



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING OCTOBER 9, 2018

The regular meeting of the Mokena Fire Protection District was held on Tuesday, October 9, 2018 at Mokena Fire Station #1 at 7:00 PM.

Emergency 9-1-1

Present: President William Haas, Secretary Robert Hennessy, Treasurer Ken Blank, Trustee Kenneth Lenz, Fire Chief Howard Stephens, Assistant Chief Joe Cirelli, Assistant Chief Rick Campbell, Recording Secretary Nancy Feigel

Absent: Trustee Craig Warning

Visitors: John Williams with Hearne & Associates, James Howard with Governmental Accounting

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

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

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

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

www.mokenafire.org

Established 1883
Organized 1917



MINUTES OF PREVIOUS MEETINGS, CORRECTIONS, APPROVAL

Robert Hennessy made a motion, seconded by Ken Lenz, to accept the minutes of the September 11, 2018 meeting as corrected. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

TREASURER'S REPORT

James Howard with Governmental Accounting introduced himself. His firm is doing the monthly accounting review, Fiscal Year End reporting, audit review and W-2 preparation. He went over the reconciliation summary reports and financial report. Ken Blank made a motion, seconded by Robert Hennessy, to accept the monthly statement as presented. Motion passed with all ayes.

Robert Hennessy made a motion, seconded by Ken Lenz, to pay the monthly bills in the amount of \$133,657.16 as presented. Motion passed with all ayes.

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

TRUSTEES' REPORT

Trustee Blank thanked all those who were involved with the Pancake Breakfast, including the Mokena Lions Club members.

Trustee Blank also noted that the Pension fund is now 77% funded.

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 Clerk. The annual Treasurer's statement of receipts and disbursements has been published with the County Clerk.

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 2018 Annual Audit as presented. Motion passed with all ayes.

ASSISTANT CHIEF CAMPBELL'S REPORT

Pierce has been updating the MFPD weekly on the progress of the truck. The frames are back together and the torque box has been completed. The expected completion date is December 2018.

We have received a quote of \$8,912.07 from Chandler Services to repair the damage on Engine 92 (HME). This will be covered by insurance and will be repaired once the truck is back from Pierce.

We have applied for a grant through Com Ed Air Care Plus program. This program includes updating all thermostats, cleaning and checking the efficiency of the air conditioners and determining if they qualify for early retirement. The report has not been received to date.

Will County Well and Pump will need to service the well at Station 3 in order to improve the water quality. The cost of this service is \$2700 and is not a budgeted expense. Robert Hennessy made a motion, seconded by Ken Lenz, to allow Will County Well and Pump to service the well. Motion passed with all ayes.

The new extrication tools for Engine 93 have been received.

Air One Equipment has inspected and tested the SCBA's. This is an annual inspection and all have passed.

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

ASSISTANT CHIEF CIRELLI'S REPORT

There has not been a decision announced on a new Executive Director at Laraway Dispatch. Efforts to formally dissolve Lincoln-Way Dispatch are underway and expected to be completed in the next few months. There are some loose ends to be tied up by the organization prior to dissolving.

A/C Cirelli recently attended the Homer Glen Public Services and Safety committee meeting.

Chief Stephens, A/C Cirelli and A/C Campbell attended the ground breaking ceremony for a new rehabilitation wing at Smith Crossing.

We currently have one employee out on a reported duty-related injury.

The Trustees reviewed the September code enforcement reports, public education surveys and training calendar.

The annual pancake breakfast/open house was held on October 7, with approximately 650 people in attendance. The collaboration with the Lion's Club was a success and allowed our firefighters to interact with the community.

Lt. Sickles, along with the shift crews, have been presenting fire prevention programs to the schools. Thank you to Lt. Sickles and the shift crews for their effort in keeping our community safe.

CHIEF'S REPORT

The FY2018 ambulance billing data was reviewed.

Letters received this month:

- A thank you letter was received from a resident thanking us for keeping Mokena a safe place to live.
- A thank you letter was received from a residence for assistance on a call.

Newspaper articles this month:

- Mokena Messenger published our calls for service for August 2018 and a notice for our Pancake Breakfast.

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

FLEET MAINTENANCE AND REPAIR SERVICES INTERGOVERNMENTAL AGREEMENT FOR MANHATTAN FIRE PROTECTION DISTRICT

Postponed until the November 13 Trustee meeting.

REPLACEMENT CORPORATE CREDIT CARDS

Due to some credit reporting issues, we are in the process of replacing our current corporate credit cards with different corporate credit cards.

Robert Hennessy made a motion, seconded by Ken Blank, that be it resolved that Fire Chief, Howard Stephens, and any Fire Chief thereafter, shall be deemed as the Authorized Business Officer for the Company Rewards Charge Card (aka Credit Card) with FNBC Bank and Trust. As such, this person is authorized by this board to apply for credit on behalf of Mokena Fire Protection District. This person is also authorized by this board to approve card accounts for other District personnel as needed. Motion passed with a roll call vote as follows: Ken Blank aye; Robert Hennessy aye; Ken Lenz aye; Bill Haas aye.

REVIEW AND APPROVAL OF RISK MANAGEMENT POLICY

Robert Hennessy made a motion, seconded by Ken Lenz, to approve the Risk Care Management Policy. This policy allows the District to allocate certain percentages of salary to the Tort fund. Motion passed with a roll call vote as follows: Ken Blank aye; Robert Hennessy aye; Ken Lenz aye; Bill Haas aye.

REVIEW AND APPROVAL OF RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH BRYCER LLC REGARDING THE "COMPLIANCE ENGINE SOLUTION"

Ken Lenz made a motion, seconded by Robert Hennessy, to adopt Resolution No. 18-4, *"a resolution authorizing the execution of an agreement with Brycer LLC regarding the "compliance engine solution" and the revision of any and all applicable policies of the District's Fire Marshal's office regarding records of inspections, testing, and maintenance of fire protection systems installed within the Mokena Fire District.* Motion passed with a roll call vote as follows: Ken Blank aye; Robert Hennessy aye; Ken Lenz aye; Bill Haas aye.

REVIEW AND APPROVAL OF LINCOLN WAY AREA FIRE DISPATCH AMENDMENTS

An ordinance must be passed to amend the original agreement that states Lincoln Way Public Safety Communications Center owns and maintains the radio system, as they are in the process of being dissolved. This ordinance also allows an Intergovernmental Agreement to be passed for the ownership and maintaining of the radio system by Mokena FPD, New Lenox FPD, East Joliet FPD, Manhattan FPD and Frankfort FPD.

Ken Lenz made a motion, seconded by Robert Hennessy, to approve Ordinance 2018-6, *an ordinance approving an intergovernmental agreement by the Mokena Fire Protection District.* Motion passed with a roll call vote as follows: Ken Blank aye; Robert Hennessy aye; Ken Lenz aye; Bill Haas aye.

REVIEW AND APPROVAL OF LINCOLN WAY FIRE DISPATCH AMENDMENTS

An ordinance must be passed to amend a 2008 agreement with Lincoln Way Public Safety Communications Center, which is being dissolved. This ordinance also allows an Intergovernmental Agreement to be passed to allow Mokena FPD to pay 25% of the \$330,000 IMRF unfunded liability and reserve balance of former Lincoln-Way Public Safety Communications Center employees.

Robert Hennessy made a motion, seconded by Ken Blank, to approve Ordinance 2018-7, *an ordinance of the Mokena Fire Protection District to approve intergovernmental agreement amending the intergovernmental agreement dissolving the Lincoln-Way Public Safety Communications Center.* Motion passed with a roll call vote as follows: Ken Blank aye; Robert Hennessy aye; Ken Lenz aye; Bill Haas aye.

APPROVAL TO SHOP FOR AND HIRE GRANT WRITING SERVICES FOR AFG GRANT

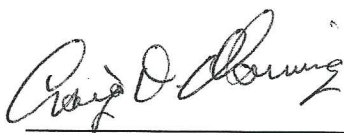
There was no objection from the Board to seek out assistance from professional grant writers for this year's Federal Assistance to Firefighters Grant Program at an approximate cost of \$750.00.

REVIEW AND APPROVAL OF VILLAGE OF MOKENA WATER USE IGA

Ken Blank made a motion, seconded by Ken Lenz, to approve an Intergovernmental Agreement Between the Mokena Fire Protection and the Village of Mokena. This IGA fulfills a request from ISO on the MFPD's ability to use the Village of Mokena's water system. Motion passed with a roll call vote as follows: Ken Blank aye; Robert Hennessy aye; Ken Lenz aye; Bill Haas aye.

ADJOURNMENT

Meeting was adjourned at 8:58 PM after a motion by Bob Hennessy.



Robert Hennessy *CRAB WARNING, SECRETARY PRO-TEM*
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel