

# MOKENA FIRE PROTECTION DISTRICT

## FISCAL YEAR 2021 IN REVIEW



**August 10, 2021**



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# **Fire Chief / Administrator's Fiscal Year 2021 in Review Report**

**Fire Chief / Administrator Howard Stephens**

This edition of the Fiscal Year in Review Report includes highlights of the Fiscal Year achievements that correlate to our budget, strategic planning goals and objectives. In the following pages I have listed items completed in relation to the Strategic Plan and additional items that were either completed or implemented that are not directly related to the Strategic Plan. As you read the remainder of the "Fiscal Year 2021 in Review", it will become apparent that the District has accomplished many of its goals as established in the Strategic Plan to reach this vision. As in previous years, the "Fiscal Year 2021 in Review" contains reports from the various functions within the District outlining their accomplishments and statistics.

This FY proved to be a trying time for all of us at the Mokena Fire Protection District (MFPD) as well as everyone across the globe. The COVID-19 pandemic stressed the local Emergency Medical Services (EMS) resources, as well as the Personal Protective Equipment (PPE) supply, which was used by our paramedics on a daily basis. When PPE supplies were dwindling, the MFPD asked the community for assistance in hopes to bolster our PPE supplies. The community we all enjoy understood the request and stepped up to provide what was needed. That sense of community support is what assisted the MFPD paramedics during the difficult times of the COVID-19 pandemic. As a reminder, COVID-19 is still threatening the health of the globe; wash your hands regularly; disinfect all working areas regularly; disinfect all homes and vehicles regularly; wear a mask if not vaccinated; get vaccinated, stay safe; keep everyone safe.

To ensure the District's overall administrative succession planning remains consistently strong and viable, Assistant Fire Chief Richard Campbell is now handling all the daily operational duties for the District, while Assistant Chief Joseph Cirelli is handling approximately 90% of the administrative side of the house. The District has experienced continued success with the decision to secure third-party accounting oversight and third-party payroll oversight.

On April 13, 2021, my notice of intent to retire from the MFPD was submitted to the Board of Trustees, this retirement is to become effective at 16:00 hours on November 30, 2021.

Subsequently, the MFPD Board of Trustees has announced that at the time my retirement becomes effective, Joseph Cirelli (presently Assistant Chief/Deputy Administrator) will be promoted to the rank and assume the duties of Fire Chief/Administrator of the Mokena Fire Protection District. In addition, Richard Campbell (presently Assistant Chief) will assume the rank and duties of Assistant Chief/ Deputy Administrator of the Mokena Fire Protection District.

It has been my pleasure and honor to work in, and with, every aspect of this great Fire District over the last thirty (30) plus years. My journey began with four years as

a volunteer/paid-on-call firefighter, followed by over twenty-six (26) years as a full-time employee of the MFPD. This twenty-six (26) year timeframe included twenty-one (21) years as a Chief Officer, which culminated by proudly serving as the Fire Chief of the MFPD for the last nine years.

I thank everyone associated with the MFPD for all their efforts in assisting the District in our never-ending quest to remain good stewards of the taxpayer's funds and to deliver Emergency Services in an efficient manner. I will depart knowing that the MFPD is in sound financial standings and I am excited to see what lies ahead for this great Fire District with a new leader. The energy that the new leadership brings will undoubtedly propel the MFPD to even greater levels of professionalism and efficiency in the overall delivery of Emergency Services to the taxpayers of the MFPD.

I would like to take this opportunity to thank the Board of Trustees and the members of the MFPD for their support and PRIDE during the past year as we continue to plan for and make great cost cutting and professional strides in the upcoming years. I also thank the community for supporting the MFPD daily.

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

- The District realized a reduction in its annual electrical supply cost by continuing an electrical aggregation agreement with Direct Energy.
- The District realized a reduction in its annual natural gas supply cost by continuing a natural gas aggregation agreement with Vanguard Natural Gas.
- The District realized a reduction in its annual paper supply cost by continuing a group purchase agreement with surrounding Fire Districts.
- The District realized a reduction in its annual fuel cost by continuing a group purchase agreement with the Frankfort Township Road District.

The following are notable events that transpired during FY 2021:

- July 20, 2020 - the MFPD hired Thomas Murray as a Fire Marshal, to work alongside of Lt. Mark Sickles in the Fire Prevention Bureau.



- July 24, 2020 - new MSA G1 Self Contained Breathing Apparatus (SCBA) were placed in-service on the MFPD apparatus. Funding for this purchase was secured from the Assistance to Firefighters Grant Program (AFG) through the Federal Emergency Management Agency (FEMA). The purpose of the AFG program is to protect the health and safety of the public and the firefighting personnel against fire and fire-related hazards.
- November 2, 2020 - Lieutenant Edward Pepler retired after 15 years, 0 months, 9 days of full-time service to the MFPD.



- November 2, 2020 - Engineer Mark Rojek was promoted to the rank of Lieutenant.



- November 2, 2020 - Firefighter Todd Conwell was promoted to the rank of Engineer.



- December 12, 2020 - the 2001 Heavy Rescue Squad originally purchased from Super Vac Fire Apparatus, was sold to the Coleman Volunteer Fire Department, located in Wisconsin.



- Trustee Dennis Benson passed away on December 14, 2020. Dennis Benson was Trustee for the MFPD from 1999 – 2006.



- March 1, 2021 - Lieutenant Thomas Hug officially announced his intention to retire on July 1, 2021; after 26 years of full-time service, and 32 years, 4 months of total service to the MFPD (volunteer and full-time combined).



- March 24, 2021 - Lieutenant Michael Kavanagh officially announced his intention to retire on July 12, 2021; after 25 years, 10 days of full-time service to the MFPD.



- March 29, 2021 - the Fire District received their 2021 Pierce Enforcer, 2,000 GPM Engine from Pierce Manufacturing.



## STRATEGIC PLAN

### *LONG RANGE PLAN (5-Year) POLICY GOALS*

Project No. 21-1 Fire Accreditation Annual Compliance Report. The District completed and filed our annual Fire Accreditation Compliance Report on February 13, 2021. This report was approved on February 25, 2021.

Project No. 21-2 Review and Revise Standard of Coverage Response Times. In FY 2021 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 21-3 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised, but not adopted during FY 2021.

Project No. 21-4 Lieutenant Test. The District began the Lieutenant Promotional Exam process by posting for the testing dates.

Project No. 21-5 IPRF Grant. The District applied for the IPRF Grant and received the grant funds in February 2021.

Project No. 21-6 Revise Value Statement as Necessary. The MFPD Value Statement has been reviewed, and no changes were necessary at this time.

Project No. 21-7 Fire Re-Accreditation. With COVID-19 impacting MFPD's financial climate, along with limited recommendations provided by CFAI during the last couple re-accreditation cycles, the MFPD has decided to postpone re-accreditation in 2022. The MFPD has been accredited since 2002 and is one of the longest tenured accredited agencies of the 290 agencies nationwide. The MFPD will continue to be a registered agency with CFAI and update its self-assessment manual to transition back into accredited agency status in the future.

Project No. 21-8 Laraway Communications Center PSAP. The Mokena Fire Protection District remained active and committed in supporting Laraway Communications Center (LCC) in improving their provided level of service. Any issues that the Mokena Fire Protection District experienced have been reported to LCC through their notification procedure.

Project No. 21-9 Legal Issues. The MFPD Firefighters Pension Fund held a Duty Disability Pension Hearing; the MFPD intervened in this hearing to present evidence for the Pension Board to understand, while considering the Duty Disability Pension and Non-Duty Disability Pension questions. After hearing all the evidence and arguments presented at the hearing, the Pension Board denied the request for both a Duty Disability Pension and a Non-Duty Disability Pension. The Firefighter seeking the Duty Disability Pension and Non-Duty Disability Pension, subsequently resigned from the MFPD.

An Illinois Department of Human Rights (IDHR) claim for termination is still being investigated. The MFPD is awaiting the outcome of the IDHR investigation.

A Workers Compensation disability claim remains pending. The MFPD is awaiting the outcome of this process.

Project No. 21-10 Fire Station Security. The MFPD moved forward with Phase I and Phase II of the Fire Station Security project. The funding for this project was made possible through IPRF grant funds, as well as additional grant funding.

### *CAPITAL PROGRAMS*

Project No. 21-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2020.

Project No. 21-02 Replacement Ambulance. The District created specifications for the re-chassis of the 2007 Horton Ambulance onto a Freightliner Cab and Chassis. This project was let out to bid and awarded to Alexis Fire Equipment. The estimated completion of this project is July 2021.

Project No. 21-03 Update Extrication Equipment. The District budgeted for phase 3 of the Extrication Equipment upgrade.

Project No. 21-04 Replacement Engine. The District created specifications for the replacement Engine. This project was let out to bid and awarded to MacQueen Emergency (Pierce Manufacturing). The completion of this project was March 2021.

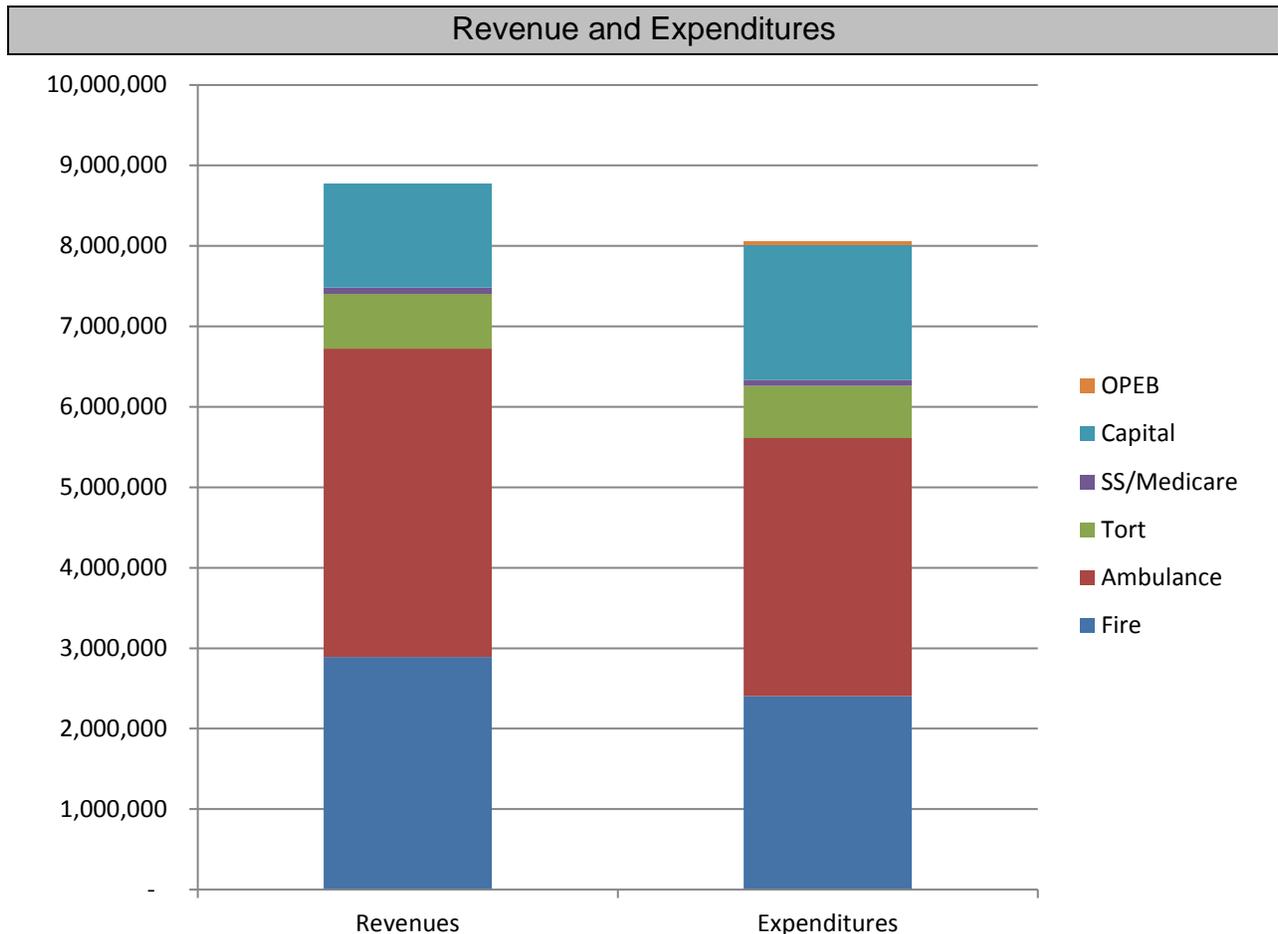
### **ADDITIONAL PROGRAMS/ACHIEVEMENTS:**

- ❖ Participated in several community parades
- ❖ Participated in several drive-by, stay-at-home celebrations
- ❖ The District continued to offer preventative maintenance to outside agencies
- ❖ The District continued sending out information on Twitter
- ❖ The District continued with the replacement program for the extrication equipment
- ❖ Worked with Will-County 9-1-1 with the new CAD system as well as the new PSAP consolidation

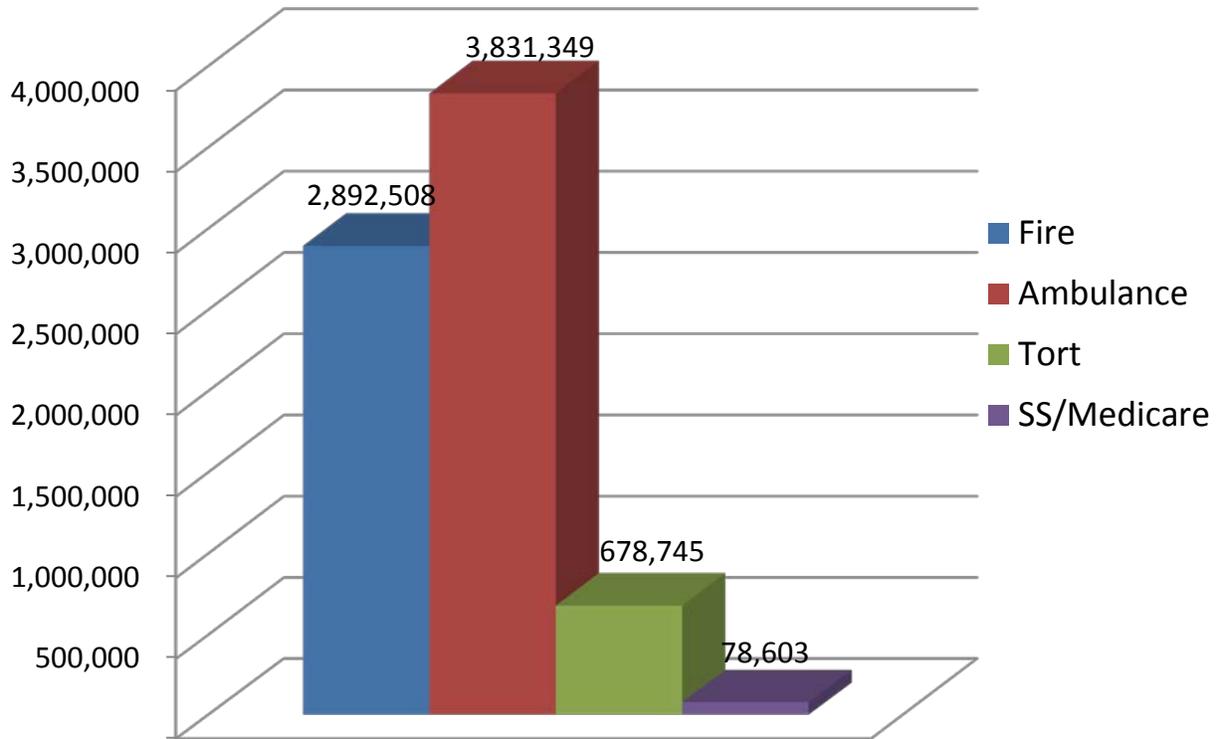
# FISCAL FINANCIAL REPORT

The Mokena Fire Protection District is a government entity operating under the authority of the State of Illinois Fire Protection District Act. The District has the ability to levy property taxes and collect fees for certain services. During FY 2021, the District had total combined expenditures of \$8,047,991. District revenues totaled \$8,773,883 with 68% (\$5,940,039) generated by property taxes.

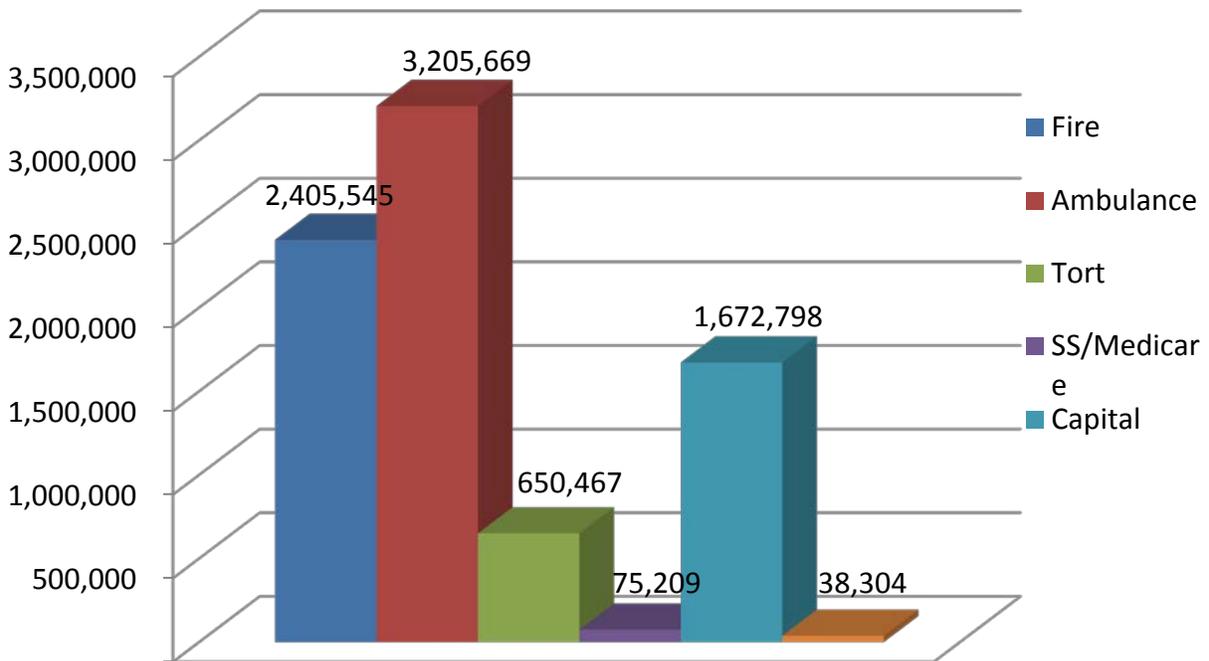
At the end of FY 2021, the District had a combined Fund Balance of more than 32%. *The District strives to maintain a recommended minimum Fund Balance; i.e. – enough to fund District operations for 1-3 months in case of a financial emergency.* In Fiscal Year 2019, the District put in place a fund balance policy to maintain its reserve levels at best practice ratios.



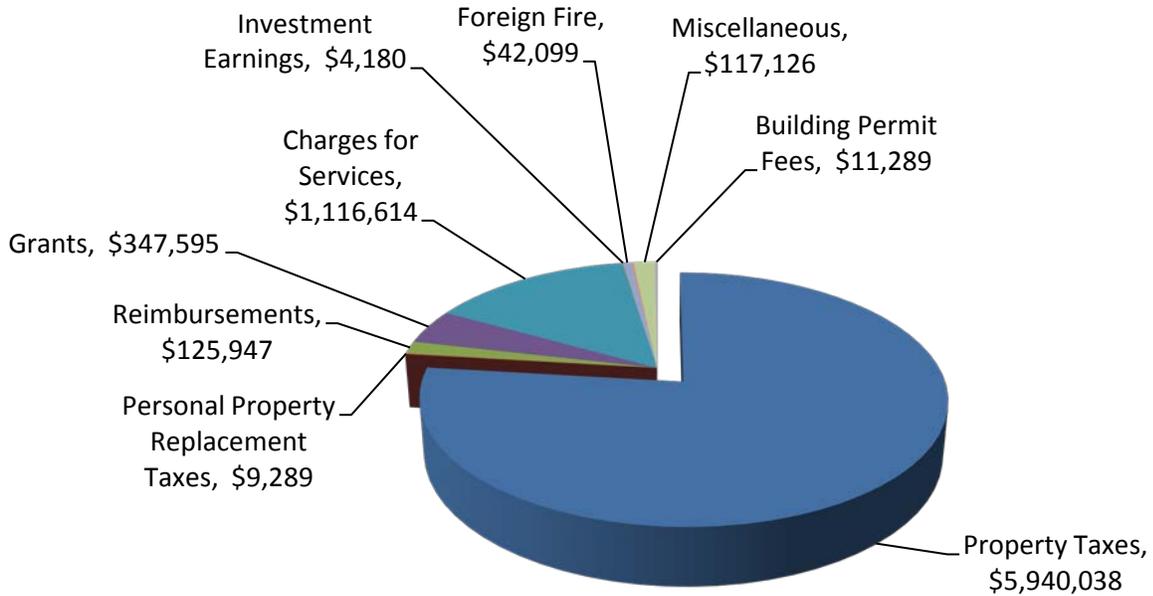
## Revenues by Fund



## Expenditures by Fund

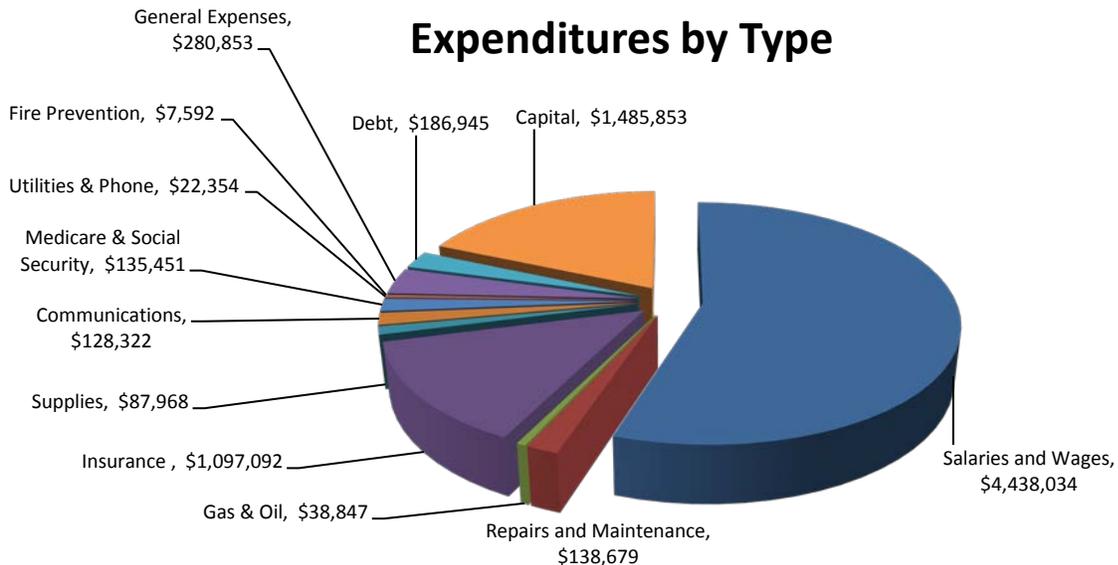


## Revenues by Source



In FY 21, total revenues increased 30.2%. Property taxes increased 5.2% and charges for services increased 43.5% from the previous year mainly due to the Ground Emergency Medical Transport program (GEMT). Operating expenditures increased about 4.2% while salaries and wages increased 2.2%.

## Expenditures by Type



# **Assistant Fire Chief / Deputy Administrator's Fiscal Year 2021 in Review Report**

**Assistant Fire Chief / Deputy Administrator Joseph Cirelli**

## **Records Management**

The MFPD had used the Firehouse Records Management System (RMS) since the early 1990's with very few usability upgrades. The Firehouse RMS required frequent, difficult updates and relied on secure network connectivity to the Will County ETSB. Remote access to the Firehouse RMS was extremely difficult to accomplish. In a joint effort with neighboring departments, the MFPD subscribed and transitioned to a new RMS, Imagetrend. Imagetrend is cloud based, device agnostic, and provides a feature-rich RMS that allows crews to efficiently complete required EMS patient care, fire incident and fire inspection reports.

A component of Imagetrend RMS is Imagetrend Continuum, a data analysis and business intelligence system. Imagetrend Continuum provides relevant data in easily configurable formats. Reports and dashboard are still being configured, and will be used in monthly board reports, annual reports, and as daily performance monitoring dashboard. Previously, the MFPD used StatsFD to perform data analysis for the Standard of Cover, year in reviews, and other reports. StatsFD is a very powerful data analysis tool, but is cumbersome to use and requires exporting data from one RMS and importing into StatsFD. The export/import cycle creates potential for data corruption. Imagetrend Continuum does not require the export/import cycle to analyze its data.

## **Health and Safety**

The overarching challenge of the past 18 months has been the impact of the COVID-19 pandemic. The MFPD purchased and stockpiled Personal Protective Equipment (PPE), disinfectant foggers, electrostatic disinfectors, disinfecting floor mats, and barriers appropriate to reduce the likelihood of microdroplet transmission. The MFPD also conducted enhanced cleaning and disinfecting, daily employee screening, regional COVID monitoring, daily operational teleconference briefings, and regular information sharing. Working with our community partner, Smith Senior Living, the MFPD also coordinated COVID testing for our employees. These efforts were made to protect our employees, our customers, and their families.

## **External Relationships**

As in previous years, the MFPD has remained active with our external partners. We regularly attend the Mokena Chamber of Commerce, the Village of Homer Glen Public Services and Safety committee, and the Village of Mokena planning and development group meetings. The regular interaction with our community partners has fostered an environment that supports collaboration during times of crisis.

An important part of the MFPD response to the COVID-19 pandemic was the routine information sharing and coordination with our external partners. Weekly teleconferences between intergovernmental bodies (Mokena School District 159, Mokena Park District, Mokena Library District and the Mokena Police Department) have been very beneficial from a local response and recovery perspective. On a macro level, regular teleconferences with our public safety partners throughout the region have been beneficial in maintaining situational awareness regarding operational challenges, such as employee positivity rates, PPE and disinfectant supply burn rates, and modified responses.

The MFPD is again partnering with Frankfort, Homer Township, New Lenox, and Manhattan Fire Protection Districts in conducting a consortium application and testing process for full-time personnel; this cycle we have expanded the consortium to include the Peotone Fire Protection District. Preparations for the full-time testing began in the fall of 2020, and the testing process will be completed in December of 2021. By partnering with our neighboring agencies, we are able to attract a larger pool of potential candidates while saving money.

We have partnered with our peer subscribers to LCC in submitting a regional Assistance to Firefighters Grant for the purchase of additional mobile and portable radios.

Unfortunately, we received word from the Village of Orland Park that our exploratory request to annex station 3 into the Village of Orland Park was denied. This annexation would have allowed for an improvement in water quality and sewer services to station 3.

# **Assistant Fire Chief / Operations**

## **Fiscal Year 2021 in Review Report**

**Assistant Fire Chief Richard Campbell**

During FY 21, the Mokena Fire Protection District began implementing a three-year program to replace an antiquated push button mechanical lock system for our interior and exterior doors. The new Honeywell Access Control system will enhance the security at each of our stations. This system includes software for a keycard entry security system and programmable access for each member. MFPD was able to obtain cost savings through an IPRF Grant and by purchasing a two-year-old system. The approximate savings is \$20,000 per phase. Phase 1 was completed in January 2021. Phase 2 will be completed in FY 22 and Phase 3 will be completed in FY 23.

After a thorough evaluation of the water filtration system at Station 3, it was determined that the current water filtration system was not properly treating the water. This resulted in staining and discolored water. Due to the high iron in the water, a new water filtration system had to be designed for this type of water condition. HOH Water Technology designed and installed the new water filtration system in February 2021. The new water filtration system cost was approximately \$15,000.

The Mokena Fire Protection District sold various items during FY 21 in order to eliminate the maintenance cost for unused vehicles and equipment. The 2001 Spartan Squad was sold for \$80,000 to the Coleman Volunteer Fire Department from Wisconsin. The 1996 International chassis that was used for maintenance as well as the 2001 Cargo Mate trailer were sold to Chandler Services for \$5,500. The 1997 Car Hauler trailer was sold to a private citizen for \$1,500.

MFPD took delivery of a new Pierce Engine that was built under the Build My Pierce (BMP) program. This program builds stock engines which allowed the District to save approximately \$100,000. The new engine was delivered to Mokena in March 2021. A Pierce representative provided a three-day comprehensive in-person training on the new engine. The new engine was placed in service on May 24, 2021.

MFPD applied for and secured a grant through Assistance to Firefighters Grant (AFG) to replace 30 aging self-contained breathing apparatus (SCBA). After a comprehensive evaluation, MFPD chose MSA G1 SCBAs. These SCBAs were placed in-service July of 2020. The retired SCBAs were sold to Dalmatian Fire Equipment for the amount of \$5,000.

I would like to thank the Board of Trustees, Chief Stephens, and Assistant Chief Cirelli for the support they have given throughout the year. I would like to acknowledge the commitment from the members of the MFPD in their support throughout the year.

## **Division of Human Resources & Administrative Services**

**Administrative Assistants Nancy Feigel and Kathy Ferraro**

An outside payroll company provides the bi-weekly payroll and secure online access for all employees, employee W4 and bank routing self service center, federal and state payroll filing and annual W2 preparation and filing. An outside accounting firm completes the monthly accounting review, Fiscal Year end reporting and audit preparation, as well as W2 review.

Board packets are prepared for the Board of Trustees for their monthly meeting. Included in their packet is financial information including all receipts, disbursements and a reconciliation form; in FY 2020 there were no unexplained variances.

The District's funds were transferred to a different bank this FY and the transition went very smoothly. The District continues to work closely with the banking and IT systems and is continuing to take additional extraordinary steps to enhance the security of the District's banking needs and funds. The administrative secretaries work closely with a third party billing company to manage ambulance and accident billing.

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

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

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

Congratulations to the following members who received service pins for their years of service to the MFPD:

### *Ten Years*

*JF/PM Michael Hullinger*  
*JF/PM Bob McNellis*

### *Fifteen Years*

*Eng. Adam Shefcik*

### *Twenty Years*

*Trustee Kenneth Blank*  
*Eng. Todd Conwell*  
*Eng. Eric Kobialko*

### *Thirty Years*

*A/C Joseph Cirelli*  
*Fire Chief Howard Stephens*

## **Division of Emergency Medical Services (EMS)**

**Firefighter / Paramedic Brian Crabtree**

**Engineer / Paramedic Tim Wiencek**

**Lieutenant / Paramedic Mark Rojek**

The EMS Division has concluded another busy FY in Emergency Medical Services (EMS). Our ongoing commitment to training, both advanced and routine, continues to surpass the minimum requirements of IDPH and the Silver Cross Emergency Medical Services System. This will continue into the new fiscal year as new training methodologies are explored.

Lieutenant Rojek is responsible for supply inventory, ordering, and re-stocking EMS supplies. Thank you, Lieutenant Rojek, for a fantastic job making sure the supply room is always well stocked for contingencies. Also, thank you to Engineer Wiencek for assisting with various aspects of the quality assurance process, and stepping into the coordinator role during the opening of the Covid-19 pandemic.

**Training:** Silver Cross Emergency Medical Services System continuing education (CE) program assures that all EMS personnel achieve the required 100 hours for re-licensure every four years. The system also offers various EMS classes to providers such as Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Computer based CE is delivered through MOODLE, which consists of a monthly PowerPoint and quiz that delivers 2.5 hours of CE each month. Along with the Silver Cross Emergency Medical Services System CE, in house training supplements the required CE hours. The annual requirements for EMS continuing education per IDPH and the Silver Cross Emergency Medical Services System are being met and exceeded by as much as two times the required training hours. This is an example of our commitment, by both the District and its personnel, to superior EMS service. These hours are achieved by on-shift training, as well as members participating in off-shift trainings. All members participated in an annual CPR recertification. All full-time MFPD EMS personnel are licensed at the Paramedic level.

**Equipment, Supplies & Maintenance:** The Mokena Fire Protection District has taken delivery and implemented brand new Zoll X series monitors in all transport vehicles. These monitors are the newest monitors on the market and will greatly assist the District in its continuation of a superior standard of care to our residents. The District also began participating in a pilot program with the IDPH to test the feasibility of AED's on all non-transport vehicles. Each month data for the program is sent to Silver Cross Hospital. With area participation from EMS region 7, we foresee a great cost savings with the success of this program.

**Licensing & System Requirements:** All MFPD paramedics with licenses up for renewal met the required 100 hours of CE training. All four ambulances were re-licensed. All ALS non-transport vehicles were self-inspected and relicensed.

**COVID-19:** We at the Mokena Fire Protection District have also been affected by the pandemic of Covid-19. The District saw 3-line staff and 1 administrative member diagnosed with the virus; all of these personnel saw full recoveries and were able to report back to duty. This can be attributed to the EMS divisions steadfast determination to stay up to date with the CDC, and IDPH guidelines for PPE usage. Much the same as the previous year, the residents of the Mokena Fire Protection District also deserve a thank you for not only the support they show us on a daily basis, but for the donations made, such as hand sanitizer, and homemade masks.

**Looking forward:** as the fiscal year closes; the EMS division will always be looking for ways to improve how it does its job and protects the citizens of not only our fire district, but anywhere else we may be called, no matter the emergency. This will be accomplished through proper training, equipment, and care.

# **Fire Prevention Bureau**

**Lieutenant Mark Sickles**

**Fire Marshal Thomas Murray**

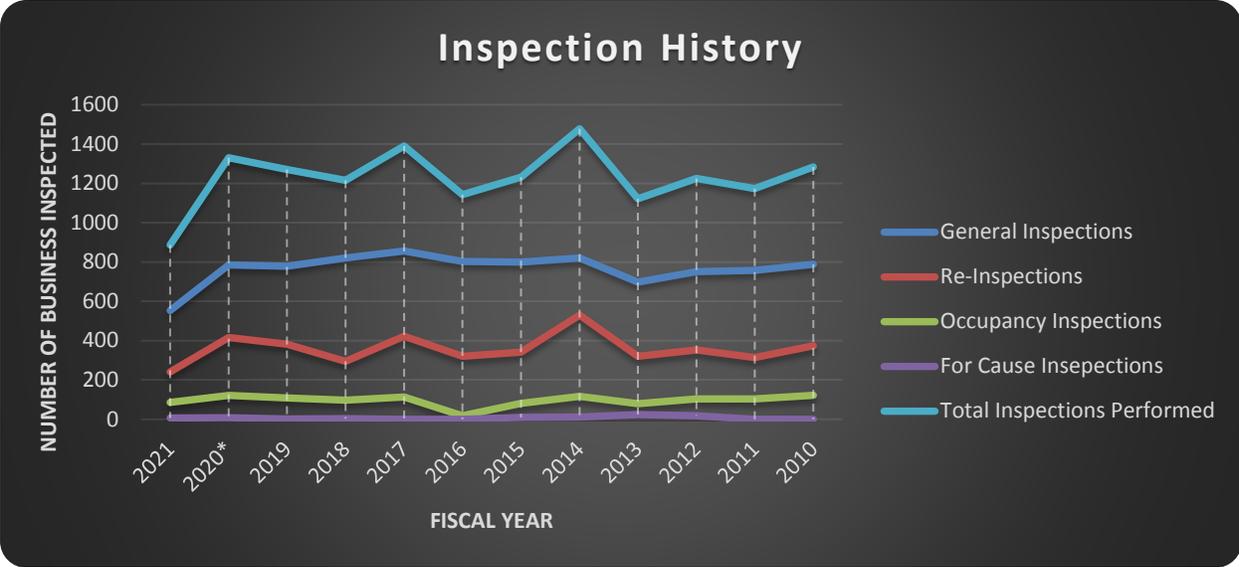
## **Inspections & Construction**

The MFPD currently has 1,167 active files for businesses/buildings within its jurisdiction. Of these files, 107 are preplan reference files or open files that are not occupied yet and have not been inspected. This leaves 1,060 files that are subject to inspection for the Fiscal Year.

Due to the COVID-19 outbreak, all but occupancy inspections continued to be suspended until August 6, 2020. With the addition of a new fire marshal, general inspections were re-instated, conducted by the fire prevention bureau; however, company and 7G inspections continued to be suspended. Due to falling numbers of COVID-19 cases, in September 2020, company inspections and 7G inspections were re-instated, although briefly. In November 2020, there was a statewide spike in COVID-19 cases forcing company and 7G inspections to be suspended once again until February 2021 when all inspections were re-instated.

To that end, between the Fire Prevention Bureau (FPB) and Company Inspections, 666 general inspections, 103 occupancy inspections (13 new occupancies, 90 re-occupancies), 8 for-cause inspections, and 554 follow up inspections were conducted for a total of 1,331 total inspections for the Fiscal Year. 777 of the available 1,060 files were inspected in either general, occupancy, or for cause inspections which equates to an 73% completion rate.

Of the 103 occupancy inspections, 90 (87%) were existing construction occupancies that were vacated and re-occupied, 13 (13%) were new construction occupancies where no other business existed there before. 85 (83%) were in the Village of Mokena, 17 (16%) were in the Village of Orland Park, 0 (0%) were in the Village of Frankfort, and 1 (1%) were in Will County.



Due to the COVID-19 outbreak, the Halloween Hollow was cancelled and there was no carnival to inspect.

Seven new construction projects were started in FY 21:

Velocity Center  
 9000 191<sup>st</sup> St.  
 VoM  
 6,600 SF multi occupancy bldg.

Yahav Properties LLC Out-Lot  
 SW corner of Parcel-B (19-09-16-402-005-0000)  
 VoF  
 8,978 SF multi occupancy bldg.

Altorfer CAT  
 19001 88<sup>th</sup> Ave.  
 VoM  
 Bldg-A: 60,002 SF NC

Altorfer CAT  
 19001 88<sup>th</sup> Ave.  
 VoM  
 Bldg-B: 7,040 SF NC

Life Storage of Mokena  
 8531 191<sup>st</sup> St.  
 VoM  
 26,000 SF NC

Life Storage of Mokena  
8531 191<sup>st</sup> St.  
VoM  
19,400 SF NC

Orland Investors LLC-18414  
18414 116<sup>th</sup> Ave.  
VoOP  
24,820 SF multi occupancy bldg

Village of Mokena	5 (72%)
Village of Orland Park	1 (14%)
Village of Frankfort	1 (14%)
Will County	0 (0%)

New construction buildings that were either partially or completely approved for occupancy in 2019-20 and / or 2020-21 were the following:

K-Line Excavating  
19133 104<sup>th</sup> Ave.  
VoM  
5,150 SF

Orland Investors LLC  
18450 116<sup>th</sup> Ave.  
VoOP  
72,000 SF

Anderson Pump Service  
9720 197<sup>th</sup> St.  
VoM  
11,496 SF

Altorfer CAT  
19001 88<sup>th</sup> Ave.  
VoM  
Bldg-A: 60,002 SF

Westcore Alpha Mokena I (Opus)  
8965 187<sup>th</sup> St.  
VoM  
152,400 SF

Westcore Alpha Mokena II  
8905 187<sup>th</sup> St.

VoM  
111,600 SF

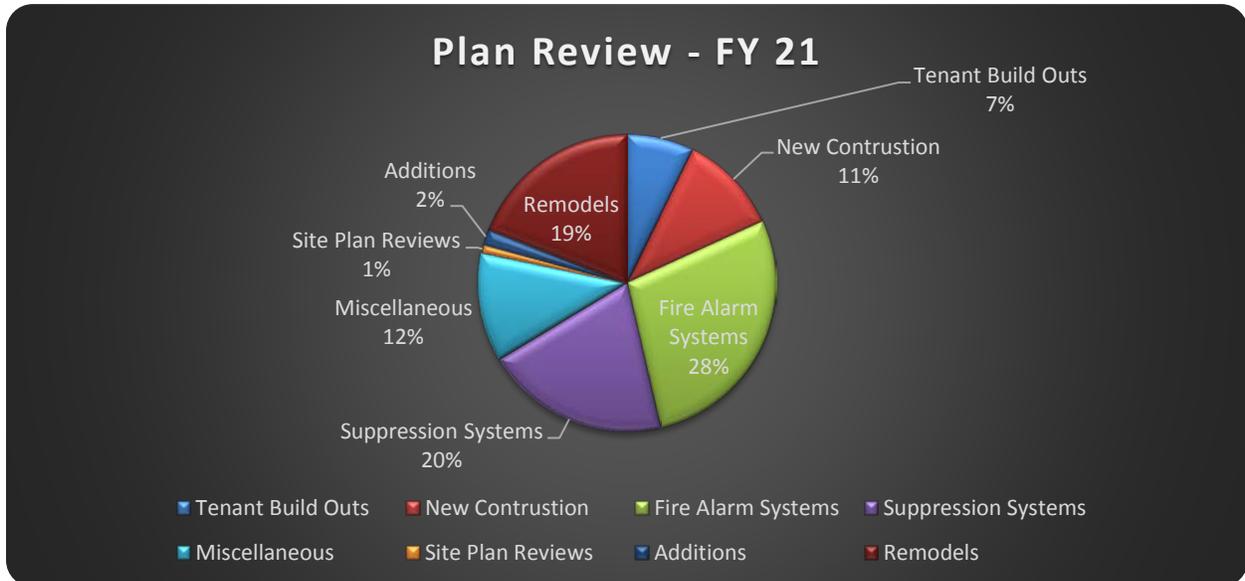
And, in a project started in August of 2016, finally getting occupancy approval in October 2020...

Holiday Inn Express  
19160 Greenwich Dr.  
VoM  
59,800 SF

**Plan Reviews**

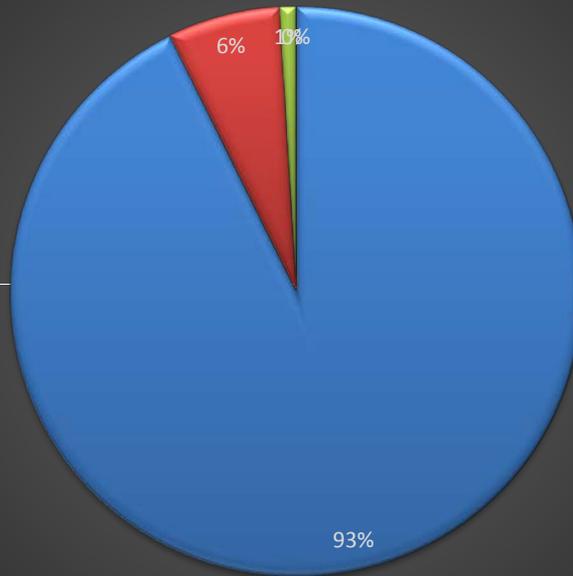
A total of 110 plan reviews were conducted in the Fiscal Year and break down as follows:

Additions:	2	Remodels:	21
Fire Alarm Systems:	31	Site Plans:	1
Miscellaneous:	13	Suppression Systems:	22
New Construction:	12	Tenant Buildouts:	8



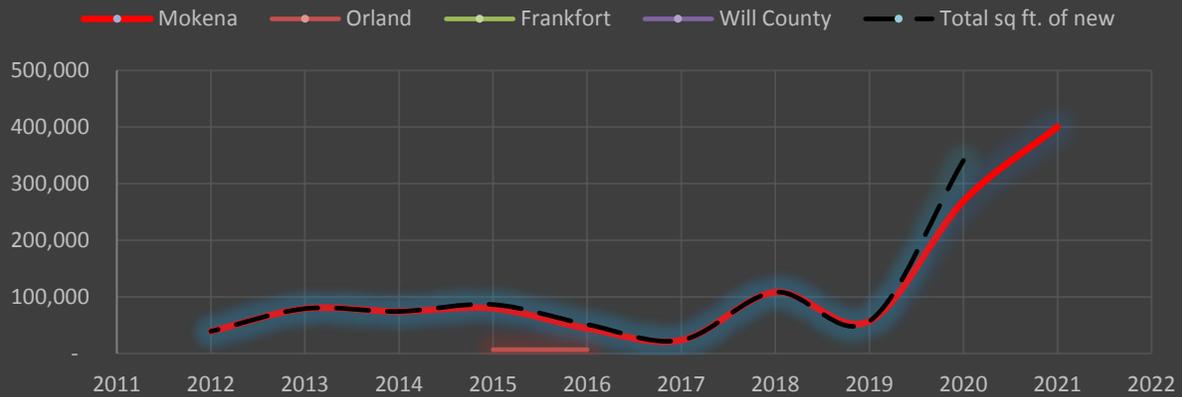
Village of Mokena	102 of 110 (93%)
Village of Orland Park	7 of 110 (6%)
Village of Frankfort	1 of 110 (1%)
Will County	0 of 110 (0%)

### Location of Plan Reviews - FY21



■ Village of Mokena   
 ■ Village of Orland Park   
 ■ Village of Frankfort   
 ■ Will County

### Total Square Footage of New Occupied Construction By Municipal Jurisdiction



### Fire Incident Pre-Plans

The FPB continues to create, maintain and update the pre-plan drawings as necessary.

### Fire Prevention

For the first time in modern memory, the Mokena Fire Protection District was unable to conduct fire prevention programs in the schools due to the COVID-19 pandemic. It is with

optimism that we look forward to re-igniting the fire prevention programs in the schools in the fall 2021 fire prevention campaign.

Schools: 2020 Fire Prevention Campaign

Number of Students	0
Number of Programs	0
Number of Program Dates	0
Programs per Date	0
Students per Date	0
Students per Program	0
Total Hours of Instruction	0
Hours of Instruction per Date	0
Hours of Instruction per program	0
Total Spent on Handout Materials:	\$0.00
Average Expenditure per Student:	\$0.00

**Public Education**

CPR/ AED Classes

8 sessions  
52 participants  
6.5 participants per session

Basic First Aid

\*Due to the COVID-19 outbreak, there were no first aid classes conducted in FY 21 in accordance with the State of Illinois guidelines.

Senior Luncheons

\*Due to the COVID-19 outbreak, no Senior Luncheons were conducted in FY 21 in accordance with the State of Illinois guidelines.

Ride to School

\*Due to the COVID-19 outbreak, all rides to school were cancelled in accordance with the State of Illinois guidelines.

Station Tours

\*Due to the COVID-19 outbreak, there were no station tours conducted in the first half of FY 21 in accordance with the State of Illinois guidelines.

### Family Fun Day

\*Due to the COVID-19 outbreak, there were no Family Fun Day conducted in FY 21 in accordance with the State of Illinois guidelines.

### Fire Extinguisher Training

\*Due to the COVID-19 outbreak, there were no fire extinguisher trainings conducted in FY 21 in accordance with the State of Illinois guidelines.

### Pancake Breakfast

\*Due to the COVID-19 outbreak, there was no Family Fun Day conducted in FY 21 in accordance with the State of Illinois guidelines.

### Fire Safety Presentations

\*Due to the COVID-19 outbreak, there were no fire safety presentations conducted in FY 21 in accordance with the State of Illinois guidelines.

### Baby Sitting Clinics

\*Due to the COVID-19 outbreak, there were no babysitting clinics conducted in FY 21 in accordance with the State of Illinois guidelines.

### Block Parties

\*Due to the COVID-19 outbreak, there were no block parties attended in FY 21 in accordance with the State of Illinois guidelines.

### Parades

\*Due to the COVID-19 outbreak, there were no parades attended in FY 21 in accordance with the State of Illinois guidelines.

### Drive by Parades

In FY 21, the Mokena Fire Protection District attended 53 requested drive-by parades to continue spreading goodwill to our customers (coming in safe distancing contact with approximately 2,600 people) during the COVID-19 stay at home guidelines issued by the State of Illinois.

### Health Fairs/Business Expos

\*Due to the COVID-19 outbreak, there were no health fairs / business expos attended in the 2020-21 FY in accordance with the State of Illinois guidelines.

## Food Truck Fridays

\*Due to the COVID-19 outbreak, there were no food truck Fridays scheduled by the Forest Preserve District of Will County in FY 21 in accordance with the State of Illinois guidelines.

## Keep the Wreath Red

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

## Fire Investigations

Due to the COVID-19 outbreak, the Mokena Fire Protection District’s participation in the MABAS-19 and Task Force investigation teams was temporarily suspended.

We continue to support and participate in the MABAS 19 Fire Investigation Team (M-19) and the South Suburban Fire Investigation Task Force (TF).

The current Mokena investigators are as follows:

Lt. Mark Sickles (M-19 & TF)

In FY 21, 33 fire investigation requests were made by MABAS 19 and/or Task Force participating departments (back half of 2020 = 18 and front half of 2021 = 15). Of the 37 requests, 2 (6%) were responded to by a Mokena Fire Investigator.

In FY 21 there were seven fires investigated in the Mokena Fire Protection District. 2- Structure Fires (1-fatal), (6-Accidental and 1-Incendiary). Of the seven investigations, two were team call outs (MABAS-19) and one involved the OSFM for a fatal residential fire and five were in-house investigations handled by MFPD investigators.

## **Division of Training**

**Lieutenant / Paramedic Richard Gotter**

**Firefighter / Paramedic Chris Buchan**

FY 21 had many positive changes and opportunities to its training program. As we continued with many positive changes, this year's total of 16696.55 hours of fire suppression training and 2233 hours of EMS training, with a total of 18929.55 hours. That is a 12.13% increase versus the previous FY.

MFPD conducted another 5-day (40 hours) training academy for three new firefighters that were hired in March 2021. This academy consisted of OSFM training guidelines, SCBA skills, vehicle extrications, ground ladders, fire hose evolutions at Frankfort Training Facility. We included EMS training and practical skills during the week. MFPD instructors from all ranks were used to complete all the academy trainings.

Rescue Task Force (RTF) for active shooter preparedness is a very important role in our community. MFPD has three members that teach the material and techniques to its members MFPD will also continue to train in conjunction with the Mokena Police Department throughout the years on RTF.

Mutual Aid trainings have continued to be scheduled with neighboring Fire Districts. This year topics have concentrated on multi company operations focusing on tactics and fire ground operations of the first and second units on a fire scene. The MABAS 19 Training Committee continues to schedule "Light n Fights" practicals at Orland Park and Frankfort Training facilities. MABAS 19 Training Committee has also added different monthly trainings throughout MABAS 19 fire departments. These mutual aid companies work together at "Light n Fight". Other trainings are conducted with live fire scenario base and the working companies complete multiple training objectives. These "Light n Fights" trainings last for 4-5 hours and allow all on-duty personal to attend.

Target Solution training program was managed throughout the year by the MFPD Training Coordinator. This program simplified the delivery of training to all MFPD personnel. Target Solutions provides hundreds of prepared courses, covering critical EMS training, emergency vehicle operations and NFPA-approved contents. It also tracks all training hours in one location for ISO and accreditation. It allows other MABAS 19 districts using Target Solutions to share trainings with MFPD. I believe this platform is working well with our organization's training needs.

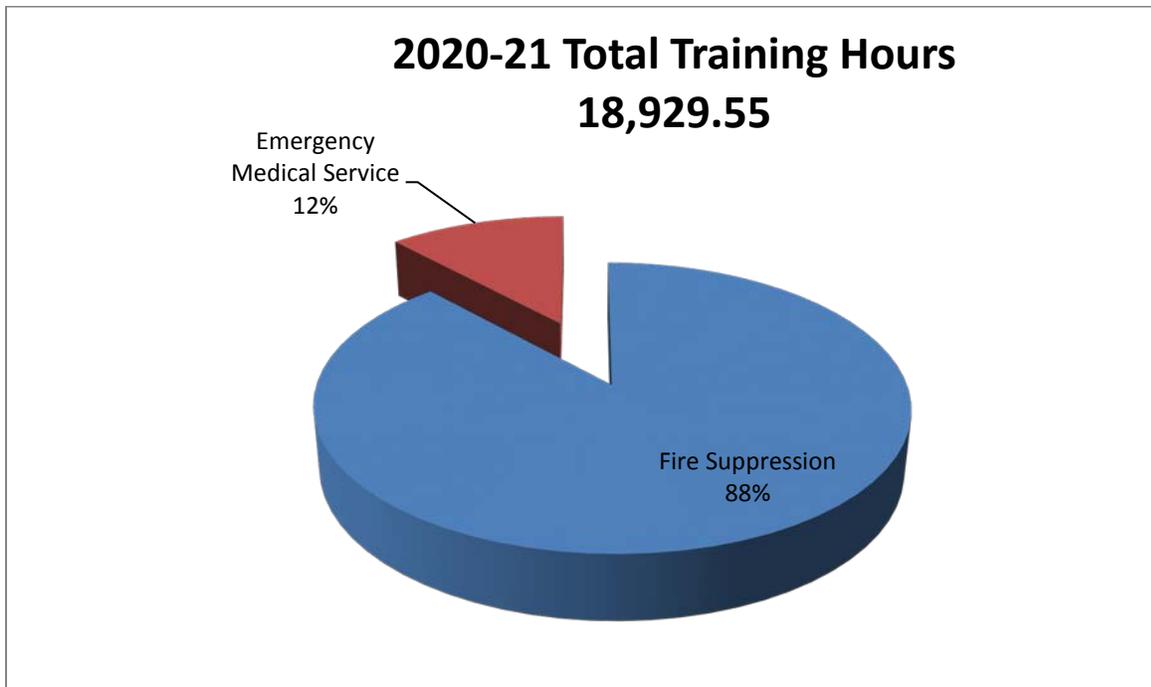
Goals obtained for FY 21

- Continue to monitor and evaluate company during tower trainings
- Continue to incorporate basic and advance FF trainings
- Continue to promote mutual aid drills
- Manage Target Solution program for tracking individual training completed, mandatory, and make-up drills

- Manage required monthly defensive driving training program
- Continue with the 3-year training program schedule
- Conducted a Blue Card Refresher course hours during quarterly Officer Meetings.
- Delivered Officer training every month
- Take an active role in MABAS 19 Training Committee

#### Goals for FY 22

- Continue to monitor and evaluate company training
- Monitor the new OSFM renewal requirements for all OSFM certificates starting 1/1/2022
- Start training new Assistant Training Officer to take over the training division
- Have companies training on basic fire hose evolutions
- Continue to expand training tower practical trainings
- Continue to promote mutual aid drills
- Refine the mentoring program for assisting Firefighters to become Engineers and Engineers to become Lieutenants



### Active Member Certification Survey

State of Illinois – Fire Marshal’s Office Certification  
Achievements of all active members in FY 21

**Fire Department Safety Officer**

Assistant Chief Joseph Cirelli

Assistant Chief Richard Campbell

**Fire Department Health & Safety Officer**

Assistant Chief Joseph Cirelli

Assistant Chief Richard Campbell

**Vehicle & Machinery Technician**

Engineer Kenneth Berger

Engineer Eric Kobialko

**Rope Operations**

Firefighter Stuart Romadka

## **Division of Small Equipment and Hose**

**Lieutenant / Paramedic Erik Moeller**

- Purchased three cases of class A&B foam sticks
- 2019 - upgraded the hydraulic tools on E93 (29-15) for heavy extrications.  
2020 - outfitted TK92 (19-08) with 100% battery powered extrication tools.  
May 2021 - ordered an additional set of battery powered rescue tools to be mounted on EN91 (33-21), completing the 3-year replacement plan of our rescue tools.
- Began a program to replace our vehicle mounted flood lights. EN91 (33-21) has no vehicle mounted generator so battery powered tools are best suited for this vehicle.
- During the month of May, the District conducted our annual hose testing. Duty personnel tested one truck, three engines and all the extra hose stored at the three stations, approximately 15,900 feet. There were a few lengths of different sizes of hose this year that needed additional service and repairs. The tested hose were logged into firehouse.
- We continue to use the Tru fuel program with all of our of our small tools.

## **Division of Apparatus Maintenance**

**Engineer / Paramedic Mike Dreger**

**Firefighter / Paramedic Adam Meyer**

**Engineer / Paramedic Eric Kobialko**

FY 21 in maintenance has been a busy one. We have signed an intergovernmental agreement with Peotone FPD to service their vehicles and continue to service Manhattan FPD, Tinley Park FD, Oak Forest FD, along with our own vehicles. We have completed servicing all of the brake/steering inspections, pump tests, aerial maintenance, aerial inspections, aerial testing, ground ladder testing, ground ladder maintenance program, small tool repairs, station mowers, station generators, station compressors, station plows, and salt spreaders this year. We have a consistent priority repair schedule to get all of the vehicles in for repairs and or maintenance.

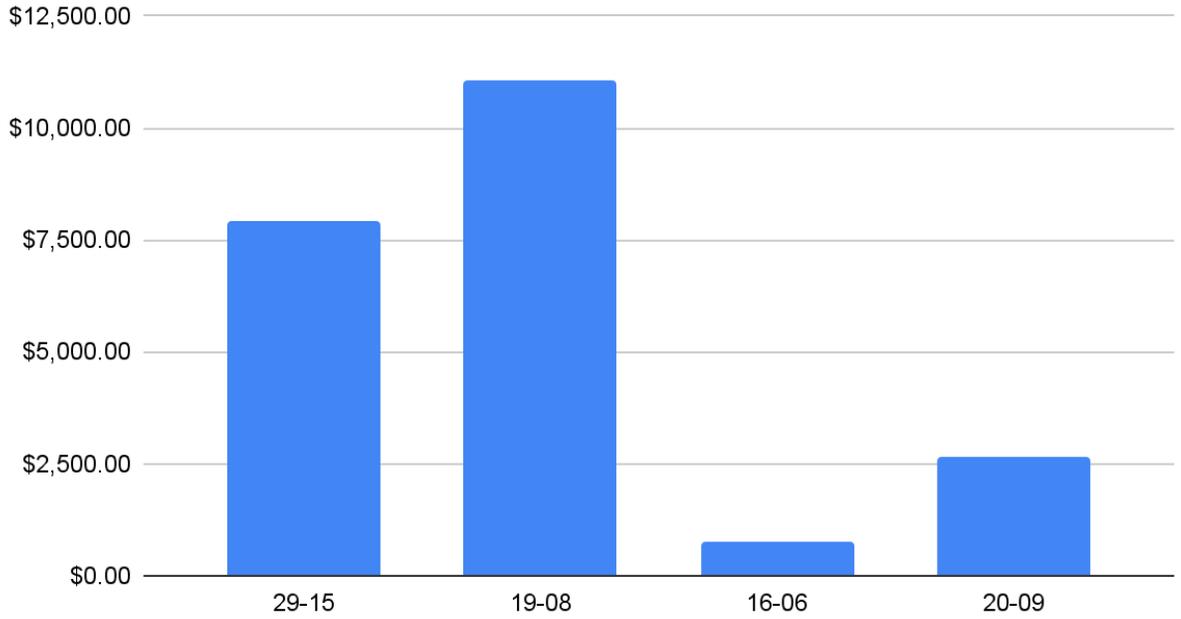
The ground ladders were tested by UL this year. All of our ladders passed inspection. We have had problems scheduling test dates with our previous testing vendors and will continue to use UL for their dependability. We currently use UL to inspect our vehicle pumps, aerial ladder, vehicle generators, and now ground ladders.

In addition to our normal preventative vehicle maintenance we have accomplished the following:

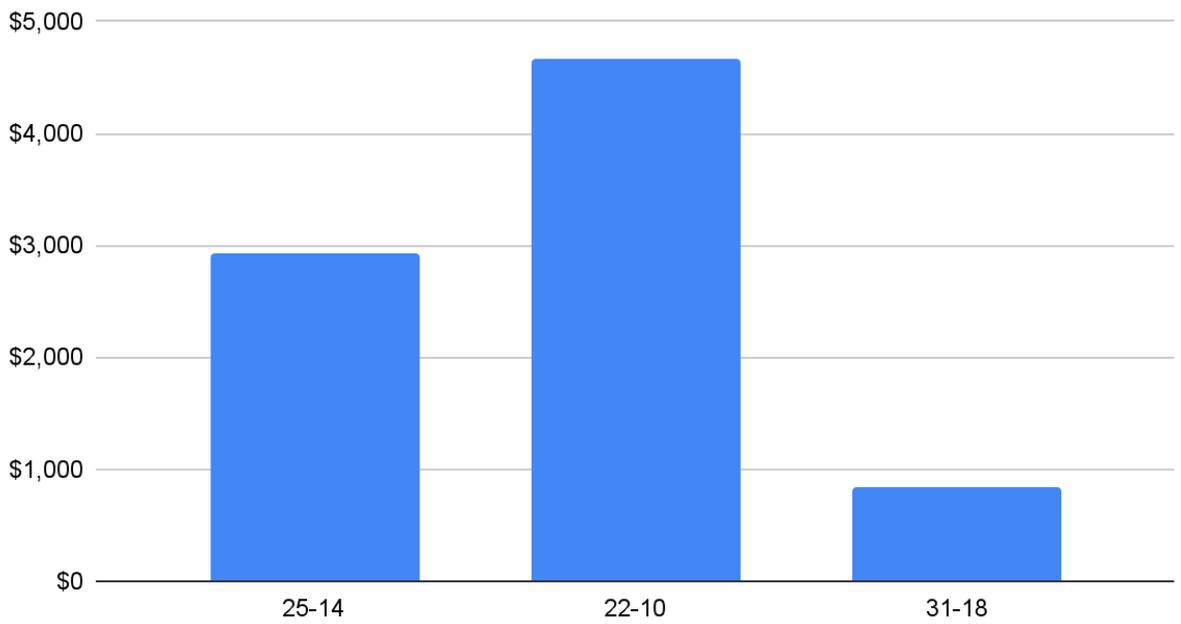
- This FY we took on the task of installing new iPad mounts in the vehicles, new cradle point WAN routers, USB charging ports, cellular antennas, 800 mhz antennas, 800 mhz mobile radios, and 800 mhz portable radio chargers. The cradle point and cellular antennas are allowing us to connect to 5G cellular networks in the area. This is a continuing project that we are working on and have been successful so far.
- We have assisted with placing a new Fire Marshal's vehicle in service; a 2021 Chevy Equinox. We assisted with taking the Squad out of service by removing decals, removing equipment, and providing the purchasers with service documentation. We assisted in taking the CART trailer out of service by removing the radio base station, wiring, tools, and decals.
- We assisted in sending an ambulance (17-07) out to be remounted onto a new Freightliner chassis. The ambulance has been inspected by MFPD and we are waiting on final delivery at this time. The 2007 International chassis was returned to us so we could have the 1996 maintenance truck box mounted onto the 2007 International chassis. Before the 2007 International chassis was remounted, maintenance personnel needle scaled the frame, applied a 3-step rust preventative paint, and replaced the rear suspension.
- Maintenance personnel assisted with purchasing and inspecting our new Pierce engine. We traveled to Appleton, Wisconsin to inspect the new engine inch by inch to ensure that what was on our build sheet is what we were receiving. We received the vehicle and installed the radios, iPad, router, chargers, and all of the tool mounting. We removed a significant amount of equipment from the 2009 HME/Alexis to get the new engine in service. We still have a small amount of work to get the 2009 ready for sale.

Thank you to Ken Berger for his years of service to the vehicle maintenance division. Ken stepped down from the maintenance division this May. Over the years Ken accomplished EVT certification and attended numerous mechanic seminars.

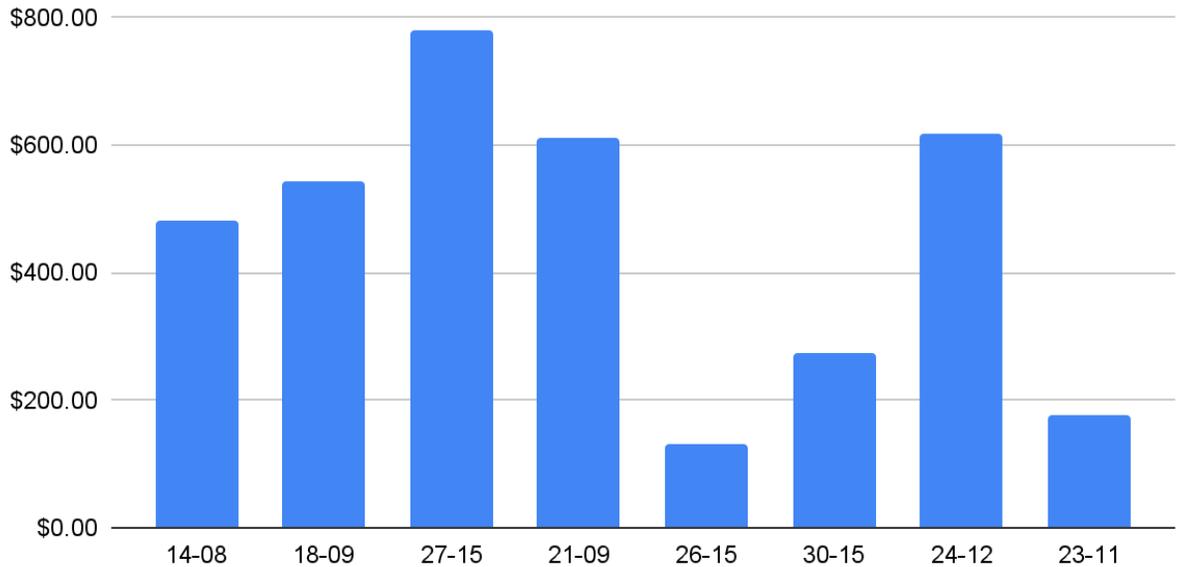
## FY 2021 Suppression Vehicle Maintenance Costs



## FY 2021 Ambulance Maintenance Costs



## **FY 2021 Staff And Support Vehicles Maintenance Costs**



## **Division of Buildings and Grounds Maintenance**

**Firefighter / Paramedic Mike Hullinger**

FY 21 in building and grounds maintenance the following projects were completed:

- Water softener at station 3 was replaced
- Gutters were added to station 1
- Key Fob system added to all stations
- UV lights added to furnaces throughout the District in an attempt to combat COVID-19

Current goals for 2021: Begin replacing exterior entry doors and continue preventative maintenance at all stations.

## Division of Protective Gear

Lieutenant / Paramedic Mark Rojek

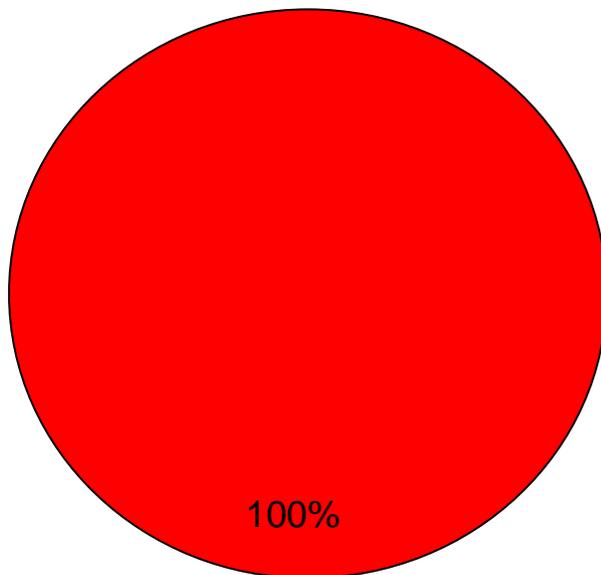
The protective gear program was able to successfully have 100% of front-line bunker gear cleaned, inspected, and repaired by our third party factory warranty repair company.

We were able to purchase two more sets of bunker gear to replace gear that was getting close to the end of its manufacturer recommended service life. Though not well publicized, there was a pandemic that caused the District to incur some unforeseen expenses that curtailed our purchasing three additional sets. Each year that we are able to purchase more gear will help us improve our rotation of bunker gear and move more of the older gear to reserve status.

The current goals for FY 22 include:

- Purchase at least four more sets of bunker gear
- Continuing the third-party inspection/repair process
- Apply for any grants that become available
- Self-assessment to increase NFPA 1851 Compliance

### BUNKER GEAR



Inspected/Repaired to NFPA 1851

# Division of Clothing

Firefighter / Paramedic Adam Meyer

Lieutenant / Paramedic Mark Rojek

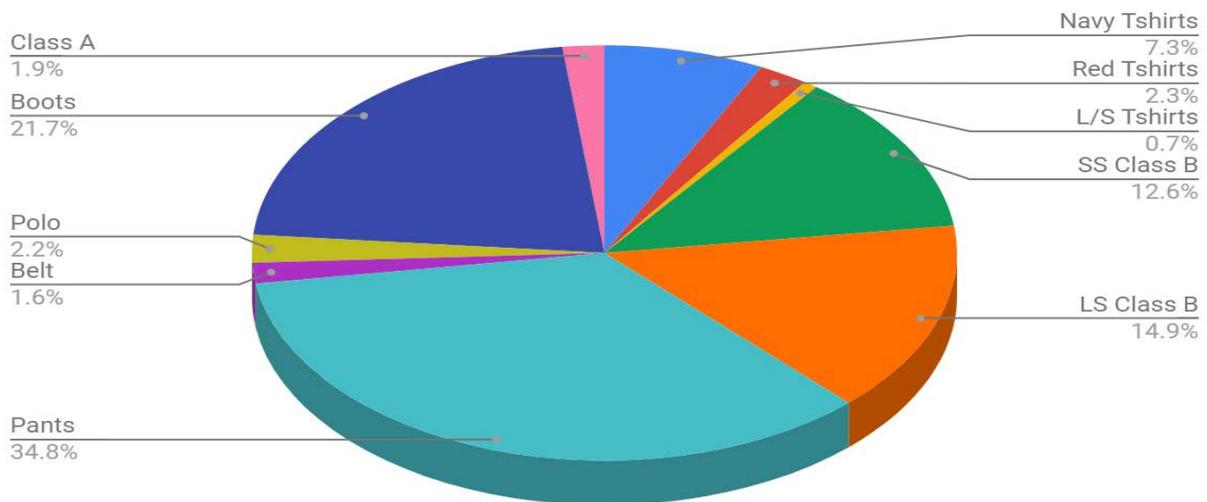
During FY 21 the Division of Clothing was able to maintain our current station clothing to the required levels, including successfully outfitting a total of six new employees. Employees continued to use the electronic work notice program to inform the division of their needs. The Division of Clothing is currently operating within budget.

During FY 21 lead times on clothing has continued to decrease. The Division of Clothing has worked to keep common items in stock for a quick turnaround.

During FY 21 The Division of Clothing continued to have issues with backordering of several uniform items. The Division of Clothing has found the required 100% cotton or NFPA 1975 equivalent is not as readily available and supply issues are common. It has been found that many manufacturers are getting away from the 100% cotton standard. The Division of Clothing is constantly looking into different vendors for better options. A new on-duty sweatshirt was found that met the requirements set forth by the District. This gives the District a total of two options to choose from.

The Red T-shirt Program continues to be a success. Every Friday members wear a red t-shirt in support of our troops.

**Breakdown of Items within Budget**



## **Division of Self Contained Breathing Apparatus (SCBA)**

**Firefighter / Paramedic Chris Buchan**

In FY 21 the Division of SCBA continued to run with no issues. The new SCBA packs, masks and bottles continue to work with no issues. Annual SCBA testing went well, with no issues reported.

19-08 (Truck 92) received new air pack mounts, which offer new safety to the original mounts, along with properly fitting the new style air packs.

Fifteen spare rechargeable batteries were placed in service. These batteries will serve to rotate batteries to prolong life, and ensure the batteries in the SCBA's are always fully charged.

## **Division of Employee Assistance**

**Lieutenant / Paramedic Todd Newton**

In cooperation with Silver Oaks Behavioral Hospital, located on the Silver Cross Hospital campus, an innovative Employee Assistance Program (EAP) was jointly developed focusing on services necessary to provide appropriate support for first responders. As Silver Oaks is staffed 24 hours a day, immediate assistance and intake/evaluation is available, as well as Critical Incident Stress Debriefing and on-going employee education. This EAP is the first of its kind in Will County.

## **Division of Computer Aided Dispatch (CAD)**

**Lieutenant / Paramedic Tom Hug**

**Firefighter / Paramedic Chris Buchan**

Dispatch services are provided to the MFPD through Laraway Communications Center (LCC). LCC provides services to 32 Will County public safety agencies. LCC has been challenged with a lack of qualified applicants to fill vacant positions. A compounding factor over the past fiscal year was a significant COVID outbreak in the dispatch center.

Although the quality of dispatching services has increased over the past year, the call processing times (ring to pick up) have not. We have expressed our concern over the extended call processing times, as have other subscriber agencies. LCC has engaged a third-party assessment from Fitch and Associates. Fitch and Associates is conducting the assessment and is expected to identify gaps in service delivery and provide recommendations on how LCC can increase the quality of services provided. LCC also contracted a third-party Quality Assurance (QA) and training vendor to provide on-going QA services. The MFPD has automated the QA request process through the new records management system, where identified high-risk incidents will be forwarded to the LCC supervisors for inclusion in the QA que.

Communication between field units and the dispatch center is primarily conducted through radio communications. Our radio communication has occurred through use of two-way radios on the Very High Frequency (VHF) spectrum. The radio system is owned and maintained by the Lincoln-Way Area Fire Dispatch group and relies on a system of repeaters and microwave transmitters/receivers. The mobile and portable radios used to access this radio system are approximately 12 years old and finding parts to repair the radios has become increasingly difficult. In 2019 the LCC Fire Operations committee recommended agencies migrate to a Will County owned and maintained 800mhz trunked radio system (800 system). The 800 system provides built-in system redundancy with automatic failover and is owned/operated by Will County. There are currently no user or subscription fees for the use of this system. In order to use the 800 system, the MFPD upgraded the mobile (vehicle-mounted) and portable (handheld) radios used by field units. This upgrade was necessary due to the inability to repair the legacy VHF radios and to provide access to the 800 system.

An important component of dispatching services is the Computer Aided Dispatch (CAD) system. We have migrated mobile CAD services to PremierOne Handheld, a version of CAD designed for mobile devices such as cell phones and tablets. The ability to use tablets/cell phones instead of ruggedized computers may allow the MFPD to expand the CAD capabilities to the chase vehicles for a significantly less cost than previously available. Part of the transition to iPads was the installation of mobile cellular routers on each of the apparatus. The routers provide internet connectivity to the iPads, cardiac monitors, and other internet-enabled devices.

## **Division of Station Supplies**

**Engineer / Paramedic Mike Laney**

FY 21 posed some challenges with station supplies. Keeping toilet paper and paper towels in stock was quite challenging.

We are continuing to have supplies from Sam's Club shipped directly to Station 1. We are currently using discontinued wall mounted dispensers for cleaning supplies. We can accomplish this by simply refilling the old reservoirs with cleaning concentrates. Squeegees and truck wash brushes will next to be replaced in the future.

## **Division of Accreditation**

**Engineer / Paramedic Adam Shefcik**

FY 21 was year five of five of the accreditation cycle. The MFPD's Annual Compliance Report assessor, Chief Jerry Nulliner, has provided strategic input to the MFPD for each of the last four years. With his guidance, the MFPD was able to submit and be approved for each ACR in this accreditation cycle without recommendations. With COVID-19 impacting MFPD's financial climate, along with limited recommendations provided by CFAI during the last couple re-accreditation cycles, the MFPD has decided to postpone re-accreditation in 2022. The MFPD has been accredited since 2002 and is one of the longest tenured accredited agencies of the 290 agencies nationwide. The MFPD will continue to be a registered agency with CFAI and update its self-assessment manual to transition back into accredited agency status in the future. Thank you to the Accreditation Division, Chief Cirelli, and the MFPD administration for 20 years of dedication and support.

## **Division of Information / Technology**

**Engineer / Paramedic Adam Shefcik**

FY 21 was one of the most transcending year that MFPD's IT division has had. The Computer Aided Dispatch system went through a major upgrade with the purchase and installation of iPads and iPhones to replace the Panasonic Toughbooks in every front-line apparatus including Chief and Fire Marshal vehicles. The Panasonic Toughbooks, purchased in 2013, experienced end of life issues for its hardware and software programs. The new devices have newer, streamlined applications providing the District with faster and more efficient reporting, mapping, and dispatch information. These Apple products are significantly cheaper and more user friendly to operate compared to the Panasonic products. The MFPD was able to overcome the IT industry's COVID-19 related equipment shortages with the purchasing of multiple computers, all with new operating systems to replace obsolete software. In the next fiscal year, the IT division aims to upgrade the server side of our operation with new servers, backups, switches, and networking.

## **Division of Health and Fitness**

**Engineer / Paramedic Eric Kobialko**

Quarterly fitness trainings are conducted for all three shifts.

# CUSTOMER SATISFACTION SURVEY RESULTS

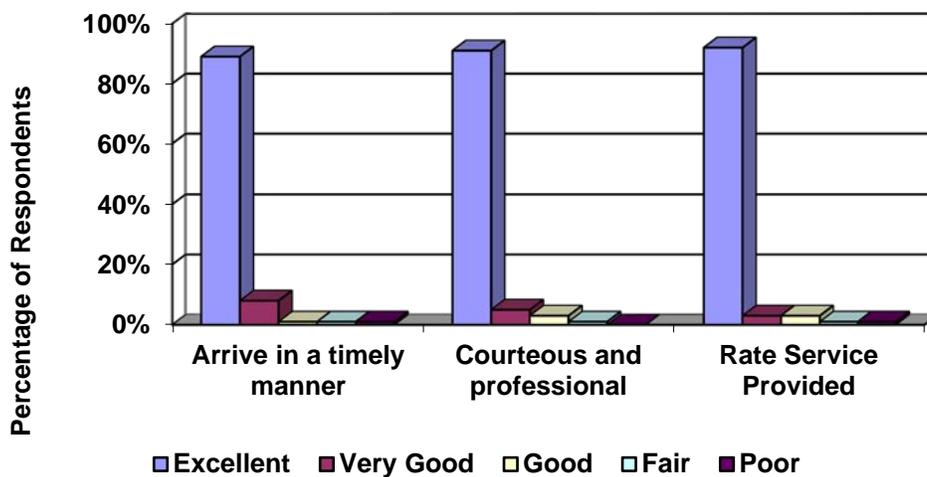
Number of Surveys received in FY 2021: **95**

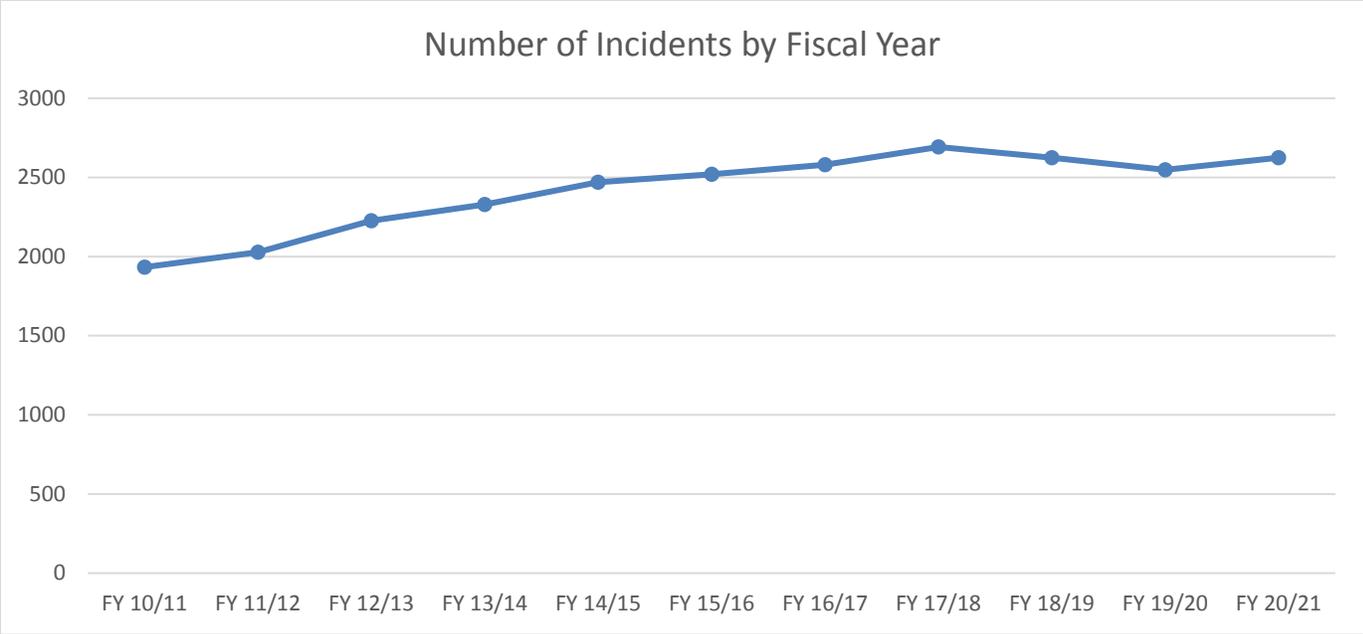
	<u>E</u> xcellent	<u>V</u> ery <u>G</u> ood	<u>G</u> ood	<u>F</u> air	<u>P</u> oor
	<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>P</b>
1) Do you feel emergency vehicles arrived in a timely manner?	84	8	1	1	1
2) Were the firefighters and/or paramedics courteous and professional?	86	5	3	1	0
3) How would you rate the service you were provided?	87	3	3	1	1
4) If you have any comments, good or bad, we would like to hear from you.	68 Surveys had comments				

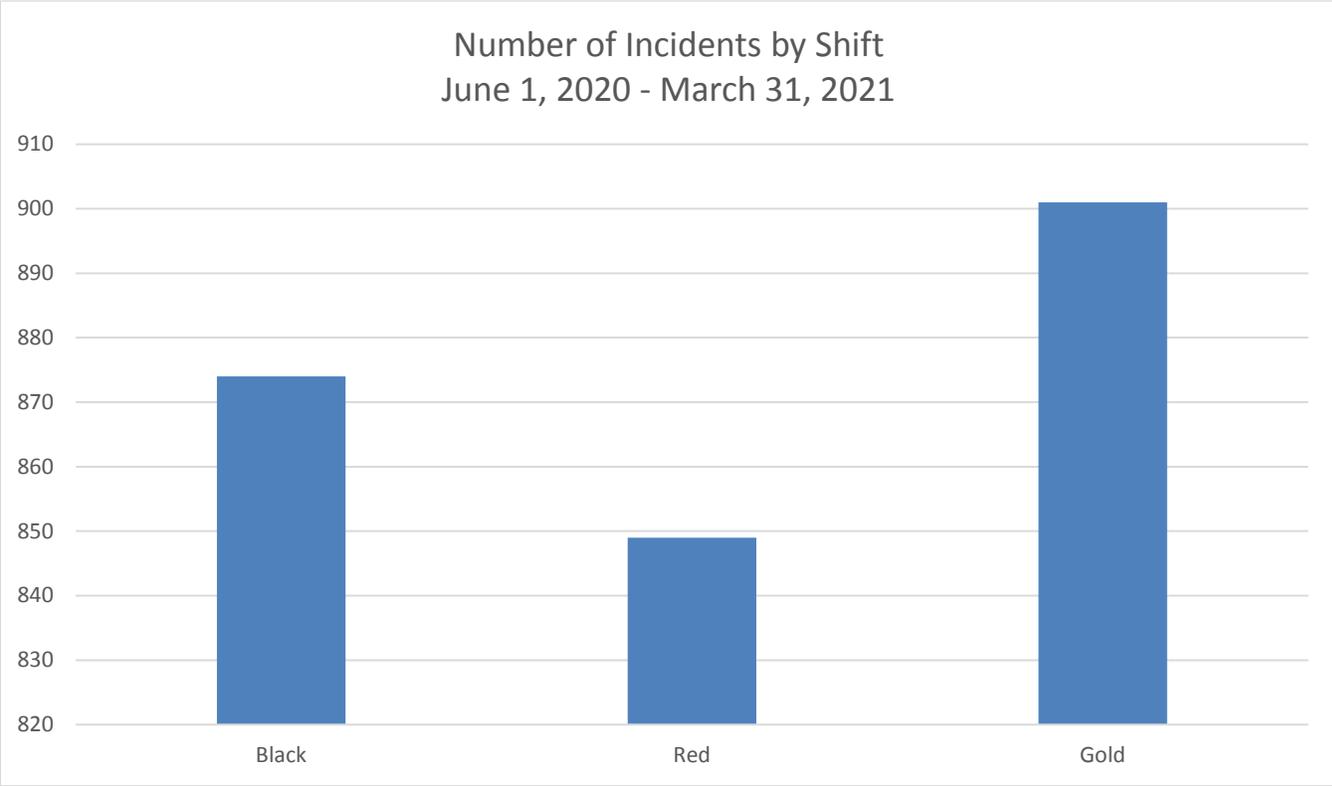
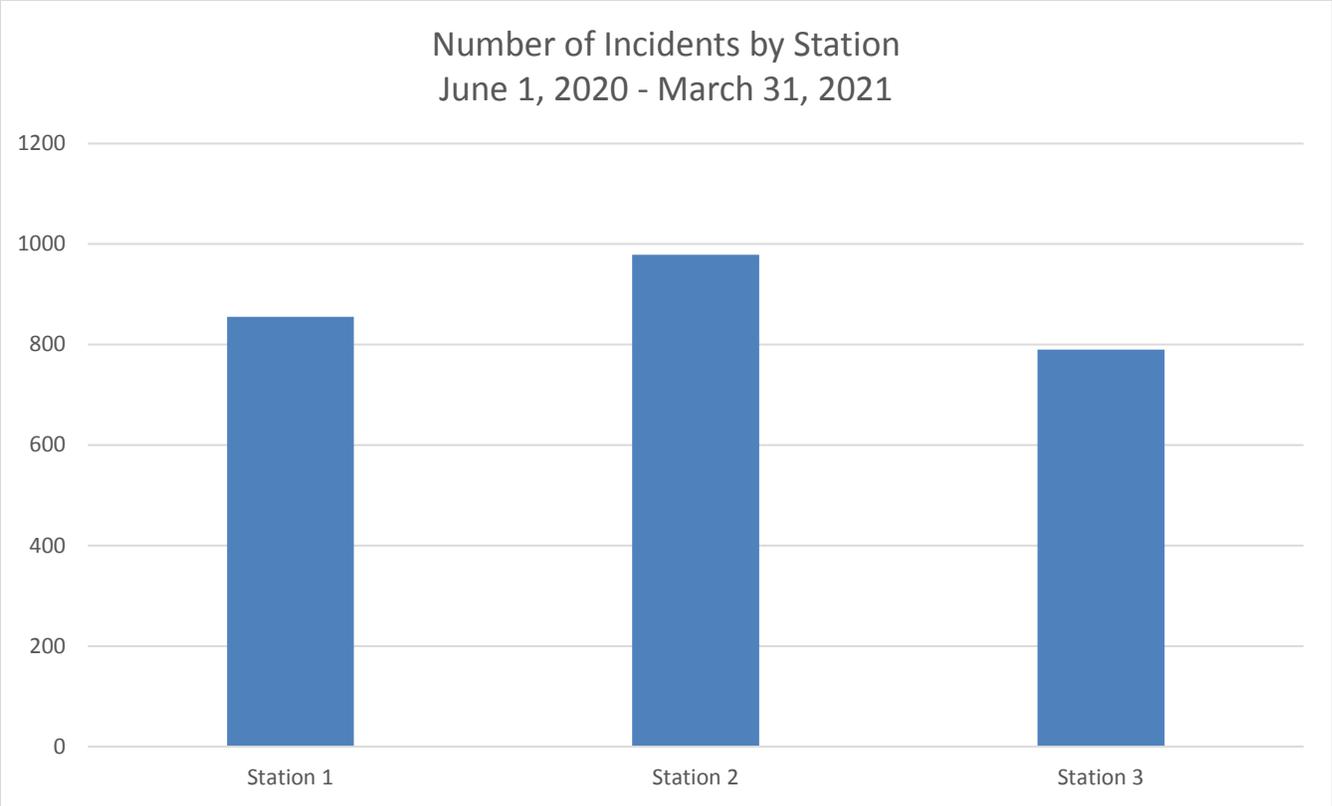
Optional Name

78 Signed surveys

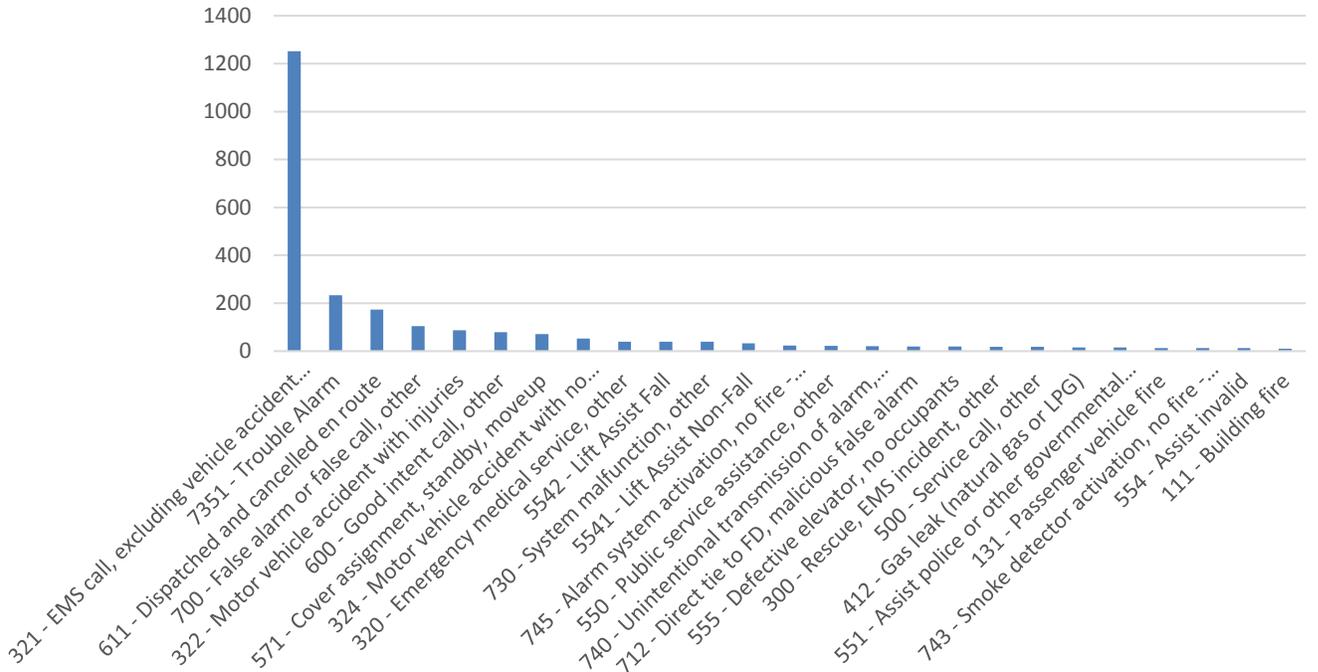
Note: Numbers do not equal number of surveys received in FY 2021 due to some surveys not entirely completed.



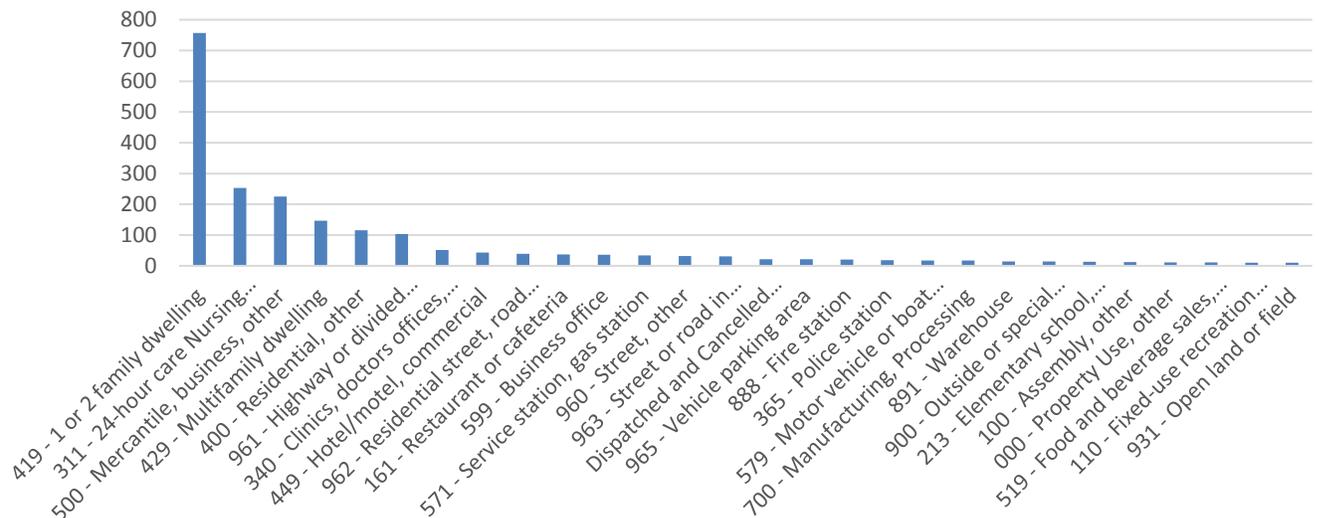


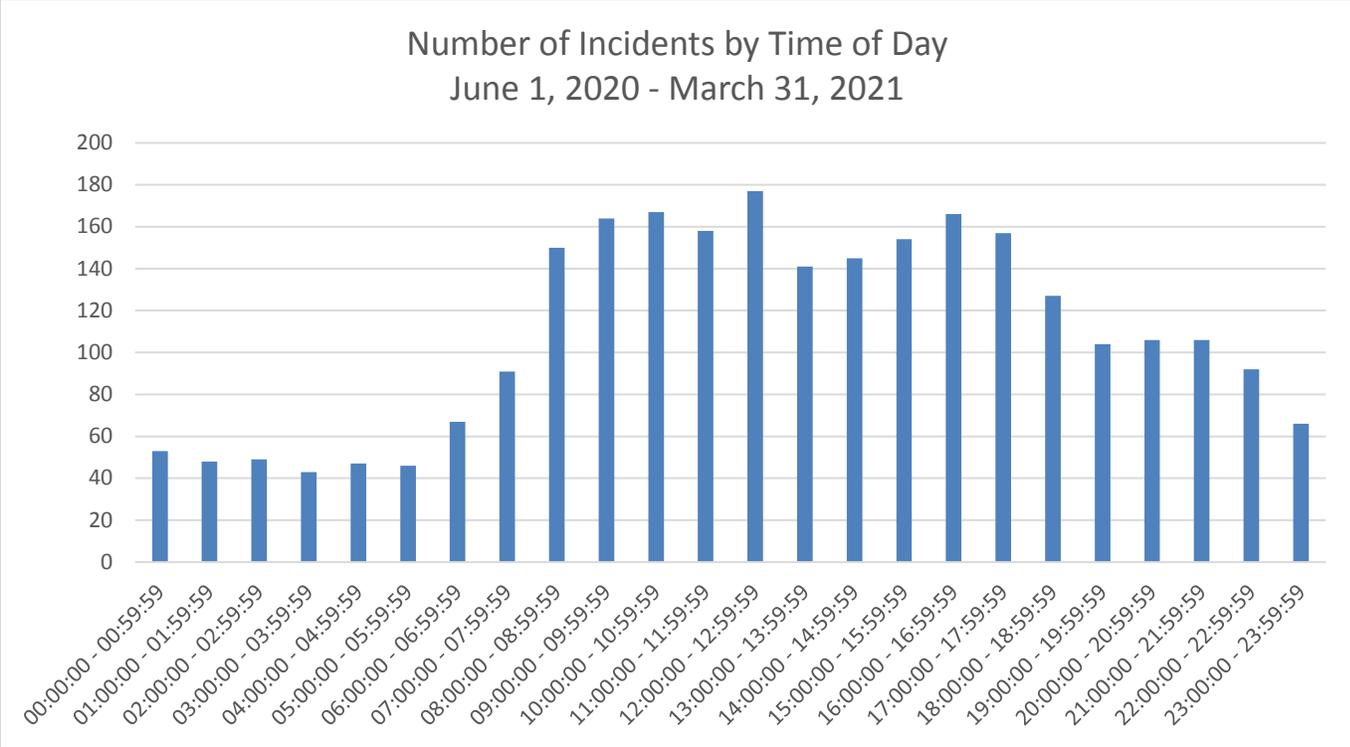
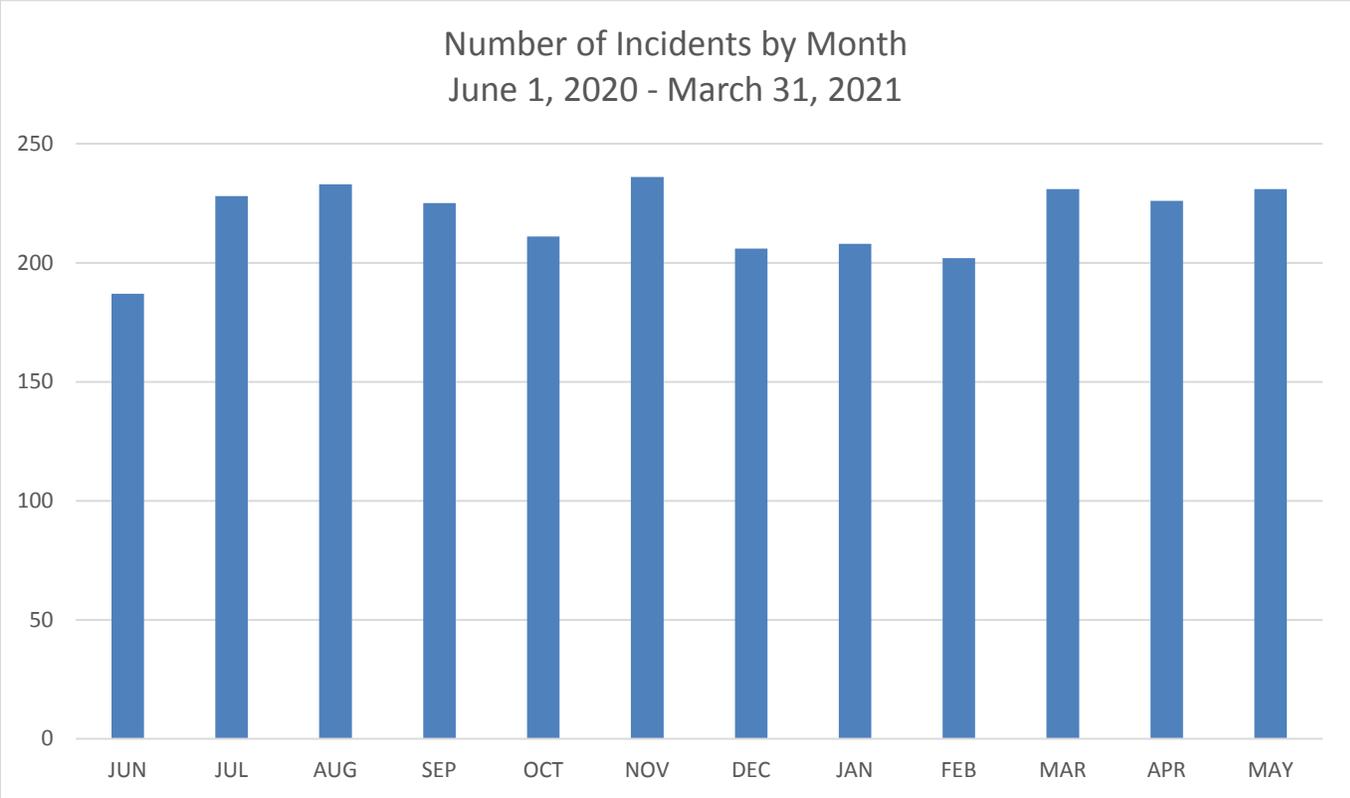


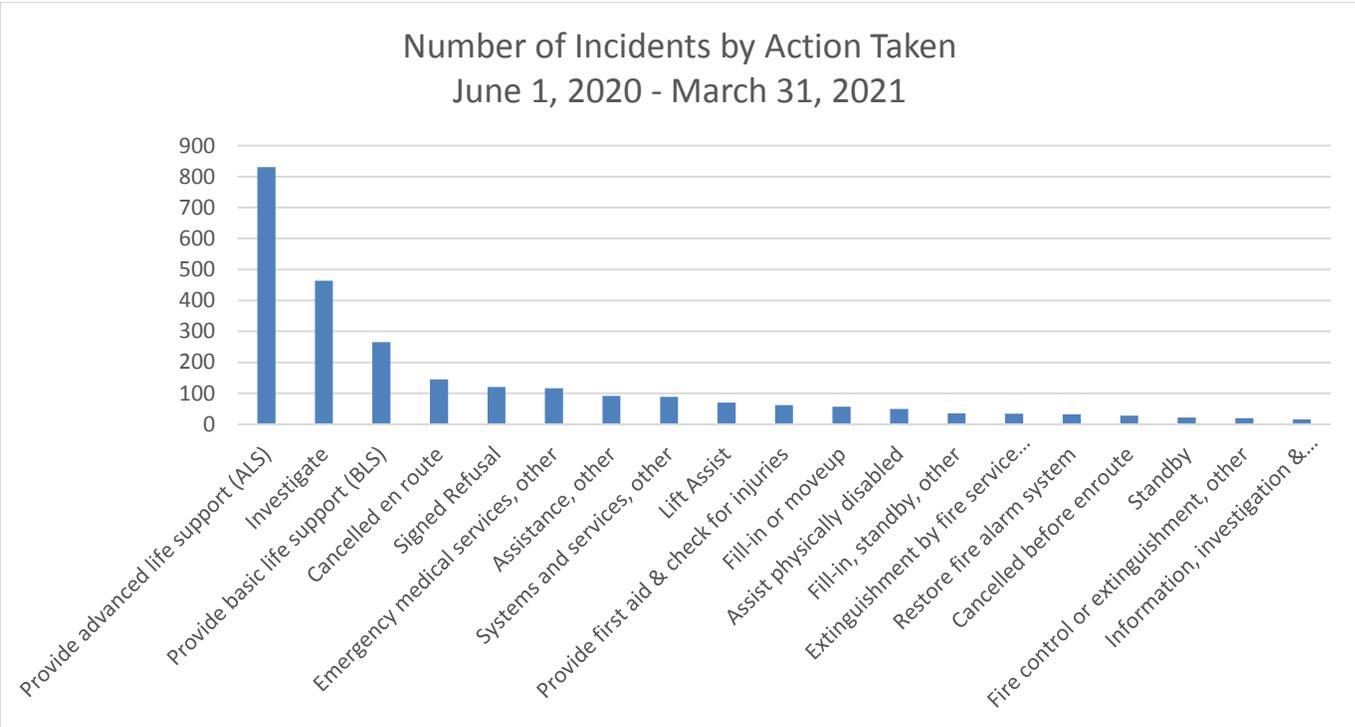
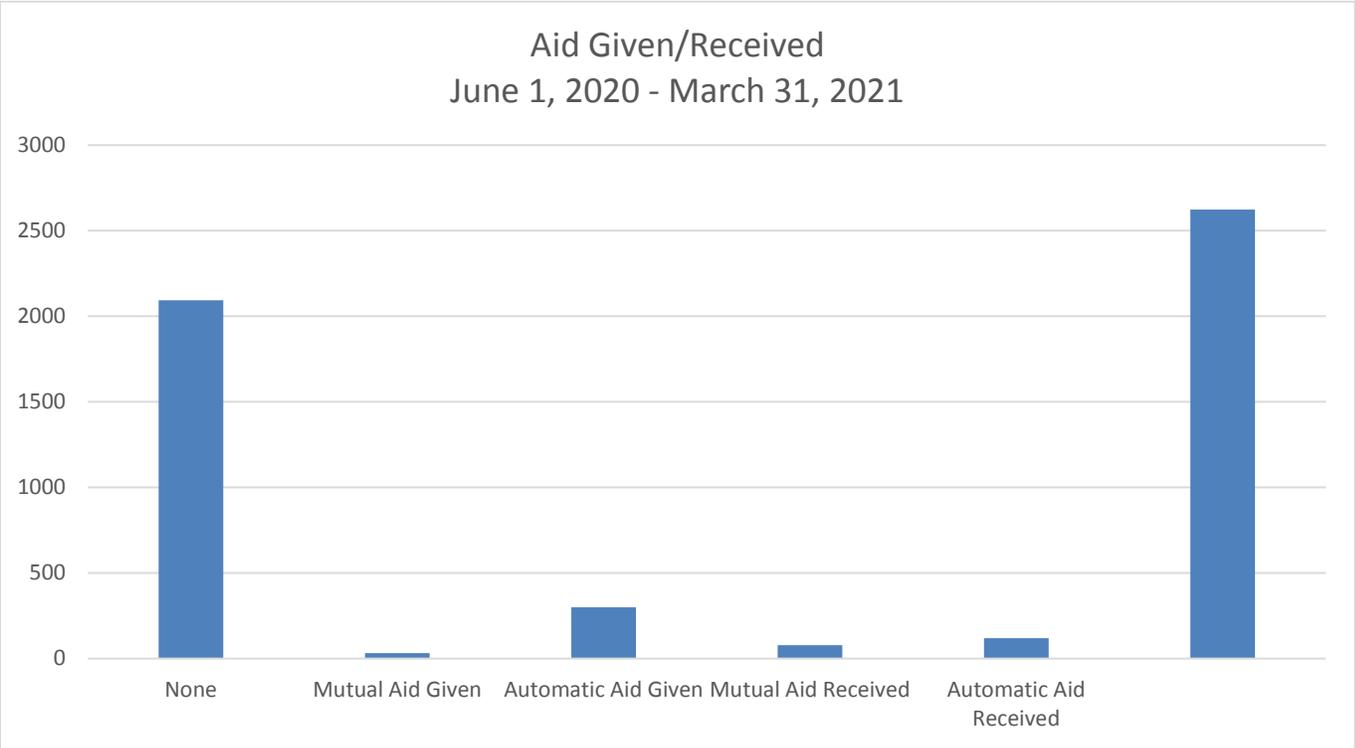
Number of Incidents by Incident Type  
June 1, 2020 - March 31, 2021



Number of Incidents by Property Type  
June 1, 2020 - March 31, 2021







## Fire Loss Survey

Property/Loss Type	Number of Incidents	Value	Loss	Saved	Percent Saved	Percent Loss
Building Fire / Inside Structure	14	\$ 5,033,030	\$ 342,480	\$ 4,690,550	93%	7%
Passenger vehicle	11	\$ 183,000	\$ 77,750	\$ 105,250	58%	42%
<b>Total Fire Loss</b>	<b>25</b>	<b>\$ 5,216,030</b>	<b>\$ 420,230</b>	<b>\$ 4,795,800</b>	<b>92%</b>	<b>8%</b>

**Residential Value Saved vs. Fire Loss  
 June 1, 2020 - March 31, 2021**



■ Residential Saved    
 ■ Residential Loss

## Value Saved vs. Loss all Property Types June 1, 2020 - March 31, 2021



■ Value Saved ■ Amount Lost