1883
Organized 1917



Coloring Contest Winners:

1st Place – Kyla Mayer
Runner-Up – Kathryn Blaisdell
Runner-Up – Andrew Walker

Essay Contest Winners:

1st Place – Reilly Gerhardtstein
Runner-Up – Ariana Klotzke
Runner-Up – Charlie Hrebic

A short break was taken for refreshments. The meeting resumed at 7:24 p.m.

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Craig Warning, to approve the minutes of the December 10, 2019 Trustee meeting. Motion passed with all ayes.

Craig Warning made a motion, seconded by Robert Hennessy, to approve the minutes of the December 10, 2019 Closed Session meeting. Motion passed with all ayes.

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

PUBLIC COMMENTS

Debi Blank, on behalf of Mokena Miracles, thanked the Board for allowing Mokena Miracles to use the training room for their meetings and for MFPD's participation in distributing the toys to the families in need.

UNION REPORT

None

TREASURER'S REPORT

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to accept the Monthly Statement as presented. Chief Stephens noted that we will be meeting with FNBC Bank and Trust to discuss additional protection regarding ACH transactions.

Robert Hennessy made a motion, seconded by Craig Warning, to pay the monthly bills in the amount of \$180,977.87 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

The Trustees expressed their condolences to Chief Stephens on the passing of his mother.

CALENDAR AND CHECKLIST

The notice of regularly scheduled Board meetings for 2020 has been posted.

The report of injuries for 2019 will be posted the beginning of February.

The names of those required to file Economic Interest Statements with the County Clerk will be submitted soon.

ASSISTANT CHIEF CAMPBELL'S REPORT

The rear suspension on Engine 93 (Alexis, HME) needs to be replaced or repaired. Below are various options:

- Repair – the cost to repair the engine is approximately \$40,000.
- Remount – the cost to remount the module onto a new chassis is approximately \$440,080.
- Remount engine and ambulance – the cost to remount the engine would be approximately \$436,580 if the ambulance was remounted at the same time.

- New engine – the cost for a new engine is approximately \$688,510.
- Trade in value on chassis – the trade in value on the chassis is approximately \$30,000.
- Trade in value on engine – the trade in value on the existing engine is approximately \$110,000.

More details on the various options will be available at the February Trustee meeting.

We are working with Freightliner on a chassis for the new ambulance. The module from the 2007 International ambulance will be remounted on this new chassis. There was no objection from the Trustees to receive bids for a 2021 Freightliner chassis and purchase the new chassis in February. The legal notice will be published in the newspaper January 23 and the bid openings will be held February 7.

Ambulance 93 (Freightliner) had faulty rear suspension airbags that were leaking. Both rear airbags were replaced by Chandler Services and the ambulance is back in service.

Engine 92 (HME) had a faulty passenger side rear suspension airbag leak. Both airbags were replaced by Chandler Services and the engine is back in service.

The ladder truck at Station 2 had a rear airbag deploy. The suspension cast iron beam is also cracked. There will be more details next month on this issue. New Lenox engine is in service during the interim.

Jack Buss Concrete Construction cut the concrete in the bay at Station 2 for the new undercarriage washer. The project will take approximately one week to complete.

Chief Stephens is working with the Village of Orland Park regarding village sewer and water for Station 3.

We have received the new extrication tools that will be placed in service on Truck 92 (Pierce) after an in-service training is conducted. These tools are the second step in a multiyear program. The Trustees were given a demonstration on the tools.

Air One Equipment has inspected and tested the self-contained breathing apparatus (SCBA's). These are tested annually. We are in the process of evaluating new SCBA's with MSA and Drager. The new SCBA's will be purchased with the Assistance to Firefighters Grant.

The Board approved the following class requests:

Ken Berger	Confined Space Operations
Mike Hullinger	Confined Space Rescue Operations

The January training calendar was reviewed by the Board.

The Board reviewed the POC ride-along report for the month of December.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Communications Center (LCC) in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure.

The draft strategic plan for LCC was shared with the Board.

The Trustees were informed of an incident that occurred at LCC that resulted in an 8-minute delay in reaching a patient. LCC is citing human error as the cause of this issue. On another incident, a 13-year old child called 911 for her father who had suffered a heart attack and the dispatcher talked the girl through CPR until the paramedics arrived.

The 2020 update to the Standard of Cover is underway. A draft will be presented at the February Trustee meeting with adoption at the March meeting.

There will be no Homer Glen Public Services and Safety Committee in January. We are assisting the Village of Homer Glen in updating their Emergency Operations Plan.

We currently have one employee out on unpaid leave.

The Trustees reviewed the December code enforcement reports and public education surveys.

CHIEF'S REPORT

The FY2019 ambulance billing data was reviewed.

Chief Stephens will be out of the office using benefit time for an extended period in February/March. He will remain in communication with Assistant Fire Chiefs, be available via email, cell phone and text.

Letters received this month:

- A thank you note was received from a Daisy Troop for a tour of the fire station.
- A card and donation were received from Schillings Brothers.
- A thank you note was received from a resident for our assistance on a call.

Newspaper articles this month:

- The Mokena Messenger published articles on collecting toys for local children, November calls of service, Year in Review from Chief Stephens and our CPR classes.

The Trustees reviewed the monthly alarm reports for November.

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

ADOPT REVISED FINANCIAL RESOURCE MANUAL

Ken Blank made a motion, seconded by Robert Hennessy, to adopt the revised Financial Resource Manual as presented. Motion passed with all ayes.

ADOPT REVISED PURCHASING POLICY

Dennis Burkhardt made a motion, seconded by Craig Warning, to adopt the revised Purchasing Policy as presented. Motion passed with all ayes.

REVIEW AND APPROVE UPDATED CAREER DEVELOPMENT MINIMUM QUALIFICATIONS (APPENDIX C)

The Trustees will review the updated Career Development Minimum Qualifications (Appendix C). This will be an agenda item at the February Trustee meeting.

APPROVE POSTING OF INTERNAL FIRE MARSHAL NOTICE

The Trustees will review the Notice of Fire Marshal Position. This will be an agenda item at the February Trustee meeting.

CLOSED SESSION

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 8:31 PM to discuss personnel matters. Motion passed with all ayes.

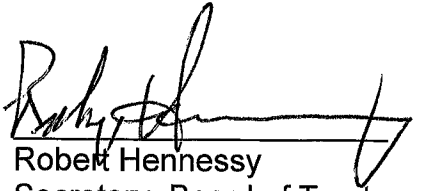
The Board returned to Open Session at 9:08 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

None

ADJOURNMENT

Meeting was adjourned at 9:11 PM after a motion by Robert Hennessy.



Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING FEBRUARY 11, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, February 11, 2020 at Mokena Fire Station #1 at 7:00 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 Nancy Feigel

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MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Dennis Burkhardt made a motion, seconded by Ken Blank, to approve the minutes of the January 14, 2020 Trustee meeting. Motion passed with all ayes.

Robert Hennessy made a motion, seconded by Craig Warning, to approve the minutes of the January 14, 2020 Closed Session meeting. Motion passed with all ayes.

PUBLIC COMMENTS

Chief Stephens introduced Demetrius Nolan and Kirk Blank to the Board of Trustees. They began as full-time firefighters/paramedics with the Mokena Fire Protection District on February 10, 2020. They both expressed their gratitude for the opportunity to work for Mokena FPD and look forward to a career here.

UNION REPORT

None

TREASURER'S REPORT

Dennis Burkhardt made a motion, seconded by Craig Warning, to accept the Monthly Statement as presented.

Robert Hennessy made a motion, seconded by Ken Blank, to pay the monthly bills in the amount of \$167,272.24 as presented. Motion passed with all ayes. This amount excludes \$74,316.00 payable to Northwest Trucks. The approval of this invoice will be an agenda item later in the meeting.

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TRUSTEES' REPORT

Trustee Blank informed the Board that \$1810.00 was raised for the Cancer Support Center at the recent Volley for A Cure volleyball game between Mokena District 159 staff and Mokena First Responders.

Trustee Blank is happy for the hire of two new firefighter/paramedics for the future of the District.

CALENDAR AND CHECKLIST

The injuries for the prior year have been posted.

The names of those required to file Economic Interest Statements has been filed with the County Clerk.

ASSISTANT CHIEF CAMPBELL'S REPORT

The rear suspension on Engine 93 (Alexis, HME) needs to be replaced or repaired. The engine is currently at Chandler Services and we are waiting for a quote from them to put on a new rear suspension. We are also reaching out to different fire apparatus vendors to evaluate and compare the different quotes we receive on the purchase of a new engine.

Truck 92 (Pierce) is having all four rear suspension beams and suspension air bags replaced. The cost of the parts will be covered by Hendrickson Suspension.

The under-carriage washer project has been completed at Station 2.

To comply with a new law that went into effect January 1, 2020, all the public restrooms at all three stations have been equipped with a baby changing station and a gender-neutral sign on each bathroom door.

We have evaluated and tested new self-contained breathing apparatus (SCBA) with two vendors and have decided on MSA. The Board has no objection on receiving bids for new MSA SCBAs. The SCBAs will be purchased in March. The \$205,000 Assistance to Firefighters Grant that we received will be used toward the purchase of these SCBAs.

The Board approved the following class requests:

Mike Dreger	Waterous trouble shooting, maintenance, repair
Todd Newton	MABAS 19 Battalion Chief Symposium
Tom Hug	MABAS 19 Battalion Chief Symposium
Kevin Lenz	MABAS 19 Battalion Chief Symposium

The February training calendar was reviewed by the Board.

The Board reviewed the POC ride-along report for the month of January.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Communications Center (LCC) in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure.

On February 7 LCC was impacted by a severed Comcast fiber line, resulting in the loss of the seven-digit emergency and administrative lines. A memorandum from Executive Director Pavlik was shared with the Board regarding this outage.

We are applying for a small equipment grant through the Illinois State Fire Marshal for the purchase of three portable radios. We are also working with the Lincoln-Way fire agencies to apply again for the Assistance to Firefighter Grant, for the purchase of portable radios.

We will be applying for the Assistance to Firefighter's Grant through FEMA. The goal of this application is to fund the replacement of four cardiac monitors. The monitors we currently own can no longer be certified as of February 2021. We will need to replace four monitors by this date, at an estimated cost of \$180,000.

A/C Cirelli will be participating in the Assistance to Firefighter's Grant review process at the National Fire Academy from March 29 – April 3.

A/C Cirelli gave a brief presentation on the 2020 Standard of Cover document. Approval of this document is slated to be an agenda item at the March meeting.

We are assisting the Village of Homer Glen in updating their Emergency Operations Plan.

We currently have one employee out on unpaid leave.

The Trustees reviewed the January code enforcement reports and public education surveys.

CHIEF'S REPORT

The FY2019 ambulance billing data was reviewed.

Illinois Public Risk Fund grant funds in the amount of \$15,717 was received and will be used to help purchase an upgraded station security system.

We have received our annual TIF District funds in the amount of \$449.39.

FNBC Bank and Trust has provided, at no cost, additional fraud prevention on ACH withdrawals from our account, as well as additional fraud prevention in conjunction with our existing positive pay program.

We were notified on January 24 that our Worker's Compensation carrier, Illinois Public Risk Fund (IPRF), has placed the District into their high-risk pool and automatically enrolled the District into their HELP program. This means that IPRF will take an active role in assisting the District in identifying and reducing our exposure(s) to risk. We will now have a \$50,000 deductible per claim. Chief Stephens has requested that IPRF provide the District a complete and comprehensive audit of our existing safety program, to include recommendations for improvement.

OSHA inspected the District on November 18, 2019 and we were recently notified there was one violation regarding the generator/storage room at Station 1 not being kept in a clean and organized condition. This condition was abated and notice of the abatement was sent to Illinois OSHA.

The existing three-year engagement for audit work with Hearne & Associates has come to an end. On December 12, 2019, the District sent out 12 requests for proposal for audit work. All submitted proposals were due on February 7, 2020 and the two proposals received were shared with the Board. The awarding of the audit agreement will be an agenda item at the April or May trustee meeting.

Letters received this month:

- A thank you note was received from the Stephens family for the flower arrangement for Brianna Murray.
- A thank you note was received from Mokena Miracles for our support of their organization.

Newspaper articles this month:

- The Mokena Messenger published articles on the coloring and essay contest winners, calls for service, and CPR classes.

The Trustees reviewed the monthly alarm reports for January.

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

REVIEW AND APPROVE AMBULANCE CAB & CHASSIS BIDS

The ambulance cab and chassis sealed bids were due to the Mokena Fire Protection District on February 7, 2020 by 11:00 a.m. All submitted bids were opened on that date at Noon. The lowest submitted bid meeting the specification was from Northwest Trucks in Palatine, Illinois. The successful bid price was \$74,225.00. Robert Hennessy made a motion, seconded by Ken Blank, to approve the payment to Northwest Truck. Motion passed with all ayes.

REVIEW AND APPROVE UPDATED CAREER DEVELOPMENT MINIMUM QUALIFICATIONS (APPENDIX C)

Robert Hennessy, made a motion, seconded by Dennis Burkhardt, to approve the updated Career Development Minimum Qualifications (Appendix C). Motion passed with all ayes.

APPROVE POSTING OF INTERNAL FIRE MARSHAL NOTICE

This will be discussed during Closed Session.

APPOINT DISTRICT REPRESENTATIVE TO PENSION BOARD

Dennis Burkhardt made a motion, seconded by Craig Warning, to appoint A/C Cirelli as the District representative to the Pension Board for a three-year term. Motion passed with all ayes.

REVIEW AND APPROVAL OF REVISED AMBULANCE FEES ORDINANCE

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve Ordinance No. 2020-1, *an ordinance re-establishing ambulance charges*. Motion passed with a roll call vote as follows: William Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Waring aye.

CLOSED SESSION

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 8:35 PM to discuss personnel matters and the fire marshal. Motion passed with all ayes.

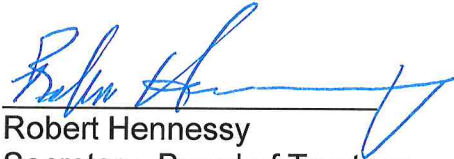
The Board returned to Open Session at 8:59 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

Ken Blank made a motion, seconded by Dennis Burkhardt, to approve the posting of Internal Fire Marshal Notice. Motion passed with all ayes.

ADJOURNMENT

Meeting was adjourned at 9:01 PM after a motion by Robert Hennessy.



Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING MARCH 10, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, March 10, 2020 at Mokena Fire Station #1 at 7:00 PM.

Present: President William Haas, Treasurer Ken Blank, Secretary Robert Hennessy, Trustee Craig Warning, Trustee Dennis Burkhardt, Chief Howard Stephens (was out of town but attended the meeting by video conference), Assistant Chief/Deputy Administrator Joe Cirelli, Assistant Chief Rick Campbell, Recording Secretary Kathy Ferraro

Visitors: Meganne Trela

Emergency 9-1-1

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MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Craig Warning made a motion, seconded by Ken Blank, to approve the minutes of the February 11, 2020 Trustee meeting. Motion passed with all ayes.

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve the minutes of the February 11, 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.

Robert Hennessy made a motion, seconded by Craig Warning, to pay the monthly bills in the amount of \$120,517.84 as presented. Motion passed with all ayes.

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TRUSTEES' REPORT

None

CALENDAR AND CHECKLIST

The names of those required to file Economic Interest Statements has been filed with the County Clerk.

ASSISTANT CHIEF CAMPBELL'S REPORT

Chandler Services is working on a quote with Hendrickson Suspension to come up with a new rear suspension that would work on the Engine 93 HME chassis. Engine 93 (Alexis/HME) is in reserve status at Station 2.

MFPD has met with Alexis Fire, Pierce and Rosenbauer to discuss new engine specifications and pricing. Pierce will be sending us a quote for a demo engine.

MFPD has ordered the new 2021 Freightliner chassis from Northwest Freightliner which is for the 2007 Ambulance remount project. The approximate delivery date will be in June 2020.

Truck 92 (Pierce), out of Station 2, has had all 4 rear suspension beams and suspension air bags replaced and is now back in service.

On behalf of MFPD, Assistant Chief Campbell thanked Lt. Boomsma for his hard work and dedication on designing and building new storage shelving at Station 1. Lt. Boomsma also reorganized the storage area to make the items more easily accessible.

MFPD published a legal notice for 30 MSA self-contained breathing apparatus (SCBA). The sealed bids were accepted from February 20th until March 5th at 11:00 a.m. MFPD had received one bid from Air One Equipment in the amount of \$181,065 for the new MSA SCBA's. MFPD is looking to approve the purchase of the SCBA's. This is an agenda item.

On February 19th at approximately 10:30 a.m., MFPD responded to 9830 Giles Drive for a fire in the kitchen. The fire was contained to the kitchen area and extinguished within 10 minutes of our arrival.

The March training calendar was reviewed by the Board.

The Board reviewed the POC ride-along report for the month of February.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Dispatch in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure.

At the request of the MFPD and as part of the construction of their rehabilitation facility, Smith Crossing has purchased and is installing an internal radio "repeater" system. Crew communication from inside of Smith Crossing to exterior crews or dispatch has been problematic for years. We had previously moved a VHF repeater in an effort to help alleviate some of the communication problems, which resulted in slightly better coverage. The new system, as a cost of \$175,000, is being paid for by Smith Crossing.

We are looking with radio engineers to evaluate the Holiday Inn Express to determine if they will be required to install a similar system prior to receiving occupancy.

We have been working on the Fiscal year 2021 budget. Some unanticipated expenses in facility and apparatus maintenance will likely result in a budget overage for this fiscal year.

Assistant Chief Cirelli stated that he has not received any recommendations regarding the draft Standard of Cover document. Approval of this document is an agenda item.

The 2020 Annual Compliance Report (ACR) was submitted and approved. Thanks to Engineer Shefcik for his hard work in completing this.

An Effective Response Force (ERF) analysis will be presented on a single-family residential fire that occurred on February 19th.

We are assisting the Village of Homer Glen in updating their Emergency Operations Plan.

We currently have one employee out on unpaid leave.

We have initiated enhanced disinfecting protocols in response to the COVID-19 outbreak. At the direction to Silver Cross EMS, and in accordance with CDC guidelines, LCC has begun interrogating callers for potential exposure/symptoms of COVID-19. Staff is actively monitoring the situation and evaluating its potential impact.

The Trustees reviewed the February code enforcement reports and public education surveys.

CHIEF'S REPORT

Newspaper articles this month:

- The Mokena Messenger published articles on the house fire on February 19th and calls for service.

The Trustees reviewed the monthly alarm reports for February.

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

REVIEW AND APPROVE SCBA BIDS

Dennis Burkhardt made a motion, seconded by Ken Blank, to approve the SCBA Bid to Air One. Motion passed with a roll call vote as follows: William Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Waring aye.

APPROVE COMMISSIONER APPOINTMENT FOR RICK BARZ

Craig Waring made a motion, seconded by Dennis Burkhardt, to re-appoint Rick Barz for an additional 3-year term as Fire Commissioner. Motion passed with all ayes.

REVIEW AND APPROVE THE UPDATED STANDARD OF COVERAGE

Robert Hennessy made a motion, seconded by Craig Warning, to approve the updated standard of cover. Motion passed with a roll call vote as follows: William Haas aye, Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CLOSED SESSION

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 7:03 PM to discuss personnel matters and possible litigation. Motion passed with all ayes.

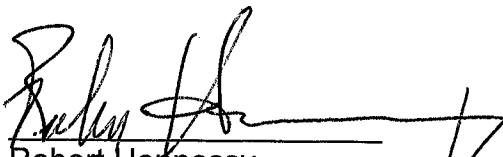
The Board returned to Open Session at 7:18 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

Ken Blank made a motion, seconded by Dennis Burkhardt, to reject a proposal with a Litigation matter. Motion passed with all ayes.

ADJOURNMENT

Meeting was adjourned at 8:00 PM after a motion by Robert Hennessy.


Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Kathy Ferraro



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING APRIL 14, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, April 14, 2020 at 7:00 PM. The meeting was conducted through video conferencing due to the COVID 19 pandemic.

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 Nancy Feigel

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MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve the minutes of the March 10, 2020 Trustee meeting. Motion passed with all ayes.

Ken Blank made a motion, seconded by Robert Hennessy, to approve the minutes of the March 10, 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.

Craig Warning made a motion, seconded by Dennis Burkhardt, to pay the monthly bills in the amount of \$151,654.41 as presented. Motion passed with all ayes. It was noted there are many expenses due to the COVID19 virus. It is anticipated that FEMA will reimburse the District for 75% of these expenses.

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

TRUSTEES' REPORT

The Trustees thanked all the employees of the District for all the hard work they are doing during the COVID 19 pandemic. They are always proud of the District and the employees but are even prouder now. They asked all to stay safe and God bless.

CALENDAR AND CHECKLIST

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

ASSISTANT CHIEF CAMPBELL'S REPORT

Chief Stephens and A/C Campbell gave the Trustees an update on the steps the District is taking regarding the COVID19 pandemic as we are actively transporting patients daily with COVID 19 or possible COVID 19:

- We are working with Will County EMA, Will County Health Department and MABAS 19 to procure personal protective equipment (PPE). The PPE has been very difficult to obtain and is one of our biggest challenges.
There has been an overwhelming response from the community, including the donation of homemade masks, face shields, hand sanitizer, other supplies and PPE. Lt. Mark Sickles has been doing a fantastic job of keeping inventory of all donations.
- Each morning a meeting via video conferencing is held with all members on shift and any other personnel that want to participate. These meetings are held 7 days a week.
- When personnel respond to EMS calls, the ambulance and utility truck respond. The lieutenant remains in the utility truck unless needed. The paramedic driving the ambulance has limited contact with the patient and will assist the paramedic treating the patient if needed.
- At the beginning of each shift and again later in the day, each employee goes through a comprehensive screening of their health (fever, cough, etc.). The screening forms are forwarded to the administration for further review.
- Every day a thorough cleaning/disinfecting of the fire station, workout area, and all ambulance and fire apparatus is conducted. A sprayer with a decontamination solution is used on the ambulance following any patient that is suspected to have COVID 19.
- We are attending twice weekly video conference meetings with MABAS 19 to discuss operations and response to the pandemic.

- Once a week, Silver Cross Hospital hosts an informational meeting, along with other hospitals and fire districts in the region, to update EMS personnel on the latest challenges that Silver Cross Hospital and the surrounding hospitals are facing. Silver Cross Hospital also sends updates each day on individuals that are tested or in treatment for COVID 19.
- Only individuals that have been authorized by a chief officer are allowed in the fire stations.
- Once a week, Smith Crossing Senior Living hosts an informational meeting attended by MFPD, Orland Park Police Department and Smith Crossing staff to discuss the policies and procedures that Smith Crossing has implemented in response to this pandemic.
- We have a designated COVID 19 house for any employee that needs to be isolated and is not comfortable being in their own home. This house can hold three crews up to 14 days. A different facility is available for larger groups if needed.
- If a crew has been exposed to the virus, a separate area at station 3 has been set up to shower and change their clothes.

We are still in the process of researching and evaluating different options for the replacement of the 2009 HME/Alexis engine. We are also looking into the purchase of a stock option from Pierce.

Engine 91 (Spartan/Alexis) out of Station 1 had a faulty power steering gear box, which was replaced. The engine is now back in service.

BP is working on building a new foam truck with a portable 6000 GPM pump, hose trailer and foam tanker. We are waiting for specifications to determine if we can house this truck for them.

We have ordered 30 MSA self-contained breathing apparatus from Air One Equipment. These will be purchased with the Assistance to Firefighters Grant that we received. Delivery is expected in June 2020.

We have installed Honeywell UV lights on the furnaces at each station to assist with reducing mold, bacteria and viruses.

The April training calendar was reviewed by the Board.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Dispatch in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure. The LCC telecommunicators, call takers,

supervisors and administrative staff have been doing an exemplary job during this pandemic. The call takers are diligently interrogating callers to determine if they may be potential COVID 19 patients.

On March 24, the backup generator at LCC began its monthly test. Due to the wind blowing out of the east, diesel fumes were reported in the radio room. LCC is working with Will County facility maintenance for a permanent fix to avoid this in the future.

It is National Telecommunicators Week. Thank you to all our dispatchers for all that you do!

We have been working on the Fiscal Year 2020 budget. The unplanned expenditures related to the COVID 19 response, along with unplanned maintenance expenses, will cause some line items to exceed budgeted amounts. We have applied for a Public Assistance Grant through FEMA. If received, this will cover 75% of our expenses related to COVID 19.

We are continuing to work with the Village of Orland Park regarding annexing Station 3 into the Village.

Chief Stephens, Nancy Feigel and Kathy Ferraro are working remotely during this pandemic. A/C Cirelli and A/C Campbell are working on-site every other day on a rotating basis and then working remotely the remainder of the time.

In an effort to provide an enhanced Employee Assistance Program, the District has partnered with Silver Oaks Behavioral Hospital in the design and implementation of a new EAP program.

Fifteen of our paramedics have needed to self-monitor during this pandemic and currently 11 are self-monitoring.

An Incident Action Plan for COVID-19 Pandemic Preparedness/Response has been created for guidance during this pandemic.

We currently have one employee out on unpaid leave.

The Trustees reviewed the March code enforcement reports and public education surveys.

CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

Recognizing that there may be cash flow issues due to possible delayed real estate taxes, the District has been working on some alternative funding options.

As a follow up to the "Notice of Fire Marshal Position" posting dated February 11, 2020, no qualified full-time active sworn employee of the Mokena Fire Protection District applied for the position. As stated in the posting, if there is a lack of interested and/or qualified candidates from within the existing full-time active sworn employee roster of the Mokena Fire Protection District who meet the listed criteria, the MFPD reserves the right to hire from outside of the existing full-time active employee roster without the listed qualifications. This will be discussed further in Closed Session.

The Fire Commissioners will be meeting April 16, 2020, to approve a posting announcing the 2021 Lieutenant Promotional Examination.

Letters received this month:

- A thank you letter was received from Homer Township FPD for our assistance at a residential structure fire.

Newspaper articles this month:

- An article was posted in the Mokena Patch regarding donations of PPE supplies.
- The Mokena Messenger published our calls for service.

The Trustees reviewed the monthly alarm reports for March.

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

REVIEW AND APPROVAL OF WORKERS COMPENSATION INSURANCE RENEWAL

Dennis Burkhardt made a motion, seconded by Craig Warning, to approve the 2020 Illinois Public Risk Fund's workers compensation insurance renewal rate of \$336,147.00; this is a 14% increase from last fiscal year, with a \$25,000 per occurrence deductible. Motion passed with all ayes.

REVIEW AND APPROVAL OF AUDITOR FOR FY ENDING MAY 31, 2020, 2021 & 2022

The existing three-year engagement for audit work with Hearne & Associates is ending. In December 2019 the District sent out 12 requests for proposals (RFP) for audit

work with two proposals received by the due date. Audit firm interviews were held during the first week in April. These RFP's were discussed with the Trustees.

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to engage Hearne & Associates as the auditor for the District for 2020, 2021 and 2022. Motion passed with all ayes.

REVIEW AND APPROVAL OF MABAS 19 VEHICLE, ASSET, AND OTHER EQUIPMENT INTERGOVERNMENTAL AGREEMENT

Dennis Burkhardt made a motion, seconded by Ken Blank, to approve the Intergovernmental Agreement with MABAS 19, which allows all MABAS 19 Fire Districts' to lend the other parties vehicles, assets, and/or equipment. Motion passed with all ayes.

CLOSED SESSION

Craig Warning made a motion, seconded by Robert Hennessy, to enter Closed Session at 8:11 PM to discuss personnel matters, possible litigation and the Fire Marshal position. Motion passed with all ayes.


The Board returned to Open Session at 8:32 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

None

ADJOURNMENT

Meeting was adjourned at 8:33 PM after a motion by Robert Hennessy.


Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING MAY 12, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, May 12, 2020 at 7:00 PM. The meeting was conducted through video conferencing due to the COVID 19 pandemic.

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

Absent: Chief Howard Stephens

Visitor: CPA James Howard, Gov Accounting, LLC

Emergency 9-1-1

Administrative Offices
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Mokena, IL 60448
(708) 479-3782

Fire Station #3
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Orland Park, IL
60467
(708) 479-3785

www.mokenafire.org

Established 1883
Organized 1917



MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Robert Hennessy, to approve the minutes of the April 14, 2020 Trustee meeting. Motion passed with all ayes.

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to approve the minutes of the April 14, 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.

Craig Warning made a motion, seconded by Ken Blank, to pay the monthly bills in the amount of \$106,966.34 as presented. Motion passed with all ayes.

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TRUSTEES' REPORT

The Trustees thanked all the employees of the District for the hard work they are doing during the COVID 19 pandemic.

Trustee Warning liked the video that Lt. Sickles, Lt. Moeller, Eng. Shefcik and FF Reimer put together for the community regarding what to expect if you call 911.

CALENDAR AND CHECKLIST

The tentative budget will be presented later in the meeting.

ASSISTANT CHIEF CAMPBELL'S REPORT

We are continuing to hold video conferencing meetings with the duty crews Monday through Friday. The comprehensive screening of the employees is ongoing as well as thorough cleaning practices. We are working with Will County EMA, Will County Health Department and MABAS 19 to procure personal protective equipment (PPE). We also meet with Silver Cross Hospital and Smith Crossing weekly via zoom.

The Board approved the following class requests:

A/C Campbell	Health & Safety Officer
A/C Cirelli	Health & Safety Officer

The May training calendar was reviewed by the Board.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Dispatch in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure. The LCC telecommunicators, call takers, supervisors and administrative staff have been doing an exemplary job during this pandemic. There was a radio issue that occurred on May 12 where the radios could not communicate with each other.

In order to recover some of the approved expenses related to the COVID 19 emergency, we have begun the application process for a Public Assistance grant through FEMA. Approved expenses should eventually be reimbursed at 75%.

The Homer Glenn Public Services and Safety Committee meetings have been placed on hold under after the COVID19 pandemic.

We are awaiting word from the Village of Orland Park on the status of our annexation request.

We currently have one employee out on unpaid leave and one employee out on a reported duty related injury.

The Director's Brief from Laraway Communications Center was shared with the Board.

We have been participating in many celebration parades for our residents with much positive feedback. To streamline the procedure, any requests will now be filled out on our website.

All public education activities are cancelled until further notice due to the public health emergency and stay at home order.

The Trustees reviewed the April code enforcement reports.

CHIEF'S REPORT (presented by A/C Cirelli)

The FY2020 ambulance billing data was reviewed.

Attorney Tom Gilbert has been absent from most legal situations for the Fire District in 2020. John Motylinski has done an outstanding job in Tom's absence. The District will continue to contact John Motylinski for upcoming legal issues, and he will be attending future Board meetings as requested.

Recognizing that there may be cash flow issues due to possible delayed real estate taxes, the District has been working on some alternative funding options.

The Trustees reviewed the monthly alarm reports for April.

APPROVAL OF FINANCIAL ADVISOR AGREEMENT

A discussion ensued on hiring a financial advisor to guide us through applying for and researching budgetary options for our near-term cash flow requirements including, as necessary, short term borrowing through the use of tax anticipation warrants.

Robert Hennessy made a motion, seconded by Dennis Burkhard, to approve the Financial Advisor agreement as presented. Motion failed with a roll call vote as follows: Bill Haas nay; Ken Blank nay; Robert Hennessy aye; Dennis Burkhardt nay; Craig Warning nay.

REVIEW AND APPROVAL OF WORKERS COMPENSATION GAP INSURANCE RENEWAL

Dennis Burkhardt made a motion, seconded by Ken Blank, to approve the 2020 Worker's Compensation GAP insurance renewal rate of \$9,367.00 per year. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

APPROVAL TO BID ENGINE SPECIFICATIONS

We have received specifications for a 2020 fire engine from Pierce Manufacturing. The approximate cost of this engine would be \$582,438.00. This engine would be built under their BMP, which is considered a stock engine, and would have a build time of eight months.

Craig Warning made a motion, seconded by Dennis Burkhardt to approve the bidding process for this engine. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

APPROVAL TO BID AMBULANCE RE-MOUNT SPECIFICATIONS

We have received ambulance re-mount specifications from Alexis Fire. The approximate cost for this project is \$138,090.00. The body module from the 2007 International ambulance will be remounted on the new 2021 Freightliner chassis that is scheduled to be received in June 2020.

Dennis Burkhardt made a motion, seconded by Robert Hennessy to approve the bidding process for this ambulance re-mount. 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 APPROVAL TO PURCHASE REPLACEMENT CARDIAC MONITORS

The District needs to replace four Zoll series cardiac monitors for the ambulances and four Zoll AED's for our fire apparatus due to FDA's announcement in September 2019 regarding the discontinuation of all cardiac monitors that do not meet the new premarket approval by February 2021. This also includes any accessories or service to our existing cardiac monitors. The cost for the cardiac monitors and AED's is approximately \$141,204.88. We have submitted two grants to FEMA for the purchase of these items; however, at this time, we do not know if we will receive the grant.

Ken Blank made a motion, seconded by Dennis Burkhardt, to purchase four Zoll series cardiac monitors and four Zoll AED's. 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 APPROVAL TO PURCHASE 800Mhz PORTABLE AND MOBILE RADIOS

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to purchase 22 800Mhz portable radios. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

These radios will replace our outdated radios that are no longer supported by Motorola.

APPROVAL TO FINANCE THE PURCHASE OF ENGINE, AMBULANCE RE-MOUNT, CARDIAC MONITORS AND 800MHhz PORTABLE AND MOBILE RADIOS

The District has been working with US Bancorp for the financing of the engine, ambulance re-mount, cardiac monitors and 800Mhz radios. The loan would for \$1,046,000.00 for seven years at 2.36%. The annual payment would be \$162,562.00 and there are no pre-payment penalties.

Dennis Burkhardt made a motion, seconded by Craig Warning, to approve the above financing through US Bancorp. 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 VOIP PHONE SERVICE PROVIDER

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve the VOIP phone service contract with Rival 5 for \$594.84 per month. 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 APPROVAL OF FY 2020 TENTATIVE BUDGET

CPA James Howard with Gov Accounting, LLC, went over the FY21 proposed budget. A/C Cirelli then went over the budget narrative.

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve the FY21 tentative budget as presented. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CLOSED SESSION

Ken Blank made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 8:30 PM to discuss personnel matters, possible litigation and the Fire Marshal position. Motion passed with all ayes.

The Board returned to Open Session at 8:47 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

None

ADJOURNMENT

Meeting was adjourned at 8:48 PM after a motion by Robert Hennessy.

A handwritten signature in black ink, appearing to read "Robert Hennessy", with a long horizontal line extending to the right.

Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Emergency 9-1-1

Administrative Offices
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Mokena, IL 60448
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Orland Park, IL
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Established 1883
Organized 1917



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING JUNE 9, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, June 9, 2020 at Mokena Fire Station #1 at 7:00 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 Nancy Feigel

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to approve the minutes of the May 12, 2020 Trustee meeting. Motion passed with all ayes.

Dennis Burkhardt made a motion, seconded by Craig Warning, to approve the minutes of the May 12, 2020 Closed Session meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

TREASURER'S REPORT

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to accept the Monthly Statement as presented.

Robert Hennessy made a motion, seconded by Ken Blank, to pay the monthly bills in the amount of \$136,221.63 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

The Trustees thanked all the employees of the District for the hard work they are doing during the COVID 19 pandemic.

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CALENDAR AND CHECKLIST

The budget hearing will be held at the July 14, 2020 Trustee meeting.

ASSISTANT CHIEF CAMPBELL'S REPORT

A legal notice has been published to accept bids for the purchase of a new fire engine. The bids will be accepted until 11:00 AM on June 15, 2020 and the sealed bids opened at Noon on June 15, 2020. A special meeting of the Board will be held after this date to approve the accepted bid.

Tinley Park Fire Department and Oak Forest Fire Department have approved the 2021 maintenance program price list.

Engine 92 (HME) out of Station 3 will be out of service for approximately two weeks due to an oil leak and a corroded fuel tank. The engine is also being evaluated for other mechanical deficiencies.

The Pierce truck is currently at Chandler Services for a wiring issue.

In response to the COVID19 pandemic, the morning briefs are continuing Monday through Friday. The comprehensive screening of the employees is ongoing as well as thorough cleaning practices.

We have received personal protective equipment from Will County EMA and MABAS 19. We also meet with several local governmental agencies and Smith Crossing weekly via zoom.

On May 20 we responded to a building fire at 9645 Lincolnway Lane; the fire was contained to one unit in the complex due to the activation of the sprinkler system. A/C Cirelli went over the details and our response to the fire.

The June training calendar was reviewed by the Board.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Communications Center (LCC) in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure. LCC has been doing an outstanding job during this pandemic.

On May 31st, our region experienced widespread civil unrest. All communities serviced by LCC were impacted in some form. The telecommunicators at LCC did an outstanding job during this very difficult time. The Incident Action Plan for the civil unrest had been shared with the Trustees.

We are assisting Will County 9-1-1 with PremierOne Handheld, a version of CAD designed for mobile devices such as cell phone and tablets. Early testing has been promising.

We are still awaiting word from the Village of Orland Park on the status of our annexation request.

We are beginning to compile the necessary paperwork and records in preparation for the upcoming yearly audit.

We currently have one employee out on unpaid leave and one employee out on a reported duty related injury.

The Trustees reviewed the May code enforcement reports. All public education activities have been suspended until further notice due to the public health emergency and stay at home order; however, we have been participating in many drive-by celebratory parades and have received very positive feedback.

CHIEF'S REPORT

Chief Stephens thanked the Board for all the well wishes during his recent surgery and recovery.

The FY2020 ambulance billing data was reviewed.

The Prevailing Wage resolution is no longer a requirement although everything else pertaining to the law remains the same.

We are working with several banks to research and secure our Full-Service banking needs. A recommendation will be brought before the Board at the July meeting.

Letters received this month:

- A thank you letter was received from Palos FPD for our assistance on a structure fire.
- We have received many thank you cards and donations during the COVID19 pandemic. A list of these were shared with the Board.

The Trustees reviewed the monthly alarm reports for May.

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

REVIEW OF CLOSED SESSION MINUTES

After a review of the closed session minutes, it was determined that there are none to be released at this time.

REVIEW OF CLOSED SESSION VERBATIM RECORDINGS

Currently there are no verbatim recordings that meet the requirements for destruction.

APPROVAL OF LIABILITY INSURANCE

The Liability insurance, Cyber Liability and Accident & Sickness policies are due for renewal. Craig Warning made a motion, seconded by Robert Hennessy, to approve the renewals as presented. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

APPROVAL TO MOVE FORWARD WITH AMBULANCE RE-MOUNT

We have received and accepted one bid for the ambulance re-mount from Alexis Fire with an approximate cost of \$138,090. The body module from the 2007 International ambulance will be remounted on the new Freightliner chassis that is scheduled to be received in August 2020.

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to accept the bid from Alexis Fire for the ambulance re-mount. 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 FINAL PAPERWORK FOR EQUIPMENT LOAN

The District has been working with US Bancorp for the financing of the engine, ambulance re-mount, cardiac monitors and 800Mhz radios. The loan would for \$1,046,000.00 for seven years at 2.25%. The annual payment would be \$162,562.00 and there are no pre-payment penalties. If grant money is received for the cardiac monitors and radios, it will go toward the equipment loan.

Craig Warning made a motion, seconded by Ken Blank, to approve the final paperwork for the equipment loan. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CLOSED SESSION

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to enter Closed Session at 8:21 PM to discuss personnel matters, pending litigation and the Fire Marshal position. Motion passed with all ayes.

The Board returned to Open Session at 8:41 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

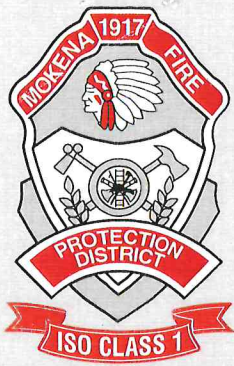
None

ADJOURNMENT

Meeting was adjourned at 8:42 PM after a motion by Robert Hennessy.


Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT SPECIAL TRUSTEES' MEETING JUNE 19, 2020

A special meeting of the Mokena Fire Protection District was held on Friday, June 19, 2020 at 9:00 A.M.

Emergency 9-1-1

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

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

PUBLIC COMMENTS

None

APPROVAL OF THREE MOTOROLA APX 8000 RADIOS

The Mokena Fire Protection District received a Grant for the radios from the Office of the State Fire Marshal. Assistant Chief/Deputy Administrator Joe Cirelli requested to approve this Grant for the purchase of three Motorola APX 8000 Radios at a cost of \$20,336.36.

Bob Hennessy made a motion, seconded by Dennis Burkhardt to approve the purchase of three Motorola APX 8000 Radios. Motion passes will all ayes.

APPROVAL FOR PURCHASE OF NEW FIRE ENGINE

After publishing the specifications for a new 2020 fire engine, the Mokena Fire Protection District reviewed the bids and decided to give the contract to Pierce Manufacturing. Chief Stephens requested the approval of \$584,237 for the purchase of the new fire engine.


Dennis Burkhardt made a motion, seconded by Ken Blank to approve the purchase of a new fire engine with Pierce Manufacturing. Motion passed with all ayes.



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ADJOURNMENT

Meeting was adjourned at 9:14 AM after a motion by Robert Hennessy.


Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Kathy Ferraro



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING JULY 14, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, July 14, 2020 at Mokena Fire Station #1 at 7:00 PM.

Emergency 9-1-1

Administrative Offices
19853 S. Wolf Road
Mokena, IL 60448
Adm. (708) 479-5371
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(708) 479-3785

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

Absent: President William Haas, Trustee Craig Warning

Visitors: Attorney John Motylinski, Joe Shefcik, Tom Murray, Doreen Boman

Robert Hennessy made a motion, seconded by Ken Blank, to appoint Dennis Burkhardt as interim president for this meeting. Motion passed with all ayes.

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Robert Hennessy, to approve the minutes of the June 9, 2020 Trustee meeting. Motion passed with all ayes.

Robert Hennessy made a motion, seconded by Ken Blank, to approve the minutes of the June 9, 2020 Closed Session meeting. Motion passed with all ayes.

Ken Blank made a motion, seconded by Robert Hennessy, to approve the minutes of the June 19, 2020 Special Trustee meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

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

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 \$369,094.94 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

The Trustees thanked all the employees of the District for the hard work and fantastic job they are doing during the COVID 19 pandemic.

CALENDAR AND CHECKLIST

The budget hearing and adoption of the budget will be held later in the meeting.

The appointment of a Fire Commissioner will be held later in the meeting.

ASSISTANT CHIEF CAMPBELL'S REPORT

Pierce Truck 92 out of Station 2 was out of service for approximately two weeks due to a faulty transmission module. We borrowed an engine from New Lenox FPD and Orland FPD until the truck was back in service.

HME Engine 92 out of Station 3 remains at Chandler Services for continued repairs. The repairs include replacing the corroded fuel tank, repairing the oil leak from the head gasket and front cover of the motor, replacing the radiator, repairing the rear spring hangers, replacing the rear torque arm and replacing the front and rear springs. Robert Hennessy made a motion, seconded by Ken Blank, to have Chandler Services make the repairs on Engine 92 at a cost of \$25,877.00. Motion passed with all ayes.

The septic system at Station 3 was inoperable due to a faulty UV bulb and the associated wiring for that circuit. Zeiter Septic replaced the UV bulb and wiring, and the septic system is back in service.

We have received 30 MSA self-contained breathing apparatus on June 18. These were purchased through the Assistance to Firefighters Grant. We will do an in-service and mask fitting for the personnel and they will then be put in service.

Mokena FPD and the Village of Mokena developed an Incident Action Plan for the 4th of July fireworks display. The event went smoothly without incident.

On July 5 at approximately 02:30 hours, we responded to a house fire on Arbor Lane. The approximate value of damage to the home was \$100,000 and the approximate value of contents damaged was \$25,000. The crews did an excellent job on this fire. A/C Cirelli did an ERF analysis on the fire. There was also an incident due to fireworks at the Mokena Library.

The July training calendar was reviewed by the Board.

ASSISTANT CHIEF CIRELLI'S REPORT

The Laraway Communications Center and Will County 9-1-1 experienced AT&T and Comcast outages which impacted 9-1-1 call handling. The outage was a result of a vehicle accident in the vicinity of the PSAP and 9-1-1 data center.

We went live with the new records management system, ImageTrend, on July 1. The transition of electronic patient care reports from Zoll to ImageTrend has gone smoothly. Thank you to Brian Crabtree and Tim Wiencek of the EMS division for their efforts in this transition as both were instrumental in the preparation and training of staff.

We are still awaiting word from the Village of Orland Park on the status of our annexation request.

The monthly Homer Glen Public Services and Safety committee meetings have resumed.

We currently have one employee out on unpaid leave.

The Trustees reviewed the June code enforcement reports. All public education activities have been suspended until further notice due to the public health emergency; however, we have been participating in many drive-by celebratory parades which has received very positive feedback.

CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

The Trustees reviewed the Current Events at the MFPD document that Chief Stephens compiled and sent out to the MFPD membership.

The Fiscal Year 2020 Year in Review has been completed. The Trustees will review this, and the approval will be an agenda item at the August Board of Trustee meeting.

A discussion ensued on whether the annual Pancake Breakfast/Open House should be cancelled this year due to the COVID pandemic. The Trustees agree, that due to safety concerns, this should be cancelled. Chief Stephens will contact the Lions Club of the Board's decision.

Letters received this month:

- A thank you letter was received from Elwood FPD for our assistance on a structure fire.
- A thank you note was received from a Frankfort residence for our mutual aid assistance on a fire.
- Four thank you notes were received for our participation in celebration parades.
- A thank you note was sent to Lt. Sickles from the Mokena Community Public Library District for his participation in their summer reading program.
- We have received many thank you cards and donations during the COVID19 pandemic. A list of these were shared with the Board.

The Trustees reviewed the monthly alarm reports for June.

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

APPROVE FY2020 BUDGET ADJUSTMENTS

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to approve the FY 2020 budget adjustments as presented. Motion passed with all ayes.

APPROVE AND ADOPT BUDGET AND APPROPRIATION ORDINANCE FOR YEAR ENDING MAY 31, 2020

Ken Blank made a motion, seconded by Dennis Burkhardt, to open the budget and appropriation hearing. Motion passed with all ayes. There were no public comments. Robert Hennessy made a motion, seconded by Ken Blank, to close the hearing. Motion passed with all ayes.

Ken Blank made a motion, seconded by Dennis Burkhardt, to adopt Ordinance No. 2020-2, *an ordinance providing for budget and appropriation of the Mokena Fire Protection District, Will and Cook Counties, Illinois for the fiscal year beginning June 1, 2020 and ending May 31, 2021.* Motion passed with a Roll Call vote as follows: Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye. The appropriate copies were signed. Ottosen Dinolfo Hasenbalg & Castaldo, Ltd. will publish the ordinance.

APPROVE FULL-SERVICE BANKING SERVICES

The Board reviewed the two proposals for full-service banking for the Mokena FPD. Dennis Burkhardt made a motion, seconded by Robert Hennessy, to move the District and Pension banking to Old Plank Trail Bank. Motion passed with a Roll Call vote as follows: Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye.

APPROVE FIRE MARSHAL AGREEMENT

Robert Hennessy made a motion, seconded by Ken Blank, to approve Tom Murray's agreement as the new Fire Marshal. He will work and train with the current Fire Marshal, Lt. Mark Sickles, until Lt. Sickles retires. Motion passed with a Roll Call vote as follows: Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye.

Tom Murray thanked the Board for this position and appreciates the opportunity to work full-time with the District after his many years as a volunteer.

APPOINT COMMISSIONER RICK BARZ

Commissioner Rick Barz' current three-year appointment expires in June 2020. Dennis Burkhardt made a motion, seconded by Robert Hennessy to appoint Commissioner Rick Barz for an additional three years as a Fire Commissioner for the District. Motion passed with all ayes.

CLOSED SESSION

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to enter Closed Session at 8:01 PM to discuss personnel matters and pending litigation. Motion passed with all ayes.

The Board returned to Open Session at 8:03 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

None

ADJOURNMENT

Meeting was adjourned at 8:04 PM after a motion by Robert Hennessy.



Robert Hennessy CRAIG WARNING
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel

Interim



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING AUGUST 11, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, August 11, 2020 at Mokena Fire Station #1 at 7:00 PM.

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

Absent: Secretary Robert Hennessy

Ken Blank made a motion, seconded by Dennis Burkhardt, to appoint Craig Warning as interim secretary for this meeting. Motion passed with all ayes.

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Dennis Burkhardt made a motion, seconded by Craig Warning, to approve the minutes of the July 14, 2020 Trustee meeting. Motion passed with all ayes.

Ken Blank made a motion, seconded by Craig Warning, to approve the minutes of the July 14, 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 Craig Warning, 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 \$163,196.48 as presented. Motion passed with all ayes.

Emergency 9-1-1

Administrative Offices
19853 S. Wolf Road
Mokena, IL 60448
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TRUSTEES' REPORT

The Trustees thanked all the employees of the District for the hard work and fantastic job they are doing during the COVID 19 pandemic.

CALENDAR AND CHECKLIST

The budget and appropriation ordinance have been published and filed with the County Clerk.

The adoption of the annual audit will be held in September or October.

ASSISTANT CHIEF CAMPBELL'S REPORT

Ambulance 91 (Freightliner) out of Station 1 was out of service due to a faulty EGR valve. This was repaired by Trans Chicago and is back in service.

Engine 92 (HME) out of Station 3 is now back in service after the following repairs: replacing the corroded fuel tank, repairing the oil leak from the head gasket and front cover of the motor, replacing the radiator, repairing the rear spring hangers, replacing the rear torque arm, replacing the a/c compressor and replacing the front and rear springs. When the new engine is received from Pierce, Engine 92 will be put in reserve.

We are scheduled to meet with Pierce this month to review and approve the final drawing on the new engine. Expected delivery is March 2021.

Murray Overhead Doors repaired the faulty springs on the engine overhead bay door at Station 1 as well as a faulty opener on the ambulance bay door at Station 2.

We have placed 30 MSA self-contained breathing apparatus in service on July 24. These were purchased through the grant that we received from the Assistance to Firefighters Grant. Thank you to Firefighter Buchan for inventorying these and getting them in service.

We will be purchasing personal protective equipment (PPE) to prepare the District for the upcoming cold and flu season as well as the COVID pandemic. The estimated cost for the PPE is \$25,000.00.

The new 2021 Freightliner chassis was delivered to Alexis Fire on July 22. The 2007 International was picked up by Alexis Fire on July 28. A 2018 E-450 Ford ambulance was delivered to be used as our reserve ambulance until the ambulance remount is completed, in approximately six months.

Due to the pandemic, Illinois Department of Public Health is requiring each department to perform a self-inspection on all of the ambulances and non-transport vehicles. They have all passed inspection and the appropriate paperwork has been submitted.

The August training calendar was reviewed by the Board.

The Board approved the following class requests:

Ken Berger	Vehicle Machinery Technician
Eric Kobialko	Vehicle Machinery Technician

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active with the Laraway Communications Center and Will County 9-1-1. The mobile CAD client is scheduled to be upgraded in the next week, which should provide additional stability and feature enhancements. We are still beta testing the P1 Handheld on the iPads. We anticipate the P1 Handheld to be available for deployment in the fourth quarter of 2020.

The three portable dual band radios are expected to be delivered in the next two weeks. These radios were purchased through grant funding from the Illinois State Fire Marshal.

We have taken delivery of three Clorox 360 electrostatic disinfecting machines.

We currently have one employee out on unpaid leave.

The Distributed Antenna System (DAS) at Smith Crossing is installed and awaiting acceptance testing. The DAS allows radio signals to be passed through, or extended, into the structure from the exterior.

Fire Marshal Murray has been training with Lt. Sickles and has begun conducting general fire inspections.

The Trustees reviewed the July code enforcement reports.

The Fire Prevention Bureau has been working on a plan to provide remote/virtual fire prevention programming this year.

CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

The updated Strategic Plan has been completed and will be distributed to the Board for review. The approval of this will be an agenda item at the October meeting.

The annual Illinois Fire Chiefs Association Conference, which is held in Peoria every year, has been cancelled.

There are seven Property Identification Numbers, contiguous to the MFPD, that are not currently paying for fire protection services. The Board would like to proceed with the steps necessary to correct this.

The District is presently not taking advantage of a Rescue Tax that can be made available to our budget. If approved, the Rescue Tax would bring in approximately \$668,000 to the MFPD's budget, based on the 2019 extension. The Board would like attorney John Motylinski to attend the September Board meeting to discuss this further.

Letters received this month:

- The Shields family send a thank you for honoring Jim Shields.
- The Village of Homer Glen sent a thank you for all the first responders.
- A resident sent a thank you for participating in a celebration parade.

The Trustees reviewed the monthly alarm reports for July.

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

CLOSED SESSION

Dennis Burkhardt made a motion, seconded by Craig Warning, to enter Closed Session at 7:50 PM to discuss personnel matters, pending litigation and upcoming benefits renewals. Motion passed with all ayes.

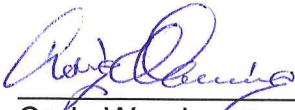
The Board returned to Open Session at 8:20 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

None

ADJOURNMENT

Meeting was adjourned at 8:21 PM after a motion by Dennis Burkhardt.



Craig Warning
Interim Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING SEPTEMBER 8, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, September 8, 2020 at Mokena Fire Station #1 at 7:00 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 Nancy Feigel

Visitor: Attorney John Motylinski

Emergency 9-1-1

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MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Craig Warning, to approve the minutes of the August 11, 2020 Trustee meeting. Motion passed with all ayes.

Dennis Burkhardt made a motion, seconded by Ken Blank, to approve the minutes of the August 11, 2020 Closed Session meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

TREASURER'S REPORT

Robert Hennessy made a motion, seconded by Dennis Burkhardt, 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 \$134,342.23 as presented. Motion passed with all ayes. It was noted that the bills have been paid out of Old Plank Trail Community Bank. We have left funds in FNBC until all checks through them have cleared.

TRUSTEES' REPORT

None



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DISCUSSION ON POTENTIAL REFERENDUM OPTIONS

The District is presently not taking advantage of a Rescue Tax that can be made available to our budget. A discussion ensued on a possible referendum in a future election regarding this Rescue Tax. Chief Stephens has put together a packet with information regarding this and a power point will be presented at the October Trustee meeting. The Trustees will review the packet and call the Chief with any questions.

PUBLIC HEARINGS ON:

- Ordinance No. 9-8-2020-2: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.2 (PINS 19-09-11-200-004-0000, 19-09-11-300-005-0000, 19-09-11-400-003-0000)
- Ordinance No. 9-8-2020-5: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.2 (PIN 19-09-02-100-013-0000)

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.

DISCUSSION AND POSSIBLE ACTION ON:

- Ordinance No. 9-8-2020-2: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.2 (PINS 19-09-11-200-004-0000, 19-09-11-300-005-0000, 19-09-11-400-003-0000)
- Ordinance No. 9-8-2020-5: An Ordinance Annexing Certain Territory Pursuant to 70 ILCS 705/3.2 (PIN 19-09-02-100-013-0000)

Dennis Burkhardt made a motion, seconded by Craig Warning, to pass Ordinance 9-8-2020-2. Motion passed with a roll call vote as follows: Bill Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Warning aye.

Dennis Burkhardt made a motion, seconded by Craig Warning, to pass Ordinance 9-8-2020-5. Motion passed with a roll call vote as follows: Bill Haas aye, Ken Blank aye, Robert Hennessy aye, Dennis Burkhardt aye, Craig Warning aye.

CLOSED SESSION

Craig Warning made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 7:59 PM to discuss personnel matters and pending litigation. Motion passed with all ayes.

The Board returned to Open Session at 8:21 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

Craig Warning made a motion, seconded by ken Blank, that the District will not withdraw their intervention in the upcoming Pension hearing. Motion passed with a roll call vote as follow: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CALENDAR AND CHECKLIST

The adoption of the annual audit will be held in October or November.

ASSISTANT CHIEF CAMPBELL'S REPORT

Engine 91 (Spartan/Alexis) out of Station 1 had the two front tires replaced by Pomp's tires. The engine is now back in service.

We met with Pierce on August 20 to finalize the layout and drawing of the new engine. The engine is scheduled to be completed in March 2021.

Manhattan FPD has received the new 2021 maintenance program price list. They have completed one year of the five-year maintenance IGA.

We have installed plexiglass for the office area in front of the secretary desk to lower the risk of spreading COVID-19. Thank you to Firefighter Hullinger and Firefighter Meyer for the installation of the plexiglass.

We have received four new Zoll series cardiac monitors and four Zoll AED's. This equipment was approved at the May 2020 Trustee meeting due to FDA discontinuing all cardiac monitors that do not meet the new premarket approval. This also included any accessories or service to our existing cardiac monitors. The

cost for the cardiac monitors and AED's was \$138,458.68. We are waiting to hear if any grant money was received for this purchase.

We have received the personal protective equipment (PPE) that was approved at the August 2020 Trustee meeting. This equipment will aid the District for the upcoming cold/flu season as well as the COVID pandemic. The cost for the PPE was approximately \$23,000.00.

Congratulations to Engineer Kobialko and Engineer Berger on receiving their certification for Vehicle and Machinery Technician.

The September training calendar was reviewed by the Board.

The Board approved the following class requests:

Kirk Blank	Rope Rescue Operations Level 1
Tim Wiencek	Company Fire Officer (part 1)

ASSISTANT CHIEF CIRELLI'S REPORT

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

The three portable dual band radios have been delivered. We are ordering protective cases and training the personnel on the use of the new radio. Once properly trained, these radios will be assigned to the lieutenant at each station.

The MFPD crews utilize rugged mobile computers mounted in the apparatus for notification of incidents, dispatch information, unit status changes and automatic resource location. The Toughbooks computers have been in service for five year and are beginning to fail. We are researching the possibility of moving towards iPads mounted in the vehicle (approximately \$900 per vehicle) instead of the Toughbooks (approximately \$5,500 per vehicle). If this is feasible, it will save the District approximately \$37,000.00.

We have submitted an application for the Coronavirus Aid, Relief and Economic Security (CARES) aid to Will County. Each Fire District is allocated up to \$35,000 for unbudgeted reimbursable expenditures necessary to address the COVID 19 response and recovery. We have submitted \$35,000 of expenditures.

We are 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 are preparing to submit for FEMA Public Assistance for COVID 19 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.

The Trustees reviewed the August code enforcement reports.

The Fire Prevention Bureau has been working on a plan to provide remote/virtual fire prevention programming this year.

CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

A completed request for Financial Assistance has been submitted from a non-resident including all the appropriate documentation and completed forms. They are requesting the balance of \$1,746.76 to be forgiven. There were no objections from the Trustees to approve this request.

The District is working with Local 4270 leadership to possibly create an agreement to address the concept of mandatory COVID 19 testing for all District employees. If this agreement can be executed, it would be a very positive and progressive step protecting all District employees and their families from the virus. The District is presently waiting on a response from Local 4270 on this issue.

Letters received this month:

- East Joliet FPD send a thank you letter for our response to a house explosion on August 16.
- Three residents sent thank you notes for all we do for the community.
- Laraway Communications Center sent a thank you note for the treats we provided.

Newspaper articles this month:

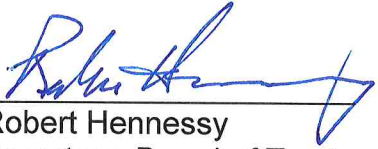
- An article was published in the newspaper regarding our CPR classes resuming when it is safe to do so.

The Trustees reviewed the monthly alarm reports for August.

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

ADJOURNMENT

Meeting was adjourned at 8:37 PM after a motion by Robert Hennessy.



Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



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

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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.

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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 4th 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 11th 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



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING NOVEMBER 10, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, November 10, 2020 at Mokena Fire Station #1 at 7:00 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 Nancy Feigel

Visitor: Attorney John Motylinski (7:00 – 7:15 PM)

Emergency 9-1-1

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

Fire Station #1
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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

Established 1883
Organized 1917

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Dennis Burkhardt, to approve the minutes of the October 13, 2020 Trustee meeting. Motion passed with all ayes.

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the minutes of the October 13, 2020 Closed Session meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

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 Craig Warning, to pay the monthly bills in the amount of \$147,127.86 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

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



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CALENDAR AND CHECKLIST

The annual audit and annual report have been filed with the County Clerk.

The annual Treasurer's statement of Receipts and disbursements has been published and a certificate of publication filed with the County Clerk.

The adoption of the Tax Levy is an agenda item tonight.

REVIEW AND APPROVE TAX LEVY

Robert Hennessy made a motion, seconded by Ken Blank, to approve Ordinance No. 11-10-2020-2, *an ordinance for the levying and assessing of taxes for the Mokena Fire Protection District in the Counties of Will and Cook and State of Illinois for 2020*. 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 UPDATED AMBULANCE BILLING ORDINANCE

Ken Blank made a motion, seconded by Craig Warning, to approve Ordinance No. 11-10-2020-1, *an ordinance re-establishing ambulance charges*. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

This Ordinance will raise the cost of the ambulance trip to \$2,400 for residents and non-residents and have a 5% increase every year.

APPROVE MAINTENANCE APPARATUS BOX TRANSITION

Chandler Services will be remounting the maintenance module from the 1996 International chassis to the 2007 International chassis at a cost of \$2,333.00. Chandler Services will be taking ownership of the 1996 International chassis according to the trade agreement that was discussed at the August 2019 Trustee meeting. The 2007 International will serve as the MFPD maintenance vehicle.

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve the above Maintenance Apparatus Box Transition. 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 SALES/LISTING CONTRACT FOR 2001 SQUAD

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve B & P Apparatus sales/listing agreement for the 2001 Squad for \$80,000.00. 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 FINAL SALE OF SURPLUS TRT TRAILER

Dennis Burkhardt made a motion, seconded by Dennis Burkhardt, to approve the final sale of the 1999 Cargo Mate Model VCM714TA2 trailer for \$1,200.00. 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 FINAL SALE OF SURPLUS CAR HAULER TRAILER

Ken Blank made a motion, seconded by Craig Warning, to approve the final sale of the 1999 Beaver Creek Tandem Trailer Open Car Hauler for \$1,500.00. 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 FINAL SALE OF SURPLUS SCBA EQUIPMENT

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the final sale of retired SCBA equipment to Dalmatian Fire Equipment for \$5,180.00. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

ASSISTANT CHIEF CAMPBELL'S REPORT

We have met with Feil Water Treatment and Will County Well to have the current water filtration system at Station 3 evaluated. We are waiting on their quotes and options to improve the water quality.

On November 2 we responded to a rubbish fire on the side of a single-family home on Drew Court. The fire was under control within minutes of our arrival; one patient was treated for smoke inhalation. The approximate value of damage to the home was \$25,000.00 and the approximate value of damaged contents was \$5,000.00

The November training calendar was reviewed by the Board.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active with Laraway Communications Center (LCC) and Will County 9-1-1. LCC has been impacted with an outbreak of COVID 19 among their staff. A contingency plan has been developed in the event some or all provided services need to temporarily be transferred to another PSAP. The LCC Director's brief and this month's snapshot was shared with the Board.

In July we applied to Firehouse Subs for a grant for approximately \$25,000.00 for the purchase of extrication equipment for the new engine. Unfortunately, we were recently informed that we were denied this purchase request. We have submitted another application for the extrication equipment.

We have received notification that we are allocated an additional \$55,937.50 of CARES funding by Will County. We have already applied for reimbursement for administration payroll and PPE supplies.

We currently have one employee out on unpaid leave.

We have one employee who remains on duty injury as a result of COVID 19 and one who has been cleared to return to work on November 23.

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

CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

The 2009 Chevy Impala, owned by the District and driven by Fire Marshal Sickles, was involved in an accident on October 23, 2020. The vehicle was not running, not occupied, and not moving at the time of the accident. The vehicle was totaled, and we were informed by our insurance company that the value of the vehicle was \$37,500.00. Recommendations for a possible replacement vehicle will be brought before the Board at the December meeting.

There was no objection from the Board to allow Mokena Miracles the use of the training room on December 20 for their annual gift-wrapping day.

The Mokena Chamber of Commerce has requested to use the antique on December 12 from 5-8 pm on Front Street for pictures with Mr. & Mrs. Santa. There was no objection from the Trustees.

Chief Stephens would like to give all employees a COVID 19 commendation bar and hero pin recognizing them for their hard work during this epidemic. This would be in conjunction with the District awards. The Trustees thought this was a great idea.

There was no objection from the Trustees to work in conjunction with the Mokena VFW for the collection of toys for area children. The VFW will collect the toys and MFPD will advertise for this.

Letters received this month:

- Tinley Park Fire Department sent a thank you for our assistance on a house fire.
- A resident sent a thank you and dropped off Halloween candy for their appreciation for our service to the community.
- A thank you note was received from a resident for our continued help and assistance with her parents.

The Trustees reviewed the monthly alarm reports for October.

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

APPROVE PURCHASE OF 800 MHz RADIOS

Unfortunately, we received notification from FEMA that both of our grant applications for the cardiac monitors and the 800 MHz radios were denied.

Craig Warning made a motion, seconded by Dennis Burkhardt, to purchase these radios from our existing equipment grant at a cost of \$159,133.85. Motion passed with all ayes.

CLOSED SESSION

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to enter into Closed Session at 7:50 PM to discuss personnel matters and pending litigation. Motion passed with all ayes.

The Board returned to Open Session at 8:02 p.m.

ACTION UPON CLOSED SESSION IF REQUIRED

No action at this time.

ADJOURNMENT

Meeting was adjourned at 8:30 PM after a motion by Robert Hennessy.

A handwritten signature in black ink, appearing to read "Robert Hennessy", with a long horizontal stroke extending to the right.

Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING DECEMBER 8, 2020

The regular meeting of the Mokena Fire Protection District was held on Tuesday, December 8, 2020 at Mokena Fire Station #1 at 7:00 PM. The meeting was conducted through video conferencing due to the COVID 19 pandemic.

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 Nancy Feigel

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Dennis Burkhardt, to approve the minutes of the November 10, 2020 Trustee meeting. Motion passed with all ayes.

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to approve the minutes of the November 10, 2020 Closed Session meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

TREASURER'S REPORT

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

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to pay the monthly bills in the amount of \$301,883.86 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

The Trustees' wished everyone a very Merry Christmas!

Emergency 9-1-1

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

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CALENDAR AND CHECKLIST

The review of all closed session minutes is an agenda item later in the meeting.

APPROVE FINAL SALE OF 2001 SQUAD

sale Craig Warning made a motion, seconded by Robert Hennessy, to approve the purchase of the 2001 squad for \$80,000 to the Coleman Volunteer Fire Department located in Wisconsin. 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 PURCHASE OF STATION DOOR SECURITY SYSTEM

The security system we currently use has a push button mechanical lock system that needs to be manually changed every time it needs updating and the same code is used by all members. We are looking to purchase a two-year old Honeywell Access Control system from ITR Systems. The system includes software for a keycard and fob entry security system and programmable access for each member. We would purchase this system over a three-year period. Funds of \$30,000 toward Phase 1 have been secured through the 2020 and 2021 IPRF Safety Grant.

Phase 1 (\$36,570) of the security system is the outside foyer door at station 1 and all doors from the bay leading into the living quarters at all three stations, as well as the administrative area at station 1.

Phase 2 (\$34,195) will be all remaining exterior doors at all three stations.

Phase 3 (\$31,725) will be all administration office doors, stations 2 and 3 exterior and interior vestibule doors, hose tower doors at all three stations and station 3 maintenance to apparatus door.

Dennis Burkhard made a motion, seconded by Craig Warning, to approve the purchase of Phase 1, 2, and 3 of the security system. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

ASSISTANT CHIEF CAMPBELL'S REPORT

The 2000 Cargo Mate trailer, 1996 International, 1997 Car Hauler trailer and the retired SCBA equipment that were approved for sale at the November Board meeting have all been sold and delivered.

A discussion ensued on replacing the Fire Marshal's vehicle that was totaled in October. One option is a 2021 Chevrolet Malibu, which would not have the police package, radio or lights. The approximate cost of this vehicle would be \$20,000. The Trustees would like a few more options, possibly with more storage space. A/C Campbell will bring this back for more discussion at the January 2021 Trustee meeting.

The December training calendar was reviewed by the Board.

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active with Laraway Communications Center (LCC) and Will County 9-1-1. LCC is still being impacted with an outbreak of COVID 19 among their staff. The supervisors and director are working the radio consoles and answering 9-1-1 calls. As a result of their additional workload, there is no LCC Director's brief or Snapshot for this meeting.

We currently have one employee out on unpaid leave.

We received notification, after applying for the FEMA grant, that we have been awarded \$42,000. We should be receiving these funds in the next couple months.

The internal radio system at Smith Crossing was tested two months ago and did not work properly. This should be fixed in the next few weeks.

The Trustees reviewed the November code enforcement reports.

In response to our region's increased COVID rates, we have suspended company and 7G inspections and all public education classes. Both Fire Marshals continue to perform inspections.

CHIEF'S REPORT

The FY2020 ambulance billing data was reviewed.

The Financial Resource Manual and Purchasing Policy have been updated. The approval of these will be agenda items at the January 2021 Trustee meeting.

A Pension hearing was held on November 17, 2020, via Zoom. The Pension Board was asked to consider a duty-disability pension, as well as a non-duty disability pension. The Pension Board voted unanimously to deny both of these requests.

A letter was sent to the Illinois Fire Service Institute (IFSI) requesting reimbursement for their Inductors failure to enforce social distancing and wearing of masks at a class where two of our employees, as a result of this, contracted the virus.

Letters and newspaper articles this month:

- A resident thanked us for posting the Covid 19 mitigation recommendations on our marquees.
- A resident sent a thank you for taking care of her son during a recent EMS call.
- The Mokena Patch advertised that the Mokena VFW is collecting toys for local families.

The Trustees reviewed the monthly alarm reports for November.

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

REVIEW AND APPROVE PSEBA HEALTH INSURANCE PLAN

The District needs to designate a health plan for an employee who may fall under the Public Safety Employee Benefits Act (PSEBA). PSEBA benefits applies to an employer who employs a full-time law enforcement, correctional or correctional probation officer, or firefighter, who, on or after the effective date of this Act suffers a catastrophic injury or is killed in the line of duty, shall pay the entire premium of the employer's health insurance plan for the injured employee, the injured employee's spouse, and for each dependent child of the injured employee until the child reaches the age of majority or until the end of the calendar year in which the child reaches the age of 25 if the child continues to be dependent for support or the child is a full-time or part-time student and is dependent for support. The term "health insurance plan" does not include supplemental benefits that are not part of the basic group health insurance plan. If the injured employee subsequently dies, the employer shall continue to pay the entire health insurance premium for the surviving spouse until remarried and for the dependent children under the conditions established above.

Robert Hennessy made a motion, seconded by Ken Blank, to accept the Mokena Fire Protection District's PPO Blue Cross/Blue Shield health plan for the Public Safety Employee Benefits Act. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CONDUCT PSEBA HEARING

On December 10, 2019, the Pension Board approved a Duty-Disability pension to a firefighter who received a disabling line-of-duty injury responding to an emergency.

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the Public Safety Employee Benefits Act to this firefighter. 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 OF CLOSED SESSION MINUTES

After a review of the closed session minutes, it was determined that there are no closed session minutes to be opened at this time. Robert Hennessy made a motion, seconded by Craig Warning, to not open any of the closed session minutes. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

DESTRUCTION OF VERBATIM RECORDINGS

Dennis Burkhardt made a motion, seconded by Ken Blank, to allow the destruction of verbatim recordings for the following closed session meeting: January 8, 2019. 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 PURCHASE OF APPARATUS COMMUNICATION DEVICES

We have purchased 22 800 Mhz radios and headsets. Each vehicle needs to be their own "hotspot" to communicate effectively with dispatch and area hospitals. We have purchased three of these vehicle mounted hotspots for the three frontline ambulances. Five more are needed, each one at an approximate cost of \$1500.00.

We received a disbursement in the amount of \$50,000 from the Lincoln Way Area Fire District for the purpose of acquiring or supporting communication devices. We intend on using a portion of these funds for the purchase of the above.

Robert Hennessy made a motion, seconded by Ken Blank, to approve the apparatus communications equipment purchase. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CLOSED SESSION

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to enter Closed Session at 8:12 PM to discuss personnel matters and pending litigation. Motion passed with all ayes.

The Board returned to Open Session at 8:23 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to have the Fire Commissioners begin the hiring process for two firefighters off the current full-time list. Motion passed with all ayes.

ADJOURNMENT

Meeting was adjourned at 8:26 PM after a motion by Robert Hennessy.


Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel