

MOKENA FIRE PROTECTION DISTRICT

FISCAL YEAR 2013 IN REVIEW



August 13, 2013



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Fire Chief/Administrator's Fiscal Year 2013 in Review Report

Fire Chief/Administrator Howard Stephens

This edition of the Fiscal Year in Review Report includes highlights of the fiscal year achievements that correlate to our budget, strategic planning goals and objectives. In the following pages I have listed items completed in relation to the Strategic Plan, and listed additional items that were either completed or implemented that are not directly related to the Strategic Plan. As you read the remainder of the "Fiscal Year 2013 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 2013 in Review" contains reports from the various functions within the District outlining their accomplishments and statistics.

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

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

- The District realized a 40% reduction in its annual electrical supply costs by entering into an electrical aggregation agreement with Direct Energy.
 - o The District was also awarded an electrical grant from the Department of Commerce and Economic Opportunity (DCEO) to replace all existing screw-in light bulbs with LED light bulbs; the LED light bulbs are the most energy efficient light bulbs currently available.
- The District realized a 40% reduction in its annual paper supply costs by entering into a group purchase agreement with Lincoln-Way High School District 210.
- The District realized a 19% reduction in its annual EMS exam glove supply costs by entering into a group purchase agreement with the New Lenox Fire Protection District as well as the Manhattan Fire Protection District.
- The District realized a 15% reduction in its annual gasoline costs by entering into a group purchase agreement with the Frankfort Township Road District.
- The District was able to negotiate a 2% reduction in renewal costs for their liability insurance with Volunteer Fireman's Insurance Service (VFIS).

The following are some of the notable events that transpired during the MFPD FY 2013:

- On June 1, 2012, Chief Ted Golden retired from the Mokena Fire Protection District. Ted Golden joined the Mokena Fire Protection District on June 11, 1980 as a volunteer. His promotional track took him to Lieutenant in June 1983, Assistant Fire Chief in August 1984, then to Fire Chief in September 1991.
- Howard Stephens was sworn in as the Fire Chief at the June 12, 2012 Board of Trustees' meeting. Chief Stephens has been promoted from within the department after 21 years of service. Chief Stephens joined the Mokena Fire Protection District in 1991 as a volunteer. His promotional track took him to Lieutenant on October 24, 1995 and Assistant Fire Chief on November 14, 2000.
- Fire Commissioner Don Feipel passed away on June 21, 2012. Don Feipel had been associated with the Mokena Fire Protection District since November 12, 1996.



- In July 2012, the Mokena Fire Protection District began conducting Fleet Maintenance & Repair services for the Tinley Park Fire Department, Fire and EMS apparatus.
- In August 2012, the Fire District's ISO rating was once again evaluated and remained steady at a Class 3 rating.
- Chris Surdel was sworn in as Fire Commissioner on August 14, 2012. Chris Surdel replaced Fire Commissioner Don Feipel.
- Former Trustee Richard Erickson passed away on September 15, 2012. Richard Erickson was Trustee from 1973 – 1994.



- On November 16, 2012, the 1998 75' quint, originally purchased from Seagrave Fire Apparatus, was sold to the Hackberry Fire Protection District, under the jurisdiction of the Cameron Parish Police Jury, located in Cameron, Louisiana.
- On November 20, 2012, the Fire District responded to the Enbridge Pipeline, located within the Chi-Cap Pipeline facility, who experienced a crude oil leak of a 20" transmission line. The amount of crude oil actually leaked was approximately 900

barrels (42 gallons per barrel = 37,800 gallons). This was the largest crude oil leak that the Fire District had experienced at the tank farm facility and within the boundaries of the Fire District.

- On January 17, 2013 the District received \$300,000 in the form of a donation from the estate of Adeline S. Czerwinski and Raymond J. Czerwinski upon their death.
- James Cirelli passed away on April 11, 2013. James Cirelli proudly served as the department photographer for many years.



- Former Chief Delbert Yunker passed away on May 13, 2013. Delbert Yunker actively served the MFPD from April 4, 1964 – 1991; during this time he proudly and honorably served as Fire Chief from 1979 – 1991.



STRATEGIC PLAN

LONG RANGE PLAN (5-Year) POLICY GOALS

Project No. 13-1 Fire Accreditation Compliance Report. The District completed the annual compliance report and it was accepted by the Commission on Fire Accreditation.

Project No. 13-2.1 Review and Revise Standard of Coverage Response Times. In FY 2013 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 13-2.2 Review and Revise Standard of Coverage Staffing. The District reviewed and revised the Standard of Coverage Staffing.

Project No. 13-3 Conduct Lieutenant Promotional Exam. The District conducted the Lieutenant Promotional Exam and posted the final promotional list on September 21, 2012.

Project No. 13-4 Explore Alternative Revenue Sources. The District applied for several grants throughout the year; to include the AFG grant, electrical grant, Will-County 9-1-1 grant and the IPRF grant.

Project No. 13-5 Evaluate the Power Pro Cot. The District evaluated the Power Pro Cot, ordered a Power Pro Cot in January 2013 and accepted delivery of the cot.

Project No. 13-6 Offer Preventative Maintenance to Outside Agencies. The District is currently in an agreement with the Manhattan Fire Protection District and the Tinley Park Fire Department to complete the preventative maintenance on their emergency apparatus.

Project No. 13-7 VHF Radio Improvements. The Lincoln-Way Public Safety Communications Center created a plan to upgrade the VHF radio system. This upgrade will be budgeted for in FY 2014.

Project No. 13-8 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised during FY 2012 and adopted in early FY 2013.

Project No. 13-9 Explore Feasibility and Effectiveness of increased/redundant Staff Functions. The District has added many new MFPD personnel to assist in needed staff function areas; the District also bolstered key staff function areas with redundancy.

Project No. 13-10 Adopt New Fire Prevention Ordinances. The District adopted new Fire Prevention Ordinances on April 9, 2013.

Project No. 13-11 Conduct a Test of Disaster Plan. The District held a table top session on April 18, 2013, to train on and test certain aspects of the Disaster plan.

CAPITAL PROGRAMS

Project No. 13-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2012.

Project No. 13-02 Truck Payment. The District budgeted and made the loan payment for the fire truck in March of 2013.

Project No. 13-03 New Support Vehicle. The District budgeted, paid for, and received a new Support Vehicle in June 2012.

Project No. 13-04 New Ambulance. The District budgeted and ordered a new ALS ambulance in November 2012, which will be delivered in FY 2014.

ADDITIONAL PROGRAMS/ACHIEVEMENTS:

- ❖ Participated in several community parades
- ❖ Participated in the Will County 911 Grant program
- ❖ Adopted Prevailing Wage Resolution
- ❖ Participated in the CPSE annual compliance process
- ❖ Undergone an ISO review

FISCAL FINANCIAL REPORT

Illinois state law requires an annual audit of the fiscal affairs of the District by independent public accountants selected by the Board of Trustees. For FY 2012, the Fire District received a Non-Qualified Opinion on the Annual Audit for the tenth consecutive year.

The Fiscal Year 2013 budget was \$7,472,111. The expenses for the District in FY 2013 totaled \$5,229,338 with revenues of \$4,905,295. The District brought forward capital improvement funds in the amount of \$1,476,726.

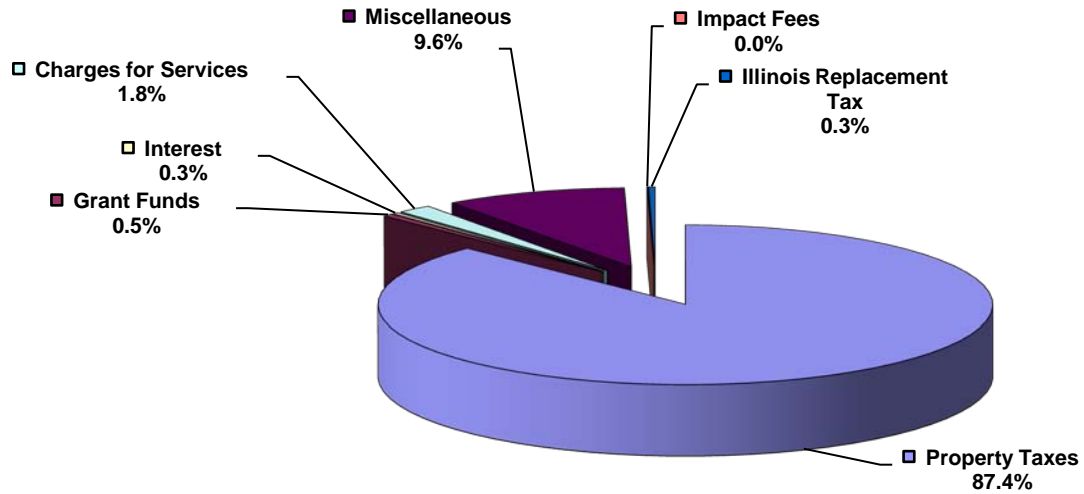
The 2012 tax levy extension is \$5,751,447 with a tax rate of .9107. The assessed evaluation of the District is \$631,766,220. The assessed evaluation for the Fire District went down \$34,063,908. The tax rate of .9107 is .0665 or 7.30% higher than the 2011 tax levy of .8442.

The District FY 2013 budget ended the year with capital improvement funds of \$2,002,052. During FY 2013, the District experienced two work related injuries resulting in extended time off work.

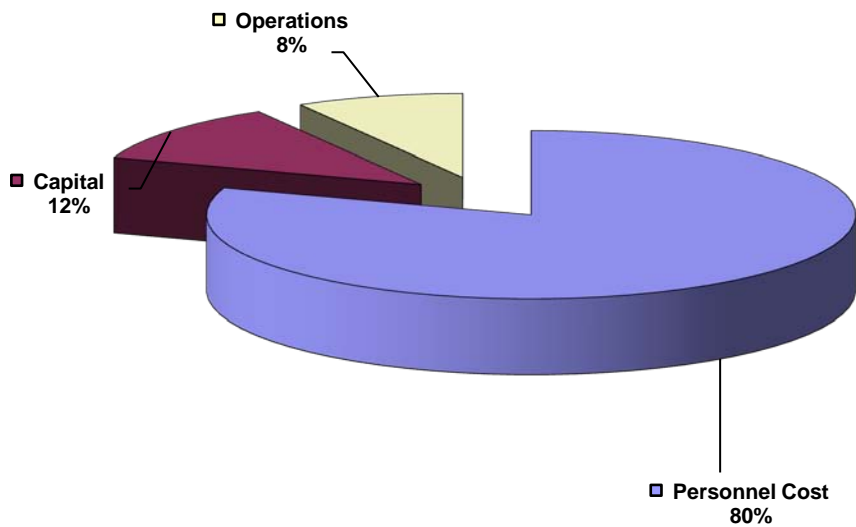
The District once again this year maintained its funds with the State Bank of Illinois Mokena Branch. The District was able to realize an increased interest rate from that offered by the Illinois Funds. This also eliminates the transferring of money between the Illinois Funds and the State Bank of Illinois Mokena Branch checking account.

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

FY 2013 Revenue By Source



FY 2013 Expenses



Assistant Fire Chief's Fiscal Year 2013 in Review Report

Assistant Fire Chief Joseph Cirelli

In an effort to be more efficient, while also being good stewards of the environment, the MFPD began work towards going "paperless". The most dramatic reduction in the use of paper was achieved through utilizing iPads to record vehicle, equipment and supply inventories. The use of digital check sheets for vehicle checks alone saved over 6,000 sheets of paper. Prior to the electronic forms, the employees would complete the paper forms and forward them to administration for processing (scanning, filing and forwarding to the appropriate division). Each week, the forms would be placed into binders to be used in the upcoming week. The check sheets are now automatically forwarded in electronic format to the responsible divisions, making the processing of paperwork much more efficient. This has allowed the secretary to focus her time on more valuable tasks. The MFPD is the only fire agency in the area that is using this system.

Continuing with operational efficiency and convenience for our customers, in the summer of 2012 the MFPD began online registration and payment for CPR classes and other public education events. Prior to the online registration option, participants would call the front office to register, and for CPR and babysitter clinics, would have to stop by to pay for the class. The online registration system has been well received by our customers, who enjoy the convenience of registering and paying online, while also making the registration process more efficient.

Considered a best practice by the International City/County Managers Association, the MFPD has monitored the performance and deployment of its resources for many years. In previous years, the administrations would manually query and sort response performance data, flush outliers or non-qualified data, and create various graphical representations of response performance and demand statistics. The MFPD began utilizing analytical software that has permitted the regular analysis and reporting of critical performance measurements (turnout times, response times, response demands, etc). This data is presented weekly to the shifts, allowing them to have timely feedback as to their turnout time performance. Administration regularly reviews the data to monitor demands for service throughout the District, allowing for deployment changes if necessary. Much of the statistical data contained within this report is generated from this software.

I would like to thank the Board of Trustees, Chief Stephens, and the employees of the Fire District for their collective support over the past year. I look forward to continued cooperation as we strive to provide the safest community possible for our customers.

Division of Human Resources & Administrative Services

Administrative Secretaries Nancy Feigel and Kathy Ferraro

Board packets are prepared for the Board of Trustees for their monthly meeting. Included in their packet is financial information including all receipts, disbursements and a reconciliation form; in FY 2013 there was a minimal amount of unexplained variances.

The District has worked closely with the banking and IT systems and has taken 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 non-resident ambulance and accident billing. In FY 2013 electronic payroll check receipts were issued, saving on paper costs.

In an ongoing effort to provide added convenience and flexibility to students attending community education classes, we began accepting 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 MFPD experienced many new additions to the overall MFPD family; many new babies and spouses were brought into the family. The administrative team worked with our insurance company to ensure that appropriate medical coverage was added for these new additions in a timely manner.

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

Several members received recognition at the annual awards banquet for their years of service to the Mokena Fire Protection District.

<u>One Year</u>	<u>Five Years</u>	<u>15 Years</u>	<u>20 Years</u>	<u>25 Years</u>	<u>35 Years</u>	<u>45 Years</u>
Michael Hullinger	Kathleen Ferraro	Rick Barz	Kevin Lenz	Richard Gotter	Craig Warning	Tom Williams
Robert McNellis	Robert Hennessy	Paul Coverick	Joseph Shefcik			
	Tom Newton	Nancy Feigel				
	Mark Rojek					

Division of Emergency Medical Services (EMS)

Lieutenant Mike Kavanagh

The EMS Division has concluded another busy fiscal year in emergency medical services. Our ongoing commitment to training, both advanced and routine regular trainings, continues to surpass the minimum requirements of Illinois Department of Public Health (IDPH) and the Silver Cross EMS (Emergency Medical Services) System. A great addition to the EMS Division is the appointment of FF/Paramedic Robert McNellis as the Assistant EMS Coordinator. Robert handles various EMS related duties as assigned, and has the responsibility of organizing EMS trainings. The following is a summary of the past year's activities.

Training:

- ❖ Silver Cross EMS System CE (continuing education) program assures all EMS personnel achieve the required 60 hours required every two years, and the 120 hours required for re-licensure every four years. The system also offers various EMS classes to providers such as ACLS (Advanced Cardiac Life Support) and PALS (Pediatric Advanced Life Support).
- ❖ Along with the Silver Cross EMS System CE, in-house training supplements the required CE hours. The annual requirements for EMS continuing education per IDPH and the Silver Cross EMS System are being met and exceeded by as much as two and a half times the required training hours. This is an example of our commitment to provide superior EMS service by both the District and its personnel. These hours are achieved by on-shift training, as well as members participating in off-shift trainings.
- ❖ Out of 37 fire suppression members, 36 are licensed paramedics. Nicholas Bayer, who was in the paramedic program starting last year, completed the paramedic program and passed his state test. All of our EMS personnel are now licensed at the paramedic level.

Equipment, Supplies & Maintenance:

- ❖ One ambulance was equipped with a new Stryker Power-PRO Cot. This cot allows for the lifting of patients using a built-in hydraulic system.
- ❖ All cardiac monitors, AutoPulses, and AEDs (automatic external defibrillators) were serviced and tested by an outside vendor.
- ❖ The District's EMS supply room (located at Station 2) was overhauled and re-organized.
- ❖ Currently, all daily apparatus EMS checks are completed and submitted via a paperless system on an electronic tablet. This system lessens the negative environmental impacts of paper trails, and promotes efficiency when tracking and restocking EMS supplies.

Licensing & System Requirements:

- ❖ Our current roster has 36 paramedics.

- ❖ 8 paramedics were re-licensed. Every four years documented training must be submitted to Silver Cross EMS and IDPH. These trainings must be signed and submitted by an IDPH Lead Instructor.
- ❖ 8 paramedics received their 2 year check for CE hours. This documentation must also be signed and submitted by an IDPH Lead Instructor.
- ❖ All 4 ambulances were re-licensed, one of these as a reserve.
- ❖ All ALS non-transport vehicles have been relicensed.

Miscellaneous:

- ❖ The District responded to 1194 calls classified as EMS for the fiscal year. The Quality Assurance Committee reviewed 790 of the 1194 EMS calls, which includes all ALS calls, and 10% of all BLS calls. This represents an approximate 11.5% increase in calls reviewed compared to the preceding year.
- ❖ Six of our paramedics received awards, and were recognized by the Silver Cross EMS System for outstanding calls.
- ❖ The new Silver Cross Hospital location continues to help reduce down time for our ambulances and greatly aids in ambulances getting back in-service.

Fire Prevention Bureau

Lieutenant Mark Sickles

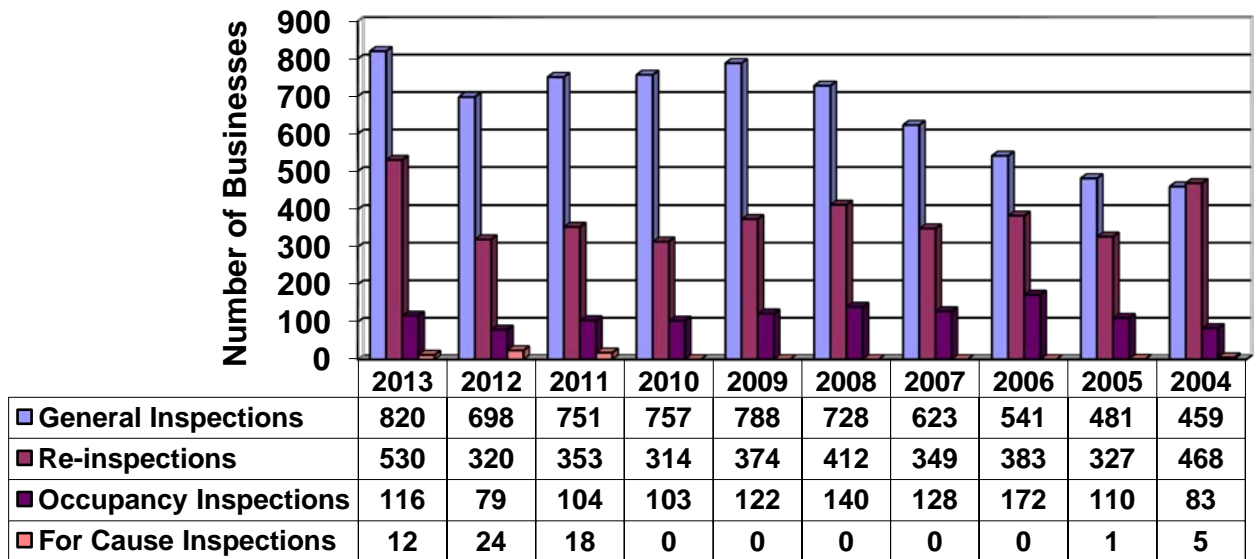
Inspections & Construction

The Mokena Fire Protection District currently has 1,076 active files for businesses within its jurisdiction. Of these files, 100 are preplan reference files not subject to inspection, and 9 are open files that are not currently occupied and have not been inspected.

This leaves 967 files that are subject to inspection for the fiscal year. Between the FPB and Company Inspections, 820 general inspections, 116 occupancy inspections (27 new occupancies, 89 re-occupancies), 12 for cause inspections, and 530 follow up inspections were conducted for a total of 1,478 total inspections for the fiscal year. 936 of the available 967 files were inspected in either general, occupancy, or for cause inspections which equates to a 97% completion rate.

Of the 116 occupancy inspections, 89 (77%) were existing construction occupancies that were vacated and re-occupied, 27 (23%) were new construction occupancies where no other business existed there before. 84 (73%) were in the Village of Mokena, 19 (16%) were in the Village of Orland Park, 11 (9%) were in the Village of Frankfort, and 2 (2%) were in Will County.

Inspection History



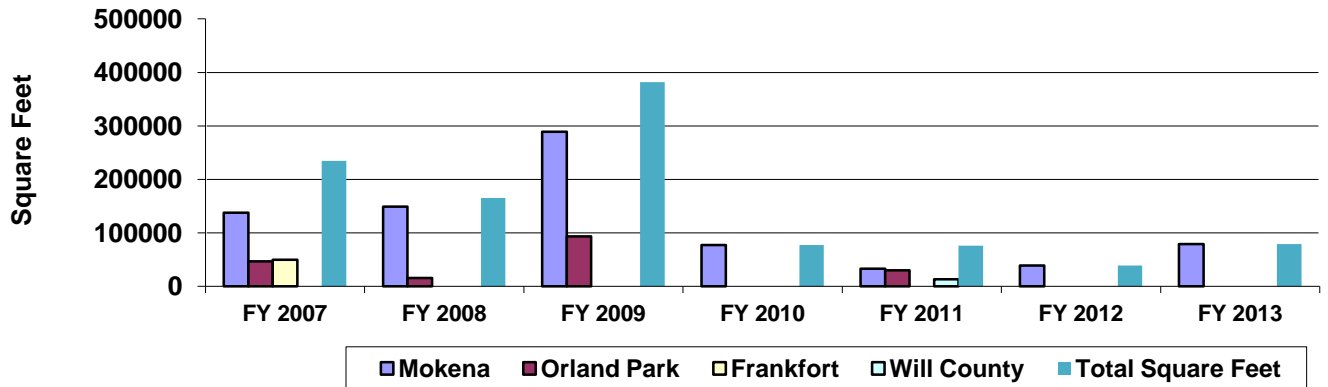
One carnival was inspected by the FPB at the Mokena Park District for Halloween Hollow on 10-12-12. (20 rides & 5 food vendors).

The new construction buildings that were either partially or completely occupied in FY 2013 totaled 79,176 square feet and were located in the following villages (this is a main building list, not necessarily an individual tenant list):

- 4 in Village of Mokena (100%)
- 0 in Village of Orland Park (0%)
- 0 in Unincorporated Will County (0%)

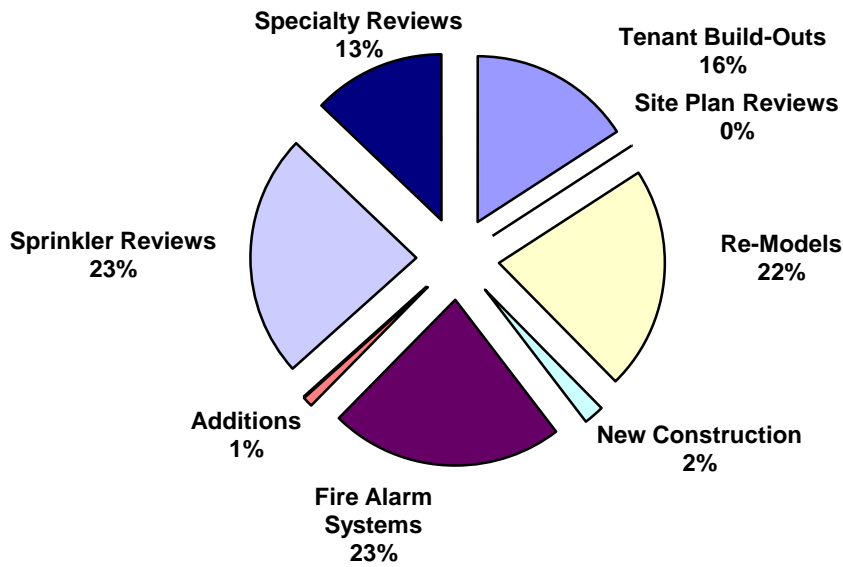
A large addition project at Smith Senior Living in the Village of Orland Park was started in May 2011. The project included two new four story independent living wings and a new commons area, all on the east side of the complex. The new commons area was completed and approved for occupancy on 9-5-12. The AA four story independent living was approved for occupancy on 9-27-12 and the CC four story independent living was approved for occupancy on 10-17-12.

Total Square Footage of New Occupied Construction



Plan Reviews

A total of 101 plan reviews were conducted in the fiscal year and break down as follows:



Tenant Build Outs	16	Specialty Reviews	13
New Construction	2	Site Plan Reviews	0
Fire Alarm Systems	23	Additions	1
Sprinkler Systems	24	Re-Models	22

Fire Incident Pre-Plans

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

Fire Investigations

We continue to support and participate in the Lincoln Way 5, MABAS 19 Fire Investigation Team (M-19) and the South Suburban Fire Investigation Task Force (TF). While all Mokena investigators are active on the Mokena response, they may or may not be active on all the different teams and levels.

In FY 2013, 35 fire investigation requests were made by Lincoln Way-5, MABAS 19 and/or Task Force participating departments. Of the 35 requests, 19 (54%) were responded to by a Mokena Fire Investigator.

Public Education Programs

<i>Schools:</i>	Students:	3,411
	Programs:	88
	Program Dates:	23
	Hours of Instruction:	61
	Average Hours of Instruction/ Program:	.75
	Average Hours of Instruction/ Program Date:	3
	Average Students/ Program:	39
	Average Students/ Program Date:	148
	Total Spent on Hand-out Materials:	\$5,167.36
	Average Expenditure per Student:	\$1.51

We continued our smoke detector giveaway program but scaled back the program to include Kindergarten and 8th grade students only. Kindergarten students were given their first smoke detector and 8th Grade students were given smoke detectors to replace their smoke detectors that they received (or would have received had the program existed) when they were in Kindergarten. This is based on the recommendations that a ten year old smoke detector should be replaced. 481 smoke detectors were given out to students this fiscal year.

C.P.R. / A.E.D Classes: 25 classes were conducted certifying 298 people.

Baby Sitter Clinic: There were 174 students in four sessions.

Child Passenger Safety Seat Installation/Inspection: The District has trained safety seat technicians who installed/inspected safety seats.

Basic First Aid: Four sessions with 75 students attended the basic first aid classes.

Senior Luncheons: The District hosted two luncheons, three sessions for 136 senior citizens.

Pancake Breakfast: One breakfast with approximately 386 participants.

Station Tours: The District hosted eight tours with 110 participants.

Family Fun Day: One session with approximately 225 participants.

Essay Contest: The District sponsored an essay contest for 5th grade students.

Coloring Contest: The District sponsored a coloring contest for 1st grade students.

Ride to School: Four rides to school were given to contest winners.

Keep the Wreath Red: There were no holiday decoration related fires reported.

Business Expo: Participated in one expo.

Safety & Health Fair: Participated in three fairs.

Block Parties: Attended eight neighborhood block parties.

Fire Safety Presentations: The District sponsored twelve sessions with 500 participants.

Division of Training

Lieutenant Kevin Lenz

In FY 2013 many challenges and opportunities were presented, and many changes have taken place. We have moved all the training schedules online using an online scheduling and data storage program which enables all the Training Schedule / Topics / Outlines / Videos / PowerPoint's and miscellaneous training aids to be available from all the station computers including station tablets and individuals' smart phones via the Mokena Fire Home Page.

We continue to follow the scheduling format created to minimize the amount of time crews are outside of their emergency management response areas. While joint station trainings are occasionally necessary, many of the trainings can be conducted separately. Each station's training schedule is coordinated so that no two stations will need to be using the identical resource type (both engines shouldn't have hose on the ground at the same time, for example).

Much of the training for this fiscal year has focused on "getting back to basics", as well as NFPA 1410 crew competency drills; moving towards this fall we will begin switching

our focus to advanced techniques. We began having proctors conducting some of the high hazard and technical drills each month; the proctors picked from MFPD employees attend all 9 scheduled trainings for each station/shift rotation. The proctors ensure we get organized, thorough trainings conducted on various topics while disseminating uniform drills between the various shifts. We have been making use of training towers in our neighbor's districts where we are able to conduct fire suppression topic trainings that we otherwise cannot achieve; some of these topics include hose management, search and rescue, standpipe operations and ladder drills. We have been increasing our mutual aid trainings both in Mokena's District and in our neighboring towns Fire Districts.

The Peer Fitness Trainer conducted several focused trainings on fitness guidance for members.

We have been incorporating mentoring drills into the monthly schedule. This involves engineers mentoring firefighters to operate the pumping apparatus and aerial truck during our NFPA 1410 drills; and scene size-up with first in company tactics and strategies to allow our lieutenants to mentor the engineers on the duties of a line officer. During the scheduled officer's meetings we have taken the opportunity to conduct trainings on the roles and responsibilities of our officers at the stations, on calls, as the first in officers, as the initial safety officer on scene, as well as administrative expectations of the budgeting process and reporting injuries and dangerous situations as they are identified.

The roof simulator received new shingles this past fall (installed by MFPD employees). The training division constructed a garage door simulator for training on forcible entry through closed overhead doors; overhead door panels are donated by a local contractor for the purpose of these drills.

Goals for 2013/2014

- ❖ Continue to monitor and evaluate company trainings.
- ❖ Progress from "back to basics" to advanced trainings.
- ❖ Continue to promote mutual aid drills.
- ❖ Continue to maintain and improve the training facilities.
- ❖ Conduct a Vehicle and Machinery Operations course for MFPD employees.
- ❖ Refine the mentoring program for assisting firefighters to be prepared to step up to engineers and engineers to be prepared to step up to lieutenants.

Training Hours Report

Fire Suppression Training Hours

Apparatus Maintenance	54.00 Hours
Fire Investigations	102.00 Hours
Fire Operations	1,391.00 Hours
Hazardous Materials	196.00 Hours
Officer / Incident Command	1,868.00 Hours
Pre-Incident Planning	694.50 Hours
Public Education Programs	243.00 Hours
Rescue / Extrication / Firefighter Survival	118.00 Hours
Self-Contained Breathing Apparatus	627.00 Hours
Technical Rescue	283.50 Hours
Water Rescue	250.00 Hours
Miscellaneous	133.00 Hours
Total	5,960.00 Hours

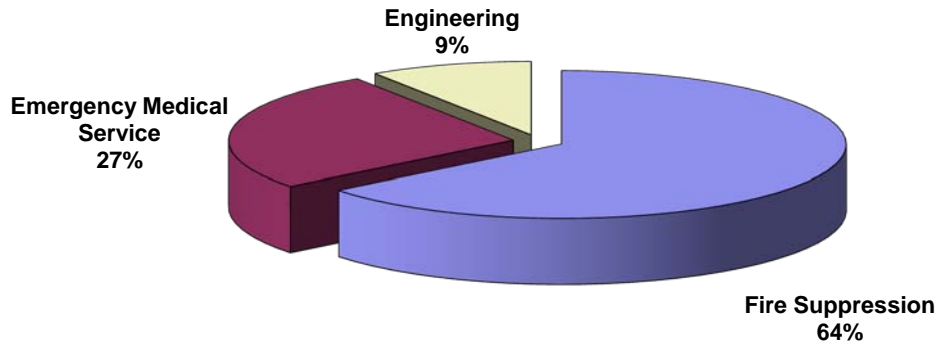
Emergency Medical Services Training Hours **2,454.00 Hours**

Engineering Training Hours

Defensive Driving	460.50 Hours
Engineering Drills	397.50 Hours
Total	858.00 Hours

Total Combined Training Hours **9,272.00 Hours**

Total Training Hours 9,272.00



Active Member Certification Survey

State of Illinois - Fire Marshal's Office Certification

Achievements of all active members in FY 2013

Basic Operations Firefighter

FF. Todd Conwell
FF. Steve Roberts

Advanced Technician Firefighter

FF. Scott Bukowski
FF. Steve Roberts

Haz-Mat Operations

FF. Todd Conwell
FF. Brian Crabtree

Firefighter III

FF. Pete Cantore
FF. Scott Bukowski

Fire Officer I

Eng. Mark Rojek
Eng. Tim Wiencek
FF. Scott Bukowski

Fire Officer II

Lt. Ed Pepler

Fire Instructor I

FF. Pete Cantore
FF. Adam Shefcik

Fire Instructor II

Eng. Mark Rojek
FF. Scott Bukowski
FF. Pete Cantore

Rope Operations

FF. Todd Conwell
FF. Steve Roberts

Vertical II

Lt. Todd Newton

Structural Collapse Operations

Eng. Tim Wiencek

Technical Rescue Awareness

FF. Todd Conwell

Fire Department Incident Safety Officer

FF. Dan Kennedy

Juvenile Firesetter Intervention

Specialist

Eng. Marcie Hoag

Courage to be Safe

FF. Steve Roberts

Fire Service Vehicle Operator

FF. Pete Cantore
FF. Bob McNellis

Miscellaneous Certification

Achievements of all active members in FY 2013

Certified Dive Technician

Lt. Rich Gotter
Lt. Mike Kavanagh
Lt. Erik Moeller
Lt. Todd Newton

Certified Swift Water Technician

Lt. Erik Moeller

Certified Ice Technician

Lt. Joe Shefcik

Certified Ice Dive Technician

Lt. Rich Gotter
Lt. Mike Kavanagh
Lt. Erik Moeller
Lt. Todd Newton

Certified Watercraft Technician

Lt. Todd Newton

Blue Card

A/C Joe Cirelli
Lt. Rich Gotter
Lt. Mike Kavanagh
Lt. Rick Campbell
Lt. Todd Newton
Eng. Mark Rojek
FF. Dan Kennedy

CPR Instructor

Eng. John Swanson
FF. Bob McNellis
FF. Adam Shefcik
FF. Tom Murray

CPR Instructor Trainer

Eng. John Swanson
FF. Bob McNellis

Active Member Certification Survey

Tally of certifications for all active members

American Council on Exercise Recognition

1 - Peer Fitness Trainer

Collegiate Degree

3 - BS Fire Science Management

10 - AAS Fire Science Technology

Command Training & Certification Program

8 – Blue Card Certification

Commission of Professional Credentialing

1 - Chief Fire Officer Designation

1 - Fire Officer Designation

Emergency Medical Services Related Certifications / Licenses

6 - Cardio Pulmonary Resuscitation Instructor

3 - Cardio Pulmonary Resuscitation Instructor Trainer

38 - Emergency Medical Technician – Paramedic

3 - EMS Lead Instructor

Incident Command / Management Related Certifications

2 - Hazardous Materials Incident Commander

32 - ICS-100

30 - ICS-200

11 - ICS-300

8 - ICS-400

33 - ICS-700

27 - ICS-800

National Fire Academy Certification

1 - Executive Fire Officer

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

2 - Emergency Management Professional Development

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

24 - Advanced Technician Firefighter

27 - Basic Operations Firefighter

10 - Confined Space / Trench Awareness

27 - Courage to be Safe

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

37 - Firefighter II

28 - Firefighter III

27 - Fire Apparatus Engineer

- 2 - Fire Department Health and Safety Officer
- 8 - Fire Department Incident Safety Officer
- 2 - Fire Department Safety Officer
- 27 - Fire Instructor I
- 20 - Fire Instructor II
- 1 - Fire Instructor III
- 6 - Fire Investigator
- 23 - Fire Officer I
- 14 - Fire Officer II
- 4 - Fire Officer III
- 1 - Fire Prevention Officer
- 30 - Fire Service Vehicle Operator
- 29 - Hazardous Materials Awareness
- 33 - Hazardous Materials Operations
- 6 - Hazardous Materials Technician A
- 4 - Hazardous Materials Technician B
- 3 - Juvenile Firesetter Intervention Specialist
- 21 - Rope Operations
- 1 - Rope Technician
- 8 - Structural Collapse Operations
- 1 - Structural Collapse Technician
- 4 - Swiftwater Technician
- 36 - Technical Rescue Awareness
- 1 - Training Program Manager
- 4 - Trench Operations
- 4 - Trench Technician
- 28 - Vehicle and Machinery Operations
- 6 - Vehicle and Machinery Technician

Public Safety Certifications

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

Water Rescue Related Certifications

- 5 - ERDI1
- 5 - ERDI2
- 5 - ERDI Ice Diver
- 7 - ERD Surface Ice Rescue Technician
- 4 - Illinois Boater Safety
- 9 - PADI Open Water Diver
- 7 - PADI Advanced Open Water Diver
- 7 - PADI Rescue Diver
- 3 - PADI Dry Suit Diver
- 4 - Swift-water Rescue
- 12 - Water Operations
- 5 - Watercraft Technician

Division of Engineering

Lieutenant Richard Gotter

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

Engineer training was scheduled throughout the year along with the regular training schedule. The engineer's training outlines were provided to the training coordinator for circulation as needed.

Engineer Tim Wiencek stepped up to the Assistant Small Tools & Equipment Coordinator; he now helps with maintenance, ordering and stocking firefighting tools, and inventory of the equipment.

During the month of April, the MFPD conducted our annual hose testing. Duty personnel tested one truck, three engines as well as the extra hose in the stations, approximately 15,600 feet of fire hose. Only 3 lengths of out-of-service hose needs to be serviced and repaired. All testing was completed within the month and all tested hose was logged into firehouse.

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

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

Monthly driving is required for all apparatus drivers. Currently we have 94% compliance every month; still working toward that 100% compliance for FY 2014.

MFPD started a new program in January 2012 to replace the old gasoline in the apparatus gas cans with fresh gas and stabilizer once a year. All old gas will be used in the staff vehicles; this should help with maintenance on all small engines (i.e. chain saws, PPV fans) throughout the year.

Division of Apparatus Maintenance

Lieutenant Richard Campbell

During FY 2013 there were many developments in the apparatus maintenance division. One development was the agreement with Tinley Park Fire Department to perform preventative maintenance on all their fire apparatus. Manhattan Fire Protection District renewed their maintenance agreement for another year.

The District continues to be a member of the Illinois Fire Apparatus Mechanics Association. The Fleet Maintenance Coordinator renewed his certification as an EVT in the category F2 - Design and Performance Standards of Fire Apparatus. The District employed a new assistant to the apparatus maintenance facility in order to accommodate the influx of activity due to the addition of the Manhattan and Tinley Park apparatus maintenance programs. With the proceeds from outside departments, the District was able to purchase several new pieces of equipment for the apparatus maintenance division.

The MFPD purchased a crane pallet lifter in May 2013 which enables the MFPD to move stock between the mezzanine and the main floor; various hand tools were purchased, some of these tools were replacements and others were new tools that were added to aid in the maintenance repairs; a diagnostic tester was purchased which enables the MFPD to diagnose various drivability problems with the staff vehicles; a solvent parts washer was purchased to more efficiently clean various apparatus parts.

All maintenance on staff vehicles is performed by Mokena maintenance personnel as well as preventative maintenance on fire apparatus. Repairs of such apparatus may be performed by maintenance personnel or sent to an outside vendor for major repairs.

The following is a list of major repairs completed in FY 2013:

20-09 (2009 Alexis Engine)

- Front Suspension Repairs
- Steering Repair
- New Pump Heater
- Hub Seal
- Body Work

19-08 (2008 Pierce Truck)

- Spare Alternator On-Hand
- Steering Gear Box

16-06 (2006 HME Engine)

- Alternator Replacement
- Front Spring Replacement

15-06 (2006 Ambulance)

- King Pin Replacement
- Front Spring Replacement
- Brake Repair

22-10 (2010 Ambulance)

- Tires

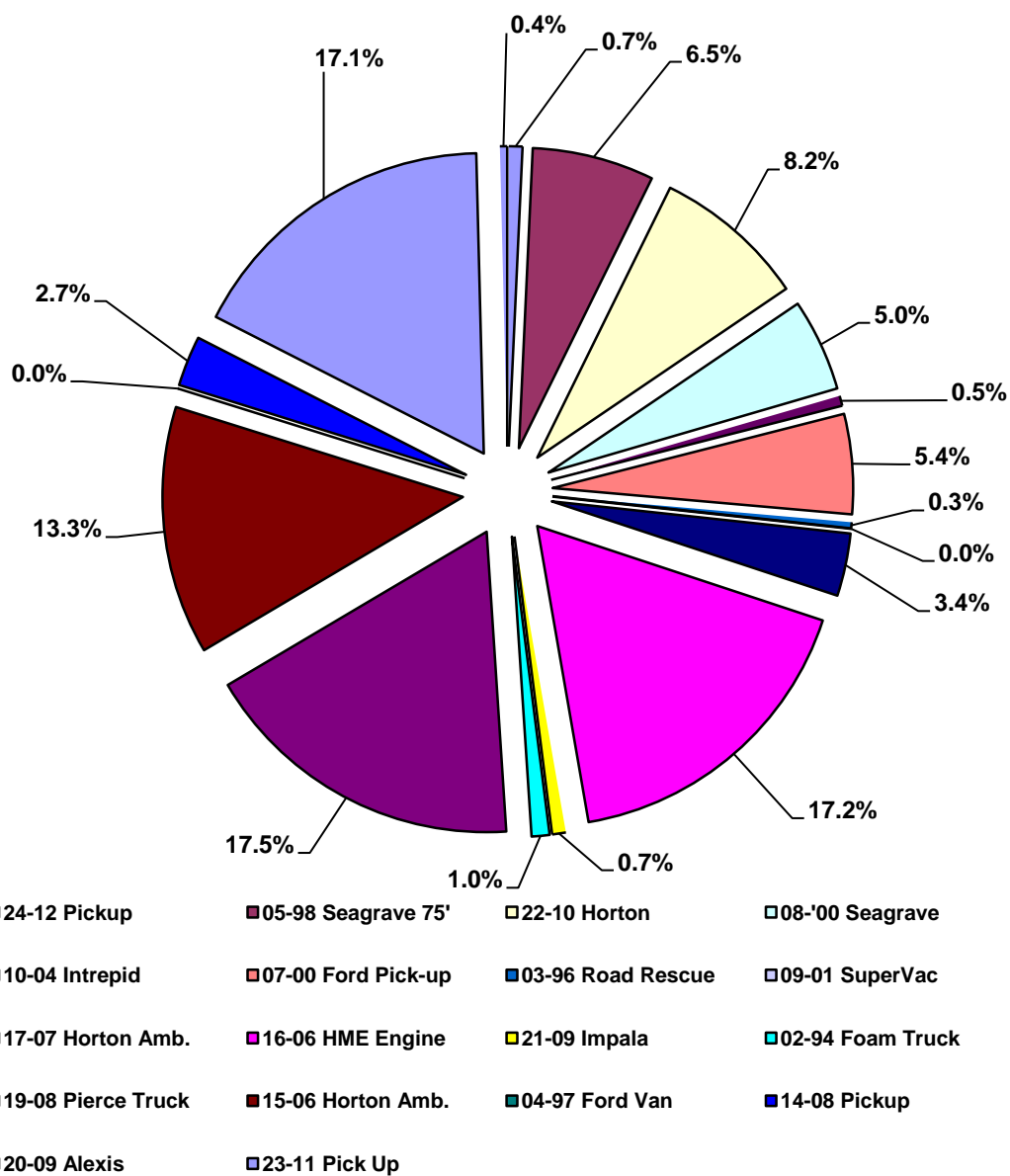
07-00 (2000)

- Body Work
- Fuel Pump

08-00 (2000 Seagrave)

- Draglink Repairs

Total Maintenance Cost \$42,366



Division of Buildings and Grounds Maintenance

Firefighter/Paramedic Mike Hullinger

During FY 2013 there were many developments in the building and grounds maintenance division. One major undertaking was the introduction of Light-Emitting Diode (LED) lights at Stations #1 & #2. All exterior wall packs and exterior can soffit lights were converted the energy saving LED bulbs. The MFPD also received a grant to replace the interior screw-in light bulbs; these existing screw-in light bulbs use at least 60 watts a piece, but with the LED technology the LED replacements use approximately 6 watts per bulb. Motion sensing electrical switches were installed in the office areas, these switches automatically turn the lights on and off as you enter the room cutting down on energy costs as well as transfer of germs from employee to employee since there is no light switch to actually touch. The MFPD introduced Grass Carp to the pond behind station three to assist in the control of the algae. The use of grass carp is an economical, long lasting, and effective option in controlling pond algae.

Current Goals for FY 2013:

- Replace all existing parking lot lights with LED's.
- Put into action a preventative building maintenance plan for all three stations.
- Seek out and apply for any grants for items that will make the district buildings and grounds more efficient and cost effective.

Division of Protective Gear

Engineer 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 six more sets of bunker gear to replace gear that was getting close to the end of its manufacturer recommended service life. Each year that we are able to purchase more gear will help us get closer to our rotation of bunker gear and move more of the older gear to reserve status.

Unfortunately, our application for the A.F.G. Grant to replace all of our protective gear did not get chosen for funding. The application will be updated and resubmitted with the same goal in mind in FY 2014.

The current goals for FY 2014 include:

- Purchase at least six more sets of bunker gear.
- Continuing the third-party inspection/repair process.
- Apply for A.F.G. Grant Program.
- Self-assessment to increase NFPA 1851 Compliance.

Division of Clothing

Engineer Marcie Hoag

During FY 2013 the clothing division worked to outfit all employees with the appropriate Class B duty uniforms and Class A dress uniforms. Two large uniform orders were placed in July and December 2012 to adequately outfit all of our full time and paid-on-call line personnel in NFPA compliant station wear and our administrative members in poly/cotton uniforms. Three new dress uniforms were purchased for the three members that completed their probationary status. In January 2013, the District decided to switch uniform companies; this seamless transition was aided by our sales representative. Justin Bakker was named interim clothing coordinator and was responsible for handling all clothing related issues in December 2012 while the current clothing coordinator was off on maternity leave. As of April 2013, Justin agreed to stay involved in the clothing division as an assistant clothing coordinator.

Division of Self Contained Breathing Apparatus (SCBA)

Firefighter/Paramedic Pete Cantore

In-house SCBA face piece testing was completed for our entire staff; and the annual third-party face piece and MSA air pack testing was completed. The MFPD Station #1 cascade system, as well as the Squad cascade systems, were hydro tested. Annual maintenance on the SCBA's included multiple face mask HUD systems and amplifiers; multiple SCBA bottles were hydro tested; as well as multiple SCBA bottles which were expiring were replaced.

Division of Computer Aided Dispatch (CAD)

Lieutenant Tom Hug

The MFPD continuously reviews its current response to emergency calls. There are automatic-aid agreements throughout the district which allow MFPD personnel to remain available to respond to the next emergency. This automatic-aid response employs the philosophy of using the closest force or apparatus to respond for all types of emergencies. The automatic-aid towns include Frankfort, Homer, New Lenox, Orland Park and Tinley Park. The MFPD closely monitors push out times (time it takes MFPD crews to get out of the station) and on scene times (time from initial call for appropriate equipment to arrive on the scene) and has based the response of apparatus on this criteria. The MFPD also does an annual review of its box cards to ensure the closest and best equipment is sent to a MFPD box alarm incident; and it evaluates the information on the box cards to ensure that the equipment specified on the box card is actually responding when requested by the MFPD. Minor changes have been made to keep the level of response at a level that is in the best interest for our citizens.

The MFPD will continue to take an aggressive approach to the constant review of the CAD information used in the dispatch process and will ensure that all responses are reviewed on a continuous basis to check for effectiveness of the product being delivered to our customers, the citizens.

Division of Station Supplies

Firefighter/Paramedic Ken Berger

FY 2013 was a great year for station supplies; members of the MFPD continuously use station supplies in a cost effective manner with little to no waste. The MFPD continuously seeks different vendors and/or methods for saving money on all MFPD provided station supplies.

Goals for FY2014 include:

- Purchase a water dilution system for cleaning/disinfectant products for each station
- Switch providers for station supplies to improve the cost and efficiency of products

Division of Accreditation

Firefighter/Paramedic Adam Shefcik

On March 6, 2012 the MFPD was awarded Accredited Agency status for the third time by the Commission on Fire Accreditation International (CFAI). The MFPD has been continually accredited since March of 2002. In August of 2012, members of the MFPD attended the presentation ceremony in Denver, CO.

In January of 2013 Adam Shefcik was named the MFPD Accreditation Manager as part of the continuous process of succession planning. This position was held by Assistant Chief Joe Cirelli for the past several years. Adam recently attended the required Accreditation Manager Workshop in South Bend, IN, and has begun working with Assistant Chief Joe Cirelli in growing into his new role.

Specialty Teams

Hazardous Materials

Engineer John Swanson

In FY 2013 some changes have occurred within the Hazardous Materials Division and the Southwest Hazardous Materials Team (SWHMT).

All department vehicles have an updated Emergency Response Guide and those with laptops have a digitized form as well. Lt. Hug stepped down as the Hazmat Coordinator and Engineer John Swanson has taken the position.

Mokena members training levels:

Hazmat Awareness – 38

Hazmat Operations - 33

Hazmat Tech A – 6

Hazmat Tech B – 4
Hazmat Incident Command - 4

MFPD is an active member of the SWHMT which serves communities of both MABAS 19 and MABAS 22 departments. The SWHMT team has been deployed to 11 hazardous material incidents in 2012 and 5 hazardous material incidents in 2013. The SWHMT is currently updating SOP's and vehicle assignments and will be completed by year's end due to new inventory, vehicles and assets relocation.

Technical Rescue Team

Engineer John Swanson

Some changes have occurred within the Technical Rescue Team (TRT) Division and the Lincolnway Technical Rescue Team (LW TRT) in FY 2013. The TRT division has revamped a few of the District's trainings and is scheduled to update and expand more TRT related trainings throughout the next few years. Some new equipment was received and put into service.

LW TRT is composed of departments that are within the Lincolnway area. Those departments' members and equipment comprise the Lincolnway local response team. In total the team has 37 members from the LW departments. The team is using Minimum Mandatory Training (MMT's) during department and team trainings. The individual department's TRT training schedules have been opened up to all the LW TRT members to allow for all members to have ample opportunity to attend trainings. The LW TRT training coordinator Lt. Steve Malone has stepped down and Engineer John Swanson has assumed this position.

Water Rescue and Recovery Team

Lieutenant Rich Gotter

MFPD Dive team is an active member of the MABAS 19 Underwater Search and Recovery Dive Team that consists of eight local fire districts in the MABAS 19 area. MFPD provides 5 highly trained divers trained in underwater rescue and recovery certifications as well as ice rescue certifications and swift water rescue certifications.

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

The MFPD dive team members:

- Lt. Richard Gotter – Team Supervisor
- Lt. Michael Kavanagh
- Lt. Todd Newton

- Lt. Erik Moeller
- Eng. Michael Laney

The MABAS 19 team took delivery of two boats with trailer system from Illinois MABAS in May 2013. These boats are housed at Frankfort Station #3 and are available for response to water emergencies in Mokena.

MFPD purchased one new DUI Drysuit to replace our older Viking Drysuits; this new DUI suit is more flexible and diver friendly then the old suits

During FY 2013 the MABAS 19 Underwater Search and Recovery Dive Team has been activated for the following dive incidents:

<u>Date</u>	<u>Time</u>	<u>Incident Location</u>	<u>Incident Type</u>
9/12/12	15:52	136 & Harlem, Palos	Person in the water
4/5/2013	12:58	135 & Harlem, Palos	Car & Body Recovery
4/19/2013	9:31	4400 Home Ave, Forestview	Flood subdivision / water rescue
4/27/2013	9:21	L-W Central H.S. pond	Car recovery
5/1/2013	12:47	1 st & Lake St, Maywood	ROV / Sonar

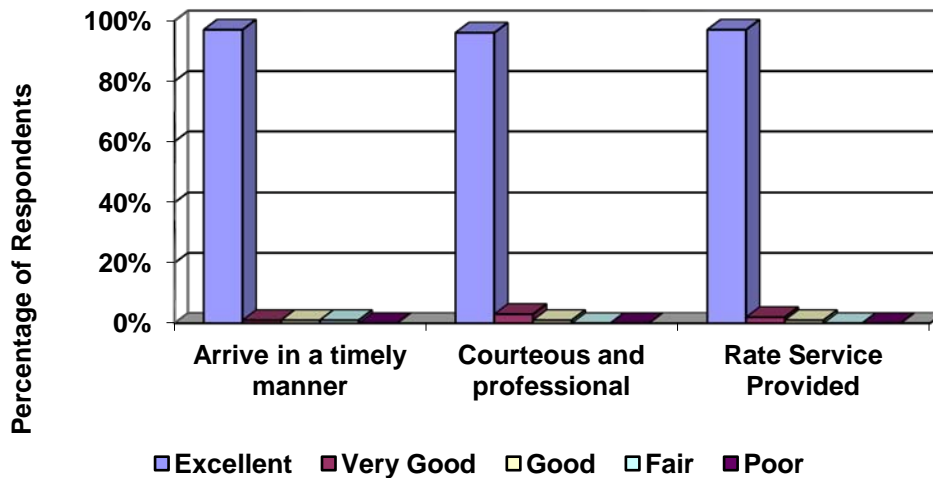
“Respect the water”

CUSTOMER SATISFACTION SURVEY RESULTS

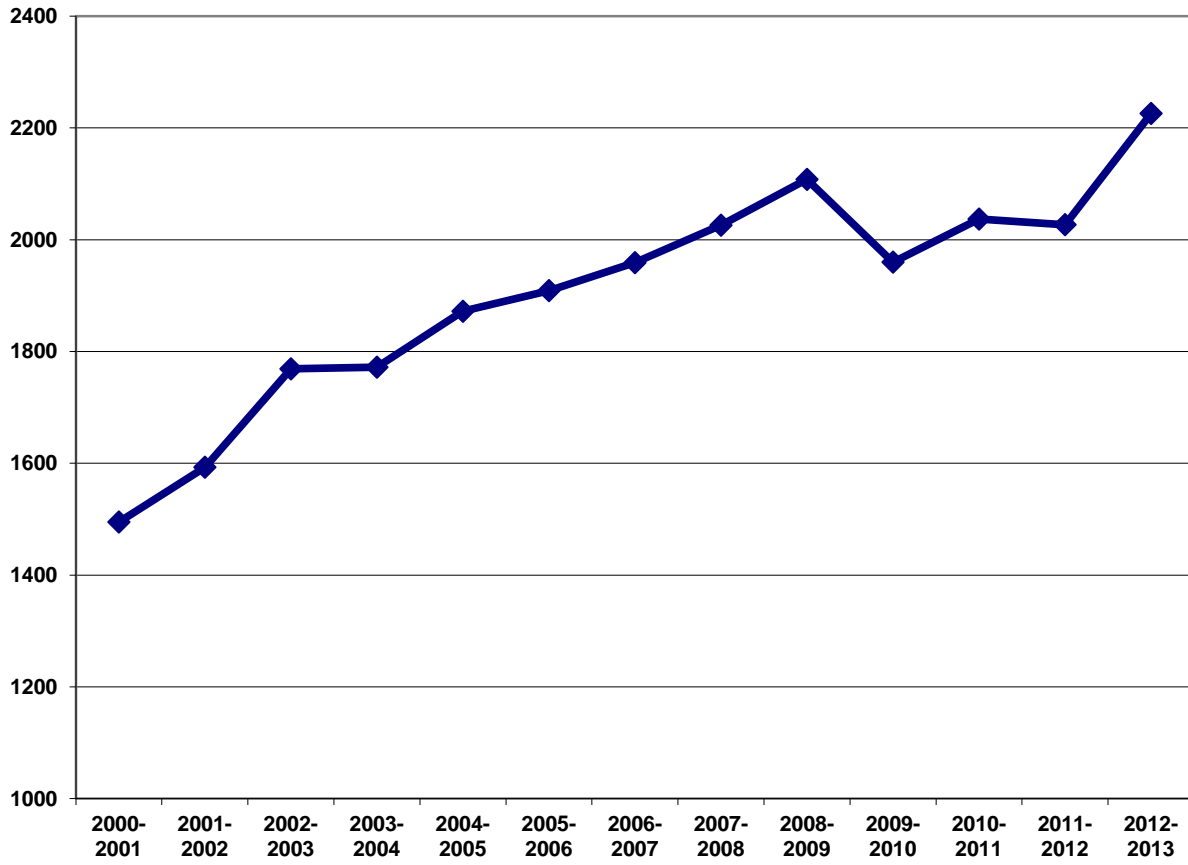
Number of Surveys received in FY 2013: **96**

	<u>E</u> xcellent	<u>V</u> ery <u>G</u> ood	<u>G</u> ood	<u>F</u> air	<u>P</u> oor
	E	VG	G	F	P
1) Do you feel emergency vehicles arrived in a timely manner?	93	1	1	1	
2) Were the firefighters and/or paramedics courteous and professional?	92	3	1		
3) How would you rate the service you were provided?	93	2	1		
4) If you have any comments, good or bad, we would like to hear from you.	82 Surveys had comments				
Optional Name	88 Signed surveys				

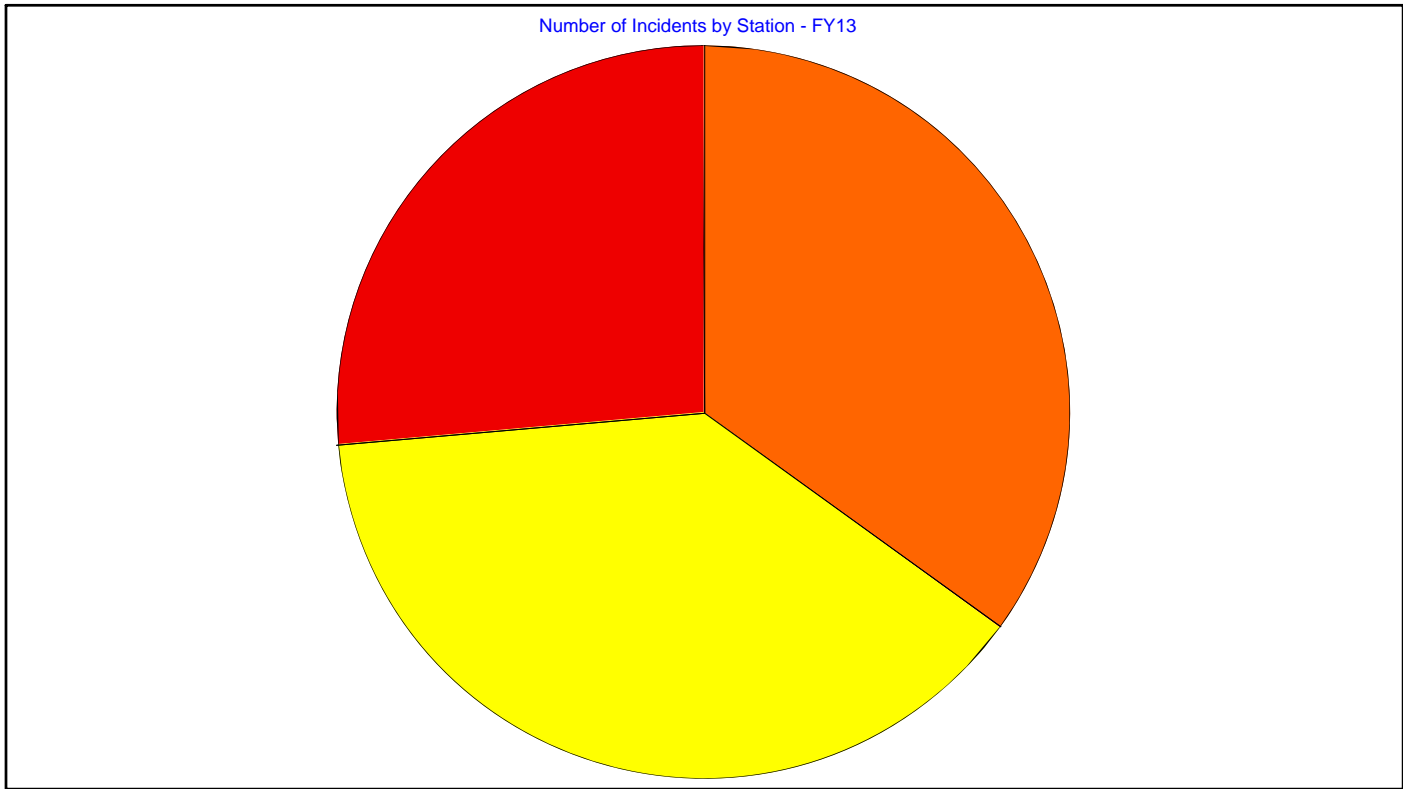
Note: Numbers do not equal number of surveys received in FY 2013 due to some surveys not entirely completed.



Call History By Fiscal Year



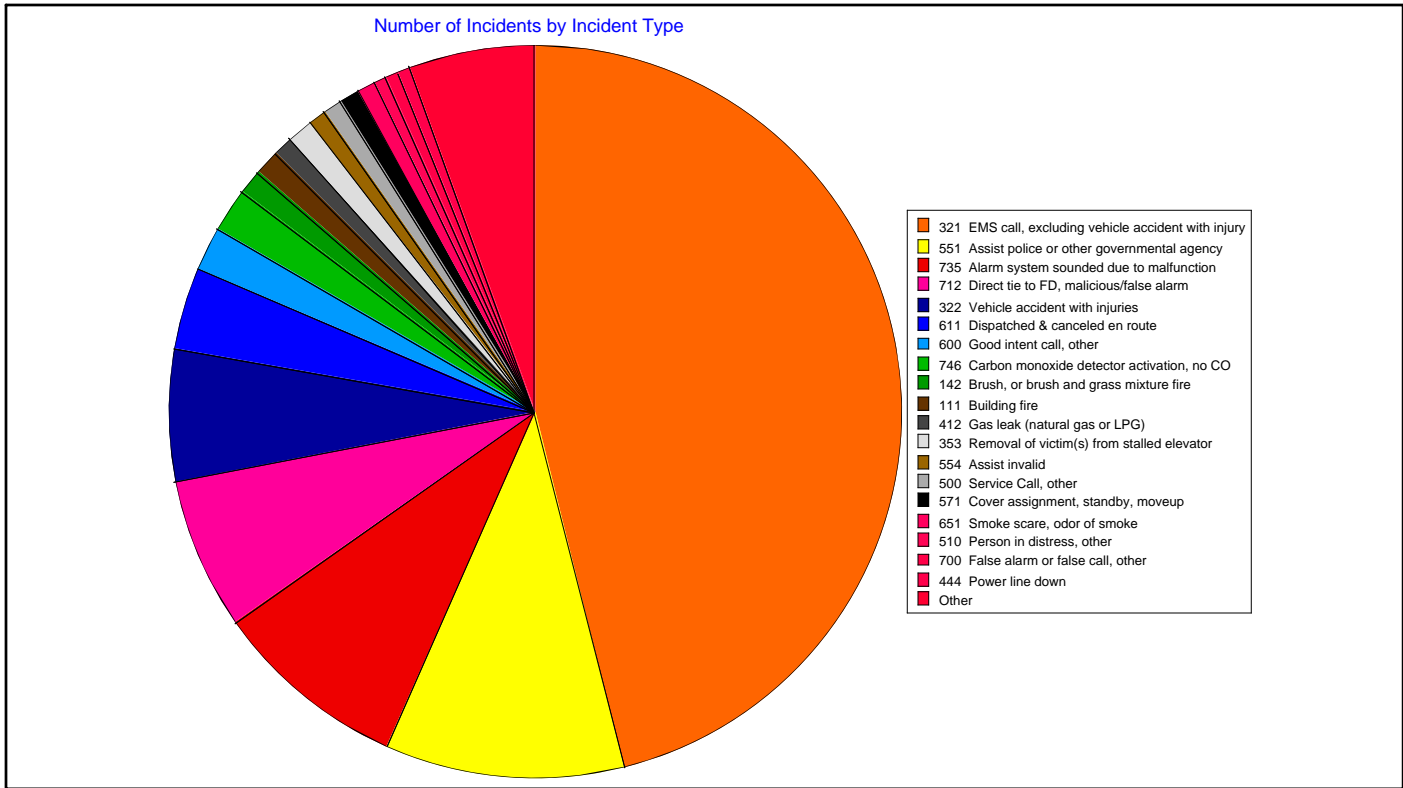
Number of Incidents by Station - FY13



1	783
2	858
3	585
Total	2,226

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 06/11/13 at 14:18.

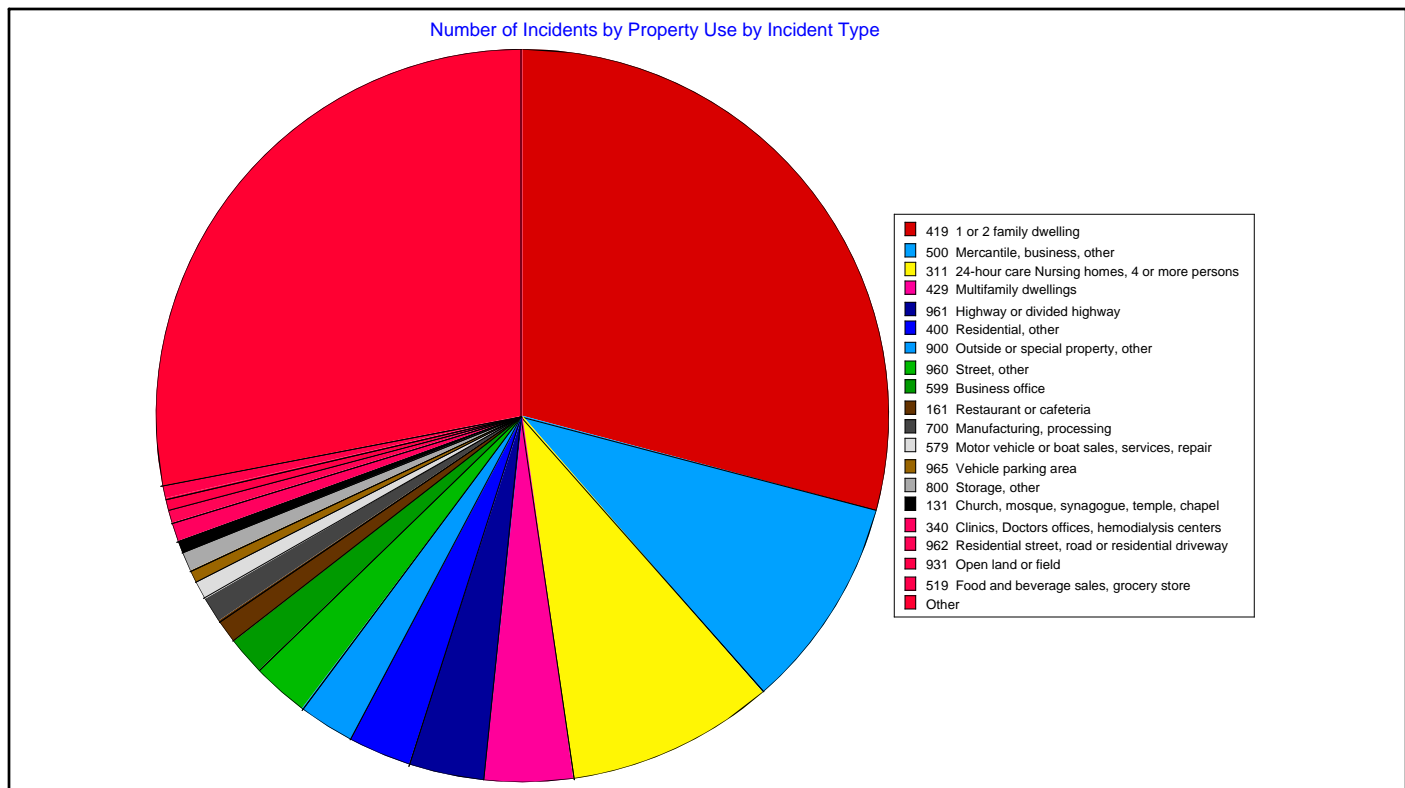
Number of Incidents by Incident Type - FY13



321 EMS call, excluding vehicle accident with injury	1,027
551 Assist police or other governmental agency	239
735 Alarm system sounded due to malfunction	193
712 Direct tie to FD, malicious/false alarm	146
322 Vehicle accident with injuries	129
611 Dispatched & canceled en route	80
600 Good intent call, other	46
746 Carbon monoxide detector activation, no CO	42
142 Brush, or brush and grass mixture fire	26
111 Building fire	22
412 Gas leak (natural gas or LPG)	22
353 Removal of victim(s) from stalled elevator	21
554 Assist invalid	21
500 Service Call, other	20
571 Cover assignment, standby, moveup	16
651 Smoke scare, odor of smoke	16
510 Person in distress, other	13
700 False alarm or false call, other	12
444 Power line down	12
Other	123
Total	2,226

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 06/11/13 at 14:18.

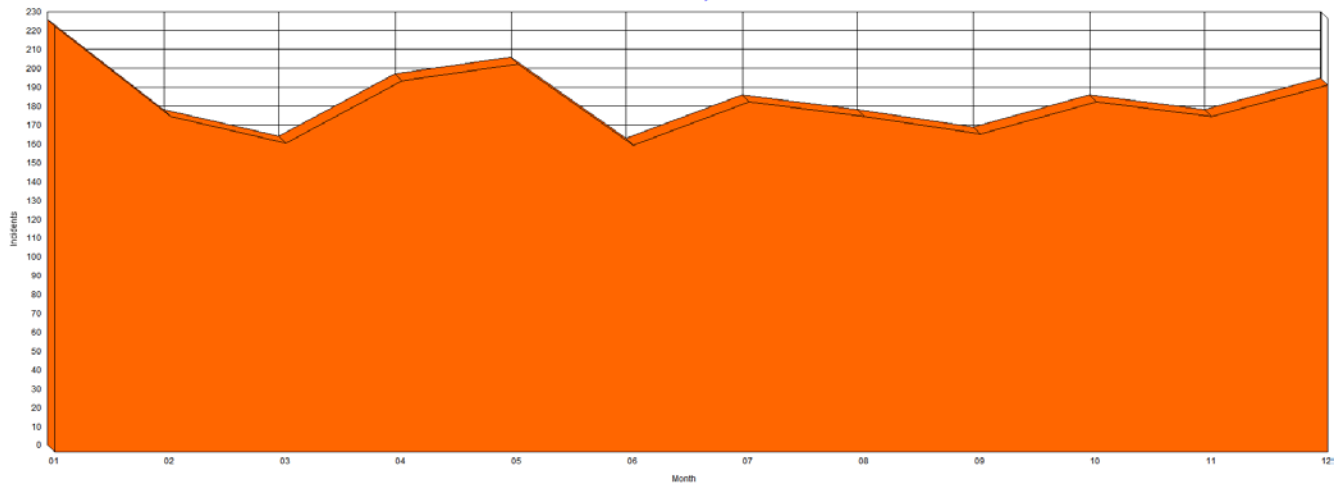
Number of Incidents by Property Use by Incident Type - FY13



	Fires	EMS	Other	Subtotal
419 1 or 2 family dwelling	11	524	119	654
500 Mercantile, business, other	1	40	169	210
311 24-hour care Nursing homes, 4 or more per		171	30	201
429 Multifamily dwellings	2	50	35	87
961 Highway or divided highway	10	41	22	73
400 Residential, other		43	20	63
900 Outside or special property, other	12	33	14	59
960 Street, other		47	7	54
599 Business office	2	13	22	37
161 Restaurant or cafeteria	1	7	17	25
700 Manufacturing, processing	1	9	14	24
579 Motor vehicle or boat sales, services, repair			17	17
965 Vehicle parking area	2	11	4	17
800 Storage, other		4	12	16
131 Church, mosque, synagogue, temple, chapel		7	8	15
340 Clinics, Doctors offices, hemodialysis center		14	1	15
962 Residential street, road or residential driveway		11	3	14
931 Open land or field	8	2	3	13
519 Food and beverage sales, grocery store		7	6	13
Other	31	160	428	619
Totals	81	1,194	951	2,226

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 06/11/13 at 14:18.

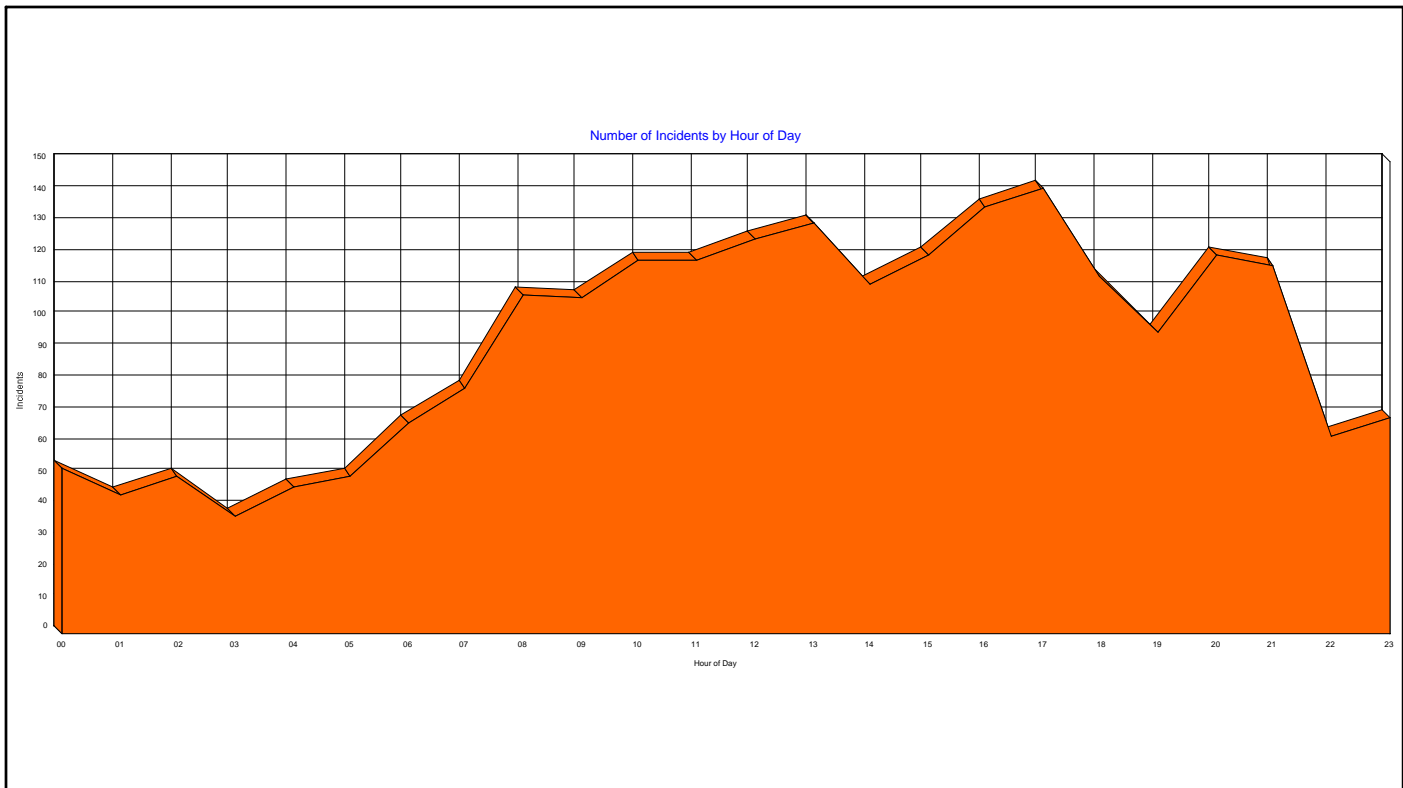
Number of Incidents by Month



1 June	226
2 July	178
3 August	164
4 September	197
5 October	206
6 November	163
7 December	186
8 January	178
9 February	169
10 March	186
11 April	178
12 May	195

Total 2,226

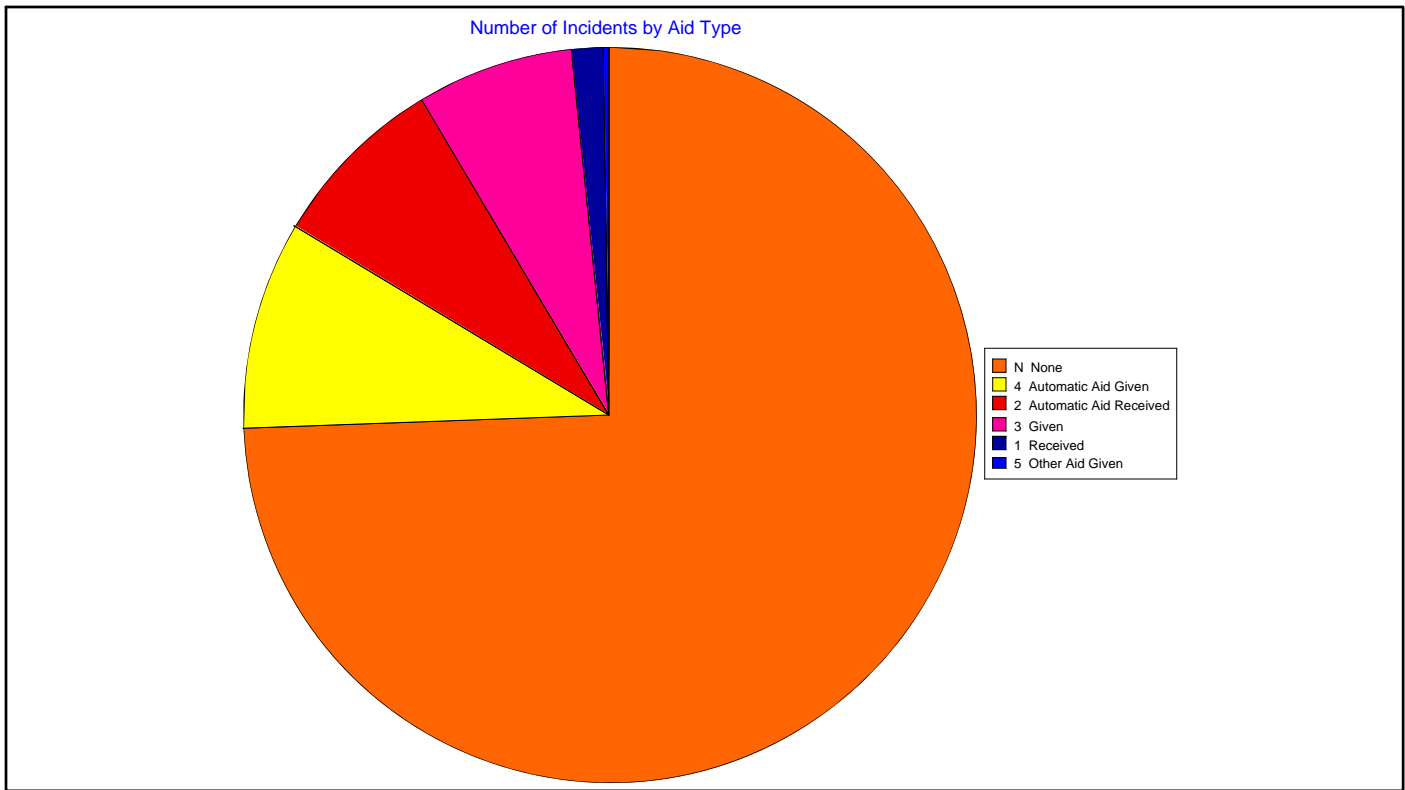
Number of Incidents by Hour of Day - FY13



00	53
01	44
02	50
03	37
04	47
05	50
06	67
07	78
08	108
09	107
10	119
11	119
12	126
13	131
14	111
15	121
16	136
17	142
18	114
19	96
20	121
21	117
22	63
23	69
Total	2,226

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 06/11/13 at 14:18.

Number of Incidents by Aid Type - FY13



N None	1,658
4 Automatic Aid Given	208
2 Automatic Aid Received	169
3 Given	157
1 Received	30
5 Other Aid Given	4
Total	2,226

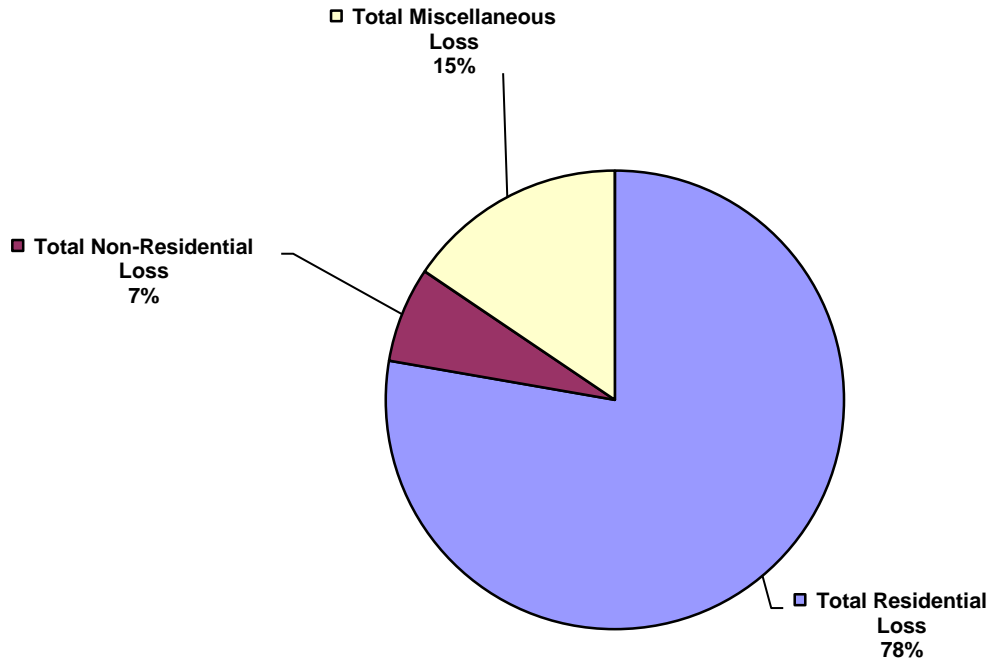
This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 06/11/13 at 12:09.

Fire Loss Survey

FY 2013 Fire Loss versus Property Saved Comparison

	Number Of Incidents	Civilian Injuries	Property Damage	Approximate Value Saved
Residential				
Private Dwellings	10	0	\$160,900.00	\$2,305,350.00
Apartments	1	0	\$1,150.00	\$1,000,000.00
Total Residential	11	0	\$162,050.00	\$3,305,350.00
Non-Residential				
Public Assembly	1	0	\$3,000.00	\$800,000.00
Stores & Offices	2	0	\$1,000.00	\$524,500.00
Industry/Utility	1	0	\$500.00	\$0.00
Other Structures	3	0	\$9,500.00	\$0.00
Total Non-Residential	7	0	\$14,000.00	\$1,324,500.00
Miscellaneous				
Highway Vehicles	8	0	\$32,400.00	\$80,000.00
Brush Fires	25	0	\$0.00	\$0.00
Rubbish Fires	8	0	\$0.00	\$0.00
Other Fires	5	0	\$0.00	\$0.00
Total Miscellaneous	46	0	\$32,400.00	\$80,000.00
Totals	64	0	\$208,450.00	\$4,709,850.00

\$208,450 Total Fire Loss For 26 Total Fires with Monetary Loss



\$4,709,850 Property Value Saved 22 Total Fires With Property Saved

