

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

Emergency 9-1-1

Administrative Offices
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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.

Established 1883
Organized 1917

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*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