



Mokena Fire Protection District

MOKENA FIRE PROTECTION DISTRICT TRUSTEES' MEETING FEBRUARY 11, 2020

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

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

Emergency 9-1-1

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 MEETING, CORRECTIONS, APPROVAL

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

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

PUBLIC COMMENTS

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

UNION REPORT

None

TREASURER'S REPORT

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

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

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

TRUSTEES' REPORT

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

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

CALENDAR AND CHECKLIST

The injuries for the prior year have been posted.

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

ASSISTANT CHIEF CAMPBELL'S REPORT

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

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

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

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

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

The Board approved the following class requests:

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

The February training calendar was reviewed by the Board.

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

ASSISTANT CHIEF CIRELLI'S REPORT

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

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

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

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

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

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

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

We currently have one employee out on unpaid leave.

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

CHIEF'S REPORT

The FY2019 ambulance billing data was reviewed.

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

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

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

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

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

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

Letters received this month:

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

Newspaper articles this month:

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

The Trustees reviewed the monthly alarm reports for January.

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

REVIEW AND APPROVE AMBULANCE CAB & CHASSIS BIDS

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

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

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

APPROVE POSTING OF INTERNAL FIRE MARSHAL NOTICE

This will be discussed during Closed Session.

APPOINT DISTRICT REPRESENTATIVE TO PENSION BOARD

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

REVIEW AND APPROVAL OF REVISED AMBULANCE FEES ORDINANCE

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

CLOSED SESSION

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

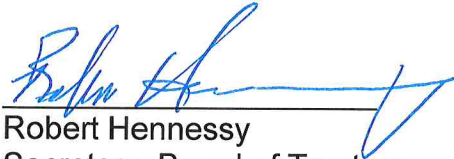
The Board returned to Open Session at 8:59 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

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

ADJOURNMENT

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



Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel