

# **MOKENA FIRE PROTECTION DISTRICT**

## **FISCAL YEAR 2014 IN REVIEW**



**September 9, 2014**



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# **Fire Chief/Administrator's Fiscal Year 2014 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 2014 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 2014 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 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) as well as the Illinois Clean Energy Foundation to replace all existing parking lot light heads with LED light heads; the LED light heads are the most energy efficient light bulbs currently available.
- The District realized a 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 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 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 reduction in renewal costs for their liability insurance with Emergency Services Insurance Program (ESIP).

The following are some of the notable events that transpired during the MFPD FY 2014:

- On July 29, 2013, the Fire District took delivery of a 2014 Horton Ambulance on a Freightliner cab and chassis; this Ambulance replaces the 2006 Horton Ambulance that was returned to reserve status.



- In August 2013, the Fire District's ISO rating was once again evaluated and received notification on May 5, 2014, that the ISO Classification rating will be improved to a Class 1 rating (*effective August 1, 2014*).
- On March 11, 2014, the 1996 International reserve Ambulance was completely converted to a building and apparatus maintenance response apparatus.
- On March 18, 2014, the 1997 Ford E-250 Utility Van was sold to Quad County Fire Equipment.
- Former Volunteer Firefighter Bernard Hoogstra passed away on May 15, 2014.



- May 21, 2014, Juanita Manhart (wife of Chuck Manhart) passed away; Juanita was very involved with the Fire District since 1960.



## STRATEGIC PLAN

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

Project No. 14-1 Fire Accreditation Compliance Report. The District completed the annual compliance report and it was accepted by the Commission on Fire Accreditation.

Project No. 14-2.1 Review and Revise Standard of Coverage Response Times. In FY 2014 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 14-2.2 Review and Revise Standard of Coverage Staffing. The District reviewed and revised the Standard of Coverage Staffing.

Project No. 14-3 Labor/Management Issues. The District began Collective Bargaining negotiations IAFF with Local 4270 in February 2014, this process was completed and the new agreement was ratified in May 2014.

Project No. 14-4 Evaluation of Closest Force Response. The District, along with the other Fire Districts being dispatched by Lincoln-Way Public Safety Communications Center, evaluated and prepared for the closest force response. This could become effective in FY 2015 after the new Will-County CAD is activated.

Project No. 14-5 Conduct Engineer Promotional Exam. The District conducted the Engineer Promotional Exam and posted the Final Adjusted Promotional List on May 6, 2014.

Project No. 14-6 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised and adopted during FY 2014.

Project No. 14-7 Conduct Full-Time Eligibility Test. The District, in conjunction with Manhattan Fire Protection District and Frankfort Fire Protection District, conducted the Full-Time Eligibility Test and posted the Final Eligibility Register on December 16, 2013.

Project No. 14-8 Evaluation of Current SCBA's. The District's SCBA Coordinator conducted research on the present District SCBA's as well as the available SCBA's on the market. The District's SCBA Coordinator made a recommendation to stay with the current District SCBA's and re-evaluate in a few years.

### *CAPITAL PROGRAMS*

Project No. 14-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2013.

Project No. 14-02 Truck Payment. The District budgeted and made the loan payment for the fire truck in March of 2014.

Project No. 14-03 New Engine. The District budgeted for and ordered a new Fire Engine in FY 2014; this Engine should be delivered in FY 2015.

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

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

- ❖ Participated in several community parades
- ❖ Participated in the Will County 9-1-1 Grant program
- ❖ Adopted Prevailing Wage Resolution
- ❖ Participated in the CPSE annual compliance process
- ❖ The Lincoln-Way Public Safety Communication Center new VHF radio infrastructure was installed
- ❖ The District continued to offer preventative maintenance to outside agencies
- ❖ The District received its second STRYKER Power Pro cot; the funding was secured through the IPRF Grant program
- ❖ The mokenafire.org website had a make-over and was entirely updated
- ❖ The MFPD replaced existing T-1 lines between the three Fire Stations and installed a microwave communications system
- ❖ The MFPD joined the Combined Agency Response Team (CART) team
- ❖ The MFPD received a \$45,000 grant from the Illinois Commerce Commission; this was obtained through Representative Renee Kosel's office

## **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.

The Fiscal Year 2014 budget was \$7,445,826. The expenses for the District in FY 2014 totaled \$5,788,609 with revenues of \$5,535,089. The District brought forward capital improvement funds in the amount of \$1,997,663.

The 2013 tax levy extension is \$5,878,417 with a tax rate of .9684. The assessed evaluation of the District is \$607,252,247. The assessed evaluation for the Fire District went down \$24,513,973. The tax rate of .9684 is .0577 or 6.34% higher than the 2012 tax levy of .9107.

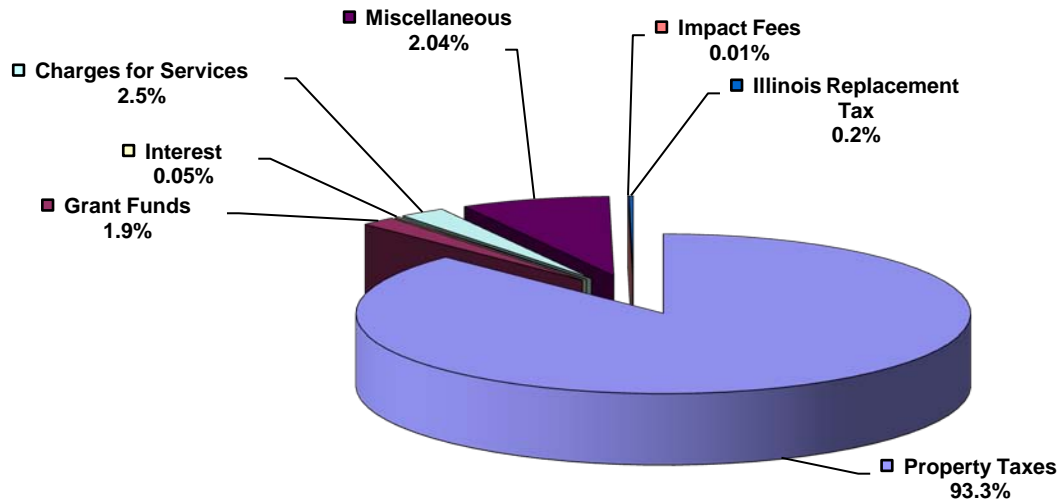
The District FY 2014 budget ended the year with capital improvement funds of \$1,717,574. During FY 2014, the District experienced four work related injuries resulting in extended time off work.

The District once again maintained its funds with the State Bank of Illinois Mokena Branch. The District was able to negotiate 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.

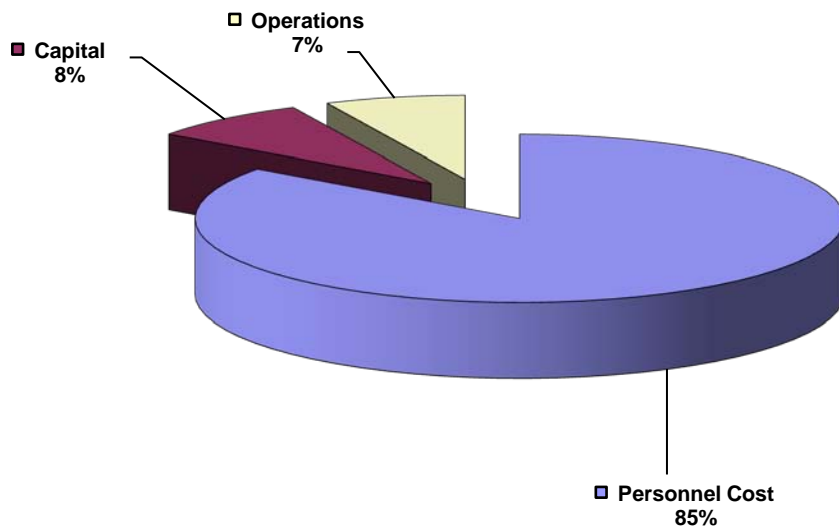
For capital expenses, the District paid a loan payment for Fire Station #3; the District paid a loan payment for the 2008 100' Ladder Truck; and the District ordered a new Fire Engine.



## FY 2014 Revenue By Source



## FY 2014 Expenses



# **Assistant Fire Chief's Fiscal Year 2014 in Review Report**

**Assistant Fire Chief Joseph Cirelli**

The past Fiscal Year has brought several technological improvements throughout the Fire District. A microwave system linking all three stations together was put into service – this has eliminated three leased T1 lines from AT&T, resulting in a significant cost savings. Most importantly is that the microwave links allow for a network speed approximately 20 times faster than the T1 lines, while providing redundancy in the network. In the unlikely event one microwave link fails, the system will automatically detect this and reroute the data, resulting in a downtime of less than a second. The microwave system provides enough bandwidth for eventual expansion of our network, including telepresence/teleconference capabilities. This capital asset has proven to be a valuable upgrade in our network.

The MFPD was the recipient of a \$2,000 grant from Mobil/Exxon, a \$1,000 grant from Illinois American Water, and a \$1,000 grant from Enbridge Pipeline. The grant monies are being utilized for various projects.

A great deal of time and effort has been spent in planning for the Lincoln-Way fire radio system upgrade, as well as the Will County 911 Computer Aided Dispatch (CAD) system upgrade. When complete, the radio system will provide the MFPD with greater communications and notification coverage. The new CAD system, scheduled to go live in the fall of 2014, will provide an integrated interface for the mobile units, giving a user-friendly system for responding to emergency incidents. The implementation of the new county CAD system should allow us to discontinue the use of our mapping software, thereby saving the MFPD a significant amount of money in future years.

The MFPD has continued to monitor the performance and deployment of resources, providing the crews with routine feedback as to their turnout time performances. By closely analyzing all aspects of the response time continuum, we have been able to make minor adjustments in order to improve total response time performances. Using response data, the administration regularly analyzes the demand and distribution of resources. This data is used in the annual Standard of Coverage document and during strategic planning sessions.

I would like to thank the Board of Trustees, Chief Stephens and the employees of the Fire District for their support and dedication. I look forward to our continued cooperation as we move into the next year.

## **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 2014 there was a minimal amount of unexplained variances.

The District has worked 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 non-resident ambulance and accident billing. In FY 2014 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 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.

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

<b><u>One Year</u></b>	<b><u>Five Years</u></b>	<b><u>Ten Years</u></b>	<b><u>Twenty Years</u></b>	<b><u>Thirty Years</u></b>
Brian Crabtree	Ryan Bennett	Kenneth Lenz	Michael Laney	Mark Sickles
Steven Roberts	Kenneth Berger			
	James Cresto			
	Marcie Hoag			
	Daniel Kennedy			
	Timothy Wiencek			

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

**Lieutenant Mike Kavanagh**

**Firefighter Bob McNellis**

The EMS Division continues to get busier each year. In FY 2014 we responded to 1261 emergency medical service calls; approximately sixty-two percent of these were Advanced Life Support (ALS) calls. Training, equipment and continuing education are the focus of our efforts, which translates into the best possible patient care we can provide. The following is a summary of FY 2014 activities:

### **Training:**

- ❖ Silver Cross Emergency Medical Services System continues to provide a CE (continuing education) training program that helps all personnel achieve the necessary hours for re-licensure. The program assures all EMS personnel achieve 50 hours required every two years, and the 100 hours required for re-licensure every four years. Silver Cross also allows system members the opportunity to sit in on paramedic classes to obtain CE hours, along with numerous other class offerings by the system and other outside agencies hosting classes.
- ❖ Mokena conducts in-house training for new equipment and for subject matter not covered in the system's program. These trainings are organized and implemented by FF McNellis. Mokena members are exceeding the required training by as much as two and a half times and the average hour total for re-licensure in the last fiscal year was 192 hours per member. These hours are achieved by on-shift training, as well as members participating in off-shift special trainings and seminars.
- ❖ Mokena has 33 licensed paramedics and one member that is not an EMS licensed provider.

### **Equipment, Supplies & Maintenance:**

- ❖ Mokena now has four fully equipped ambulances at the ALS level.
- ❖ Two of the four ambulances now have power assisted cots. These cots are hydraulically operated for lifting and lowering patients using a battery operated system. The District was able to obtain these new cots through the IPRF grant program.
- ❖ All cardiac monitors, AutoPulses, and AEDs (automatic external defibrillators) were serviced and tested by an outside vendor.
- ❖ A device called "King Vision" was purchased for each ambulance. This device is used in the intubation of patients and allows for the visualization of the vocal chords using a video camera which is a very important part of intubation.
- ❖ Research has been conducted on choosing a paperless system for patient care reports by FF McNellis. This new system is expected to be in place by the end of 2014.

## **Licensing & System Requirements:**

- ❖ Six paramedics were re-licensed this year. 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.
- ❖ The State (IDPH) has also dropped the required CE hours from 60 for two years and 120 for four years to 50 and 100 respectively.
- ❖ Seven paramedics received their two year check for CE hours. This documentation must also be signed and submitted by an IDPH Lead Instructor. Mokena has two IDPH certified Lead Instructors.
- ❖ All four ambulances were re-licensed with the reserve being licensed as a ready to roll ambulance, no longer a reserve.
- ❖ All ALS non-transport vehicles have been relicensed.

## **Miscellaneous:**

- ❖ The District responded to 1261 EMS calls for the fiscal year, of which 775 were for ALS care representing 62% of EMS calls. This represents an approximate 5% increase in calls over the preceding year.
- ❖ Nine of our paramedics received awards and were recognized by the Silver Cross EMS System for outstanding calls.
- ❖ The new Silver Cross location continues to help reduce down time for our ambulances.

## **Fire Prevention Bureau**

**Lieutenant Mark Sickles**

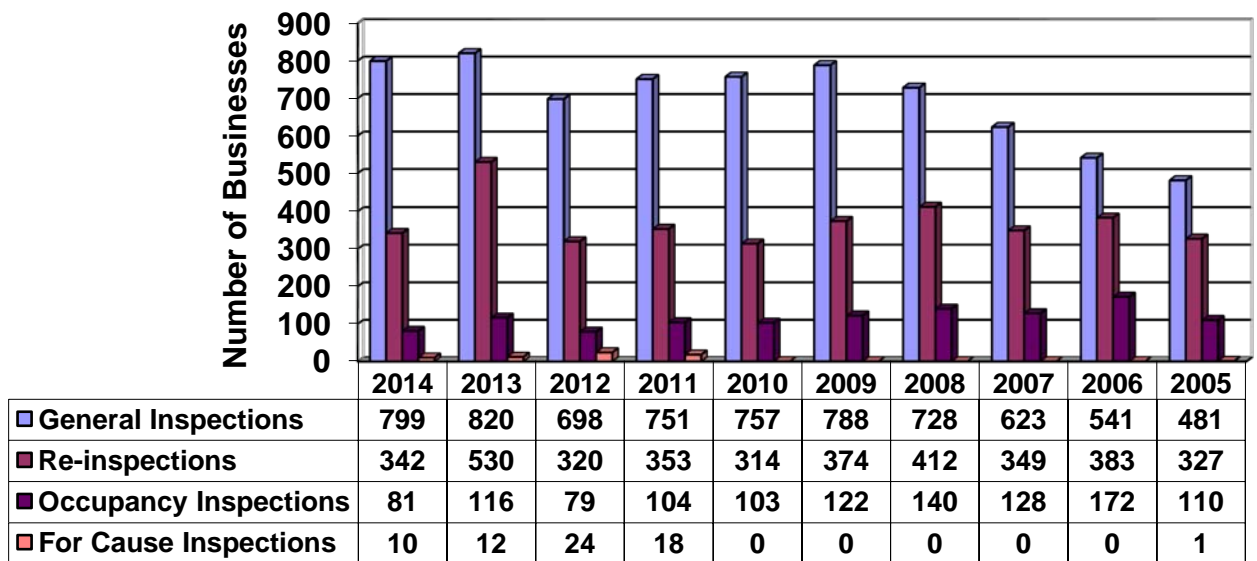
### **Inspections & Construction**

The Mokena Fire Protection District currently has 1,079 active files for businesses within its jurisdiction. Of these files, 101 are preplan reference files not subject to inspection, and 3 are open files that are not occupied as of yet and have not been inspected.

This leaves 975 files that are subject to inspection for the fiscal year. Between the FPB and Company Inspections, 799 general inspections, 81 occupancy inspections (5 new occupancies, 76 re-occupancies), 10 for cause inspections, and 342 follow up inspections were conducted for a total of 1,232 total inspections for the fiscal year. 890 of the available 975 files were inspected in either general, occupancy, or for cause inspections which equates to a 91% completion rate.

Of the 81 occupancy inspections, 76 (94%) were existing construction occupancies that were vacated and re-occupied, 5 (6%) were new construction occupancies where no other business existed there before, 64 (79%) were in the Village of Mokena, 12 (15%) were in the Village of Orland Park, 4 (5%) were in the Village of Frankfort, and 1 (1%) was in Will County.

### Inspection History

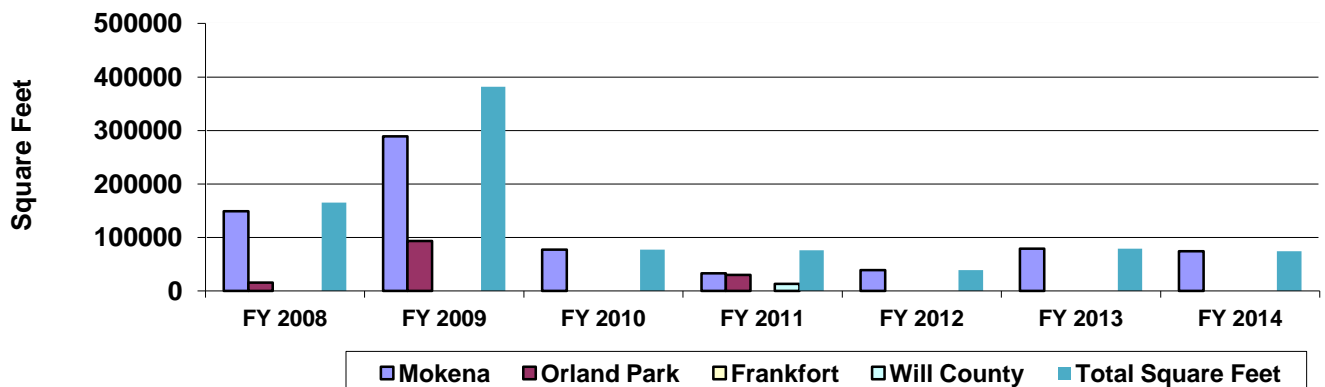


One carnival was inspected by the FPB at the Mokena Park District for Halloween Hollow on 10-18-13. (20 rides & 5 food vendors).

The new construction buildings that were either partially or completely occupied in FY 2014 totaled 74,300 square feet and were located in the following villages (this is a main building list, not necessarily an individual tenant list):

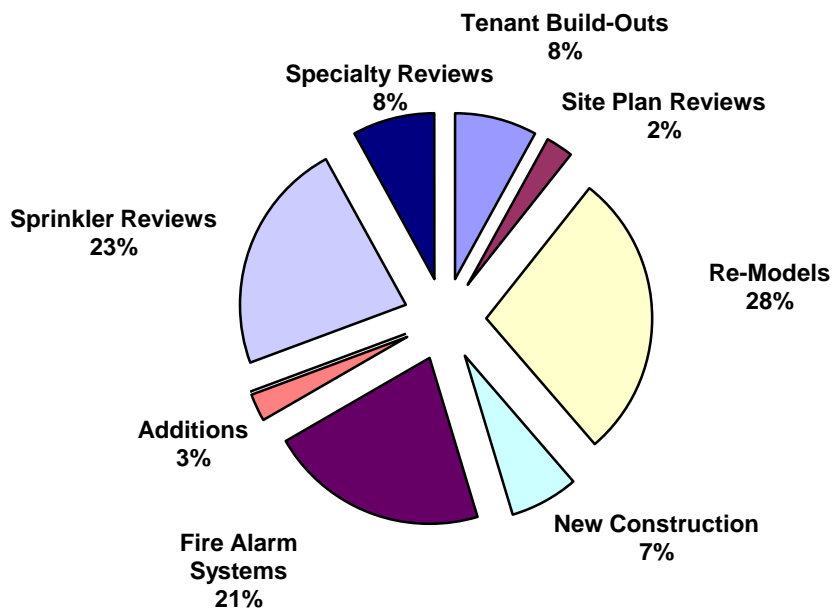
3 in Village of Mokena (100%)  
 0 in Village of Orland Park (0%)  
 0 in Unincorporated Will County (0%)

### Total Square Footage of New Occupied Construction



## Plan Reviews

A total of 75 plan reviews were conducted in the fiscal year and break down as follows:



Tenant Build Outs	6	Specialty Reviews	6
New Construction	5	Site Plan Reviews	2
Fire Alarm Systems	16	Additions	2
Sprinkler Systems	17	Re-Models	21

## 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 2014, 47 fire investigation requests were made by Lincoln Way-5, MABAS 19 and/or Task Force participating departments. Of the 35 requests, 3 (6%) were responded to by a Mokena Fire Investigator.

## Public Education Programs

<i>Schools:</i>	Students:	3,250
	Programs:	90
	Program Dates:	24
	Hours of Instruction:	67.5
	Average Hours of Instruction/ Program:	.75
	Average Hours of Instruction/ Program Date:	2.8
	Average Students/ Program:	36
	Average Students/ Program Date:	135
	Total Spent on Hand-out Materials:	\$4,957.20
	Average Expenditure per Student:	\$1.53

We continued our smoke detector giveaway program but scaled back the program to include Kindergarten and 8<sup>th</sup> 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. 470 smoke detectors were given out to students this fiscal year.

*C.P.R. / A.E.D Classes:* 29 classes were conducted certifying 355 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:* Three sessions with 27 students attended the basic first aid classes.

*Senior Luncheons:* The District hosted two luncheons, three sessions for 102 senior citizens.

*Pancake Breakfast:* One breakfast with approximately 445 participants.

*Station Tours:* The District hosted four tours with 41 participants.

*Family Fun Day:* One session with approximately 250 participants.

*Essay Contest:* The District sponsored an essay contest for 5<sup>th</sup> grade students.

*Coloring Contest:* The District sponsored a coloring contest for 1<sup>st</sup> 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**

FY 2014 had many challenges for the training program and opportunities for improvement. We recognized the need to increase the hours dedicated to fire suppression training and specifically practical training evolutions. This past fiscal year our focus was on basic hose management, forcible entry and ventilation trainings, which allowed many of the newer employees their first exposure to these techniques as well as reinforcement of skills to even the most senior employees.

The training division implemented a new planning system, which vastly organized the department's training outlook. The new system plans out over a three year schedule all the various topics as required or mandated by OSHA, NFPA, ISO, Illinois Department of Labor, Illinois Secretary of State and the Illinois Office of the State Fire Marshal. We are developing Job Performance Requirements for all the disciplines to be used as an evaluation measure moving forward. We are increasing the planned fire suppression trainings by 50% each month. Our hope is to have the entire system with JPR's implemented by January 2015. We intend to have all topics required and recommended to be covered within this three year cycle.

The Training Division has been working on creating a Fire Officer I training program to meet the objectives of the Illinois Office of the State Fire Marshal. Achievement of these requirements will enable our members challenging the Fire Officer I program the necessary training to surpass the "Provisional Status".

The Fire District hosted two new employee orientation sessions, each lasting one week. Four employees were placed through the orientation sessions, in which new employees are trained and evaluated on basic firefighting and EMS skills.

The District has been able to take advantage of Tinley Park Fire Department's training facility on 183<sup>rd</sup> Street for the purposes of search and rescue / rapid intervention / ladders / forcible entry / live fire evolutions and hose management. The mutual-aid trainings have proven to be beneficial to the District, allowing a means for practical training evolutions that would otherwise be unavailable.

Mutual Aid trainings have been scheduled and will continue to be with most of our neighboring fire departments. This year's training topics have been mostly NFPA 1410

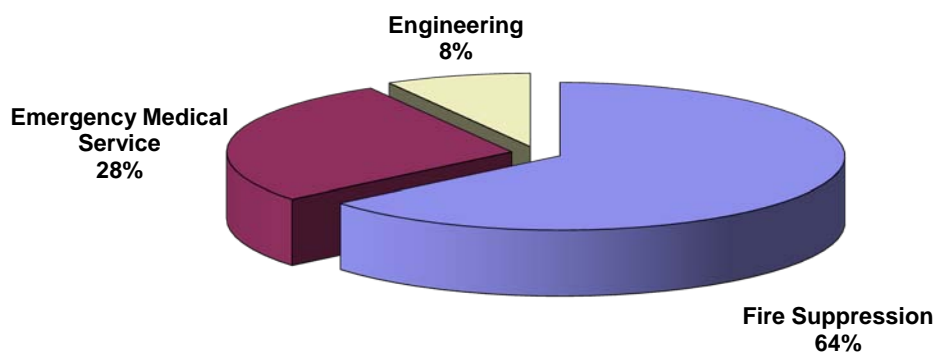
drills focusing on operations of the first and second units on a fire scene in any situation, hydrant or rural areas involving commercial/retail and residential structures. These trainings allow members from each department to become familiar with each other through practical evolutions as well as the equipment and vehicles that will be showing up first and second, in joint response areas.

The Training Coordinator has been meeting with a newly formed MABAS 19 Training Committee. The coordinators from most MABAS 19 departments have joined forces to try and streamline the efforts and generalize the trainings from each department. The results have been incredibly positive so far and the results are endless as long as we are able to fulfill our obligations of equal effort to the MABAS 19 committee.

#### **Goals obtained For FY 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.
- ❖ Refine the mentoring program for assisting firefighters to be prepared to step up to engineers.

### **Total Training Hours 10,611.00**



# **Active Member Certification Survey**

**State of Illinois - Fire Marshal's Office Certification**  
Achievements of all active members in FY 2014

## **Basic Operations Firefighter**

FF. Brian Crabtree  
FF. Mike Hullinger

## **Advanced Technician Firefighter**

FF. Steve Roberts  
Eng. Mark Rojek

## **Haz-Mat Technician A**

Eng. Mike Dreger  
FF. Adam Shefcik

## **Confined Space**

Lt. Todd Newton  
Eng. Tim Wiencek

## **Structural Collapse Operations**

Eng. Mike Dreger  
FF. Adam Shefcik

## **Fire Officer I**

FF. Adam Shefcik  
FF. Christopher Buchan

## **Fire Officer II**

FF. Justin Bakker

## **Vehicle Machinery Operations**

FF. Brian Crabtree  
Eng. Mark Rojek

## **Fire Service Vehicle Operator**

FF. Brian Crabtree

## **Fire Apparatus Engineer**

FF. Todd Conwell  
FF. Mike Hullinger  
FF. Steve Roberts

## **Swiftwater Technician**

Eng. Tim Boomsma

## **Vertical II**

FF. Adam Shefcik

## **Haz-Mat Incident Command**

FF. Adam Shefcik

## **Rope Operations**

FF. Brian Crabtree  
Eng. Mike Dreger  
Eng. Mike Laney  
Lt. Ed Peppler

## **Licensed Paramedic**

FF. Nick Bayer

## **Fire Department Incident Safety Officer**

FF. Ken Berger

## **Courage to be Safe**

Lt. Mark Sickles

## **Trench Operations**

FF. Todd Conwell  
FF. Ken Berger

## **Trench Technician**

Eng. Mike Dreger  
FF. Ken Berger

## **Training Program Manager**

Lt. Kevin Lenz

## **Blue Card – Incident Commander**

Lt. Ed Peppler  
Eng. Jim Cresto

### **NRA Firearm Safety Course**

FF's – Bakker, Berger, Cantore, Conwell, Crabtree,  
Hullinger, McNellis, Roberts, Shefcik

Eng's – Dreger, Hoag, Kobialko, Laney, Swanson

Lt's – Campbell, Gotter, Hug, Kavanagh, Lenz,  
Newton, Shefcik, Sickles

Chief Officer's – Stephens, Cirelli

## **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

12 - AAS Fire Science Technology

### **Command Training & Certification Program**

10 – Blue Card Certification

### **Commission of Professional Credentialing**

1 - Chief Fire Officer Designation

1 - Fire Officer Designation

### **Emergency Medical Services Related Certifications / Licenses**

11 - Cardio Pulmonary Resuscitation Instructor

3 - Cardio Pulmonary Resuscitation Instructor Trainer

36 - Emergency Medical Technician – Paramedic

3 - EMS Lead Instructor

### **Incident Command / Management Related Certifications**

3 - 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**

- 25 - Advanced Technician Firefighter
- 28 - Basic Operations Firefighter
- 10 - Confined Space / Trench Awareness
- 28 - Courage to be Safe
- 3 - Courage to be Safe (Train-the-Trainer)
- 37 - Firefighter II
- 27 - Firefighter III
- 29 - Fire Apparatus Engineer
- 2 - Fire Department Health and Safety Officer
- 8 - Fire Department Incident Safety Officer
- 2 - Fire Department Safety Officer
- 1 - Fire Inspector II & Plan Examiner I
- 28 - Fire Instructor I
- 20 - Fire Instructor II
- 1 - Fire Instructor III
- 7 - Fire Investigator
- 24 - Fire Officer I
- 15 - Fire Officer II
- 4 - Fire Officer III
- 1 - Fire Prevention Officer
- 31 - Fire Service Vehicle Operator
- 30 - Hazardous Materials Awareness
- 33 - Hazardous Materials Operations
- 8 - Hazardous Materials Technician A
- 4 - Hazardous Materials Technician B
- 4 - Hazardous Materials Incident Command
- 3 - Juvenile Firesetter Intervention Specialist
- 4 - Rescue Specialist Confined Space
- 25 - Rope Operations
- 1 - Rope Technician
- 1 - Structural Collapse Awareness
- 10 - Structural Collapse Operations
- 1 - Structural Collapse Technician
- 5 - Swiftwater Technician
- 36 - Technical Rescue Awareness
- 2 - Training Program Manager
- 6 - Trench Operations
- 6 - Trench Technician
- 30 - Vehicle and Machinery Operations
- 7 - Vehicle and Machinery Technician

### **Water Rescue Related Certifications**

- 5 - ERD1 / Certified Dive Technician
- 5 - ERD2
- 5 - ERDI Ice Diver
- 8 - ERD Surface Ice Rescue Technician

- 4 - ERD Tender
- 4 - Certified Ice Dive Technician
- 6 - 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

#### **Public Safety Certifications**

- 6 - First Aid Instructor
- 1 - First Aid Instructor Trainer

## **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.

MFPD conducted an Apparatus Operators class in March for the 3 firefighters taking the Engineer's test.

During the month of May, 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. There were several lengths of different size hose that needed additional service and repair. 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, 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 December by American Test Center. All 414 feet of MFPD ground ladders passed per NFPA 1932.

Required monthly driving is required for all apparatus drivers. Currently we have 96% compliance every month; still working toward that 100% compliance for FY 2015.

## **Division of Apparatus Maintenance**

**Lieutenant Richard Campbell**

**Engineer Mike Dreger**

During FY 2014, the MFPD experienced extreme cold weather; we were fortunate to have our fleet fully functional during the extreme temperatures without any issues that would cause an apparatus to be out of service. Over the course of FY 2014, the MFPD fabricated a mobile response maintenance vehicle. The customized maintenance vehicle includes lights, tools, compressors, generators, and a work bench. This vehicle services the Fleet Maintenance Department as well as Buildings and Grounds Department.

Manhattan Fire Protection District and Tinley Park Fire Departments renewed their maintenance agreements for another year. The District continues to be a member of the Illinois Fire Apparatus Mechanics Association. The Fleet Maintenance Coordinator and Assistant Fleet Maintenance Coordinator continue to be EVT certified. A shop assistant is still on-hand for smaller repairs, oil changes on staff vehicles, maintenance on generators, lawn equipment, and compressors as well as shop maintenance.

The District purchased an air conditioning machine for the maintenance shop to repair air conditioning on all vehicles. All maintenance personnel are certified in using the machine.

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 2014:

### **20-09 (2009 Alexis Engine)**

- Tires

### **19-08 (2008 Pierce Truck)**

- Suspension work
- Repaired oil leak
- Replaced engineer side step
- Batteries

### **16-06 (2006 HME Engine)**

- Water Pump
- Alternator
- Brakes
- Generator Repair

### **15-06 (2006 Ambulance)**

- Repaired oil leak

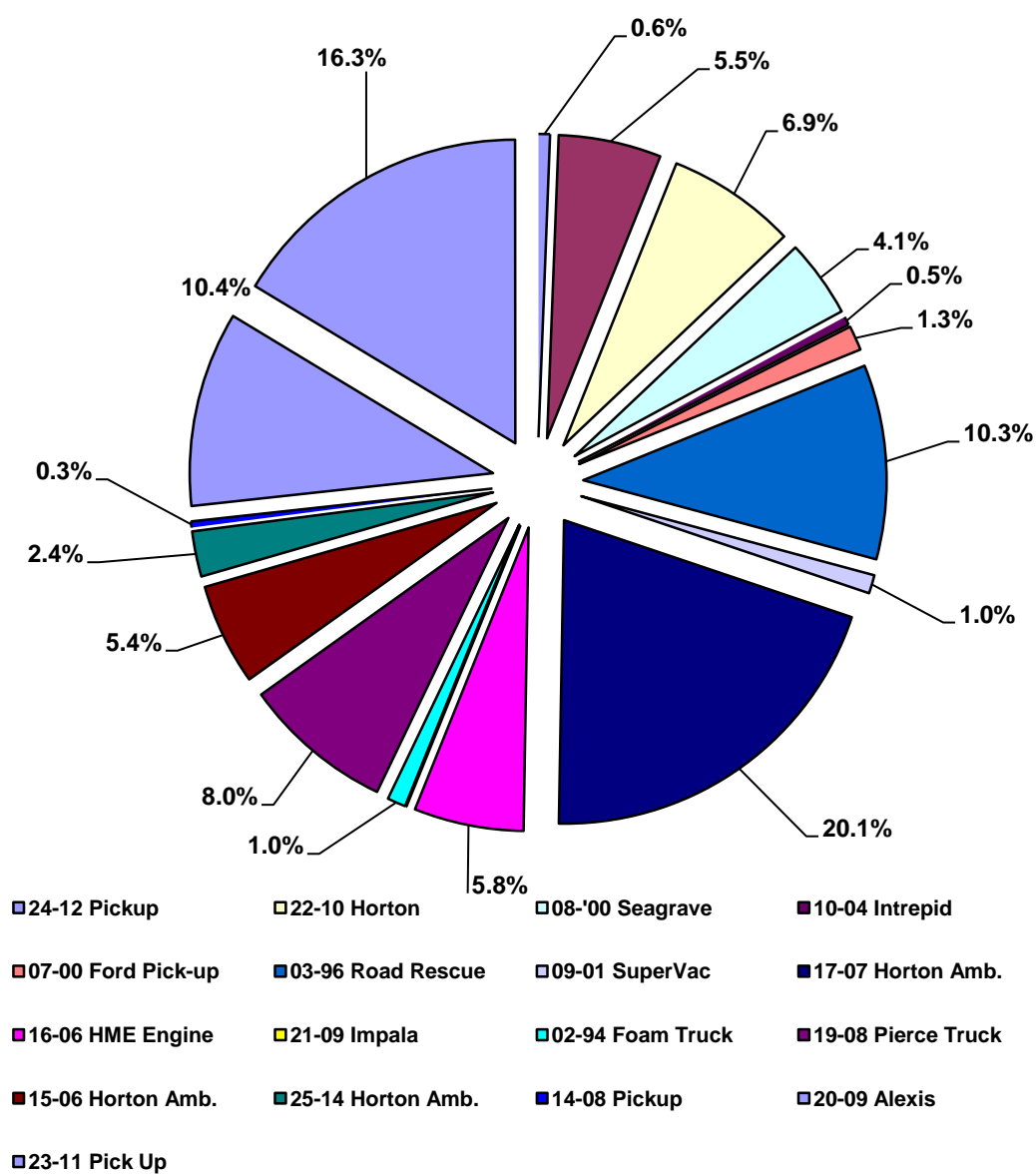
### **22-10 (2010 Ambulance)**

- Tires

### **08-00 (2000 Seagrave)**

- Batteries

## Total MFPD Apparatus Maintenance Cost \$57,440





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

**Firefighter/Paramedic Mike Hullinger**

During FY 2014 there were many developments in the building and grounds maintenance division. The biggest undertaking was the introduction of Light-Emitting Diode (LED) parking lot lights for all three stations. These lights were obtained through a grant which saved the District thousands of dollars. The parking lot lights went from using approximately 400 watts per light to approximately 13 watts per light. Also included in the grant were LED wall pack lights for station 3 and flag pole lights for all three stations. After installation the MFPD currently saves approximately \$10,000 per year in electricity costs. The MFPD also installed photo cell sensors at stations 1 and 2 for all exterior lighting. These photo cells ensure the exterior lighting comes on at dusk and turns off at dawn.

Current Goals for FY 2015

- Keep up basic maintenance and preventative maintenance on all three stations in order to keep things running smoothly.
- Work on getting the exterior of the stations' landscaping back into shape.
- Expand on interior LED light project.

## **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 eight 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 2015.

The current goals for FY 2015 include:

- Purchase at least eight more sets of bunker gear.
- Continue 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**

The clothing division had another successful year. We continued to maintain the level of clothing that is required by NFPA 1975. Employees continue to utilize the electronic work notice for uniform ordering and replacement. The clothing division is working closely with our outside vendors to facilitate the needs of the District. In the future, the clothing division is researching some new items to help serve the membership better during cold weather activities and is looking to institute Red Shirt Friday, in conjunction with the Foreign Fire Insurance Board, to show our support for the troops deployed overseas.

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

**Firefighter/Paramedic Pete Cantore**

In-house SCBA face piece testing, and FIT testing was completed for our entire staff. The annual third-party face piece and MSA air pack testing was completed. Station #1 cascade system and Squad were hydro tested. Multiple face mask HUD systems, head harness with straps and amplifiers were replaced for members. Several air packs were sent out for third party repair. The cascade had a small issue that was resolved and repaired. Multiple SCBA bottles were sent out to be hydro tested.

## **Division of Employee Assistance**

**Lieutenant Todd Newton**

This year MFPD has opened a new door to expand our Employee Assistance Program (EAP). We brought awareness to the need and availability for EAP and psychological support; not only for MFPD employees but for their families also. Awareness and education were a main focus point this year. We expanded our budget to not only include EAP visits as a benefit, but MFPD has added a Firefighter specific Clinical Psychologist to speak with MFPD employees to educate them on services and what those services include. This psychologist serves as the starting point for an employee needing these services. Sarah Gura (M.A.,L.C.P.C.), extensively studied firefighter behavior and psychological help for firefighters and their families. If any MFPD employee needs EAP, he/she or their families can use her to get started. The EAP and Psychological budget also includes up to 12 visits per employee.

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

**Lieutenant Tom Hug**

During FY 2014 MFPD continuously reviewed its current responses and implemented changes to various areas of the MFPD's response to emergency calls. This constant review ensures the MFPD has the best possible response for every type of call in every area. MFPD has truly implemented a "closest force" concept to get a rapid response District wide. MFPD closely responds with other local fire departments in an automatic aid setting. Automatic aid is a way of helping each other out by employing the philosophy of using the closest force or closest apparatus to respond to all types of emergencies. The MFPD has done a close monitoring of push out times (time it takes to get out of the station) and on scene times (time from initial call for equipment to arrive on the scene) and has based all decisions of the response of apparatus on this criteria. MFPD also does a semi-annual review of its box cards to ensure the closest and best equipment is sent to a MFPD box alarm incident. The information on the box cards is evaluated to ensure that the equipment specified on the box card is actually responding when requested. Additionally, MFPD has been gearing up for a change to a new CAD. This change has been in the works for a couple years now and will take place in late fall of 2014.

MFPD will continue to take an aggressive approach to the constant review of the CAD information used in the dispatch process to 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 2014 was a successful year for station supplies. The MFPD purchased 3 dilution cleaning systems, one for each Fire Station. The addition of these dilution cleaning systems has brought tremendous improvement in waste reduction at each Fire Station. In addition to improved waste reduction, the cleaning dilution systems have been cost effective and allowed for a reduction in station supplies budget for FY 2015.

## **Division of Accreditation**

**Firefighter/Paramedic Adam Shefcik**

In August 2013, Assistant Chief Cirelli and Accreditation Manager Adam Shefcik attended a Commission on Fire Accreditation International (CFAI) Hearing in Chicago. Attending this event was critical for incoming Accreditation Manager Shefcik to experience the hearing process. In January 2014, the Accreditation division completed its Annual Compliance Report, which was accepted by the CFAI. This report details changes and improvements made by the District pertaining to recommendations listed in the MFPD's Re-Accreditation Report. In April 2014, Accreditation Manager Adam Shefcik and Assistant Chief Cirelli also attended the Great Lakes Fire Accreditation Managers spring seminar. Accreditation Manager Adam Shefcik is planning on completing the virtual peer assessor webinar next fiscal year.

## **Specialty Teams**

### **Hazardous Materials**

**Engineer John Swanson**

In FY 2014 some changes occurred within the Hazardous Materials Division and the Southwest Hazardous Materials Response Team (SWHMRT).

Mokena members training:

- Hazmat Awareness - 38
- Hazmat Operations - 33
- Hazmat Tech A - 6
- Hazmat Tech B - 4
- Hazmat Incident Command - 4

Southwest Hazardous Materials Response Team (SWHMRT): MFPD is an active member of the SWHMRT which serves communities of both MABAS 19 and 22 departments. MFPD's total number of active members in the SWHMRT has returned to three. The SWHMRT advisors have been deployed to eight hazardous material incidents from March 2013 and a full team deployment in December 2013. The SWHMT has updated SOP's and vehicle assignments and has a completed inventory of vehicles and asset locations. SWHMRT has introduced 3<sup>rd</sup> party continuing education drills including a Hazmat ID and LSU sponsored FBI forensic sampling class directed to agencies that would respond and would take samples from a suspected Weapons of Mass Destruction (WMD) incident.

### **Technical Rescue Team**

**Engineer John Swanson**

In FY 2014 some major changes have come into effect. As of December 2013 the Lincolnway 5 Technical Rescue Team (LW5TRT) had not been activated on an incident and the LW5TRT drills were severely lacking in attendance. Because of this, as of December 2013, the Lincolnway Technical Rescue Team was dissolved. Most of the Districts from LW5TRT have joined the Combined Agency Response Team (CART) Black Team as of January 2014.

Upon joining CART Mokena's 5 member crew has had the opportunity to attend the following drills:

- January - Equipment Operations, Orientation, Maintenance and Review of SOG's
- February - Tabletop Deployment Drill

- March - Concrete Breach and Break, Search Camera, Equipment familiarization station
- April - Confined Space
- May - Collapse Shoring
- June - Rope, Rigging, Systems
- July - Tower Rescue

CART is in the midst of creating and educating at least half of its members in Cell Towers and Wind Turbines Rescue within three years. Cell Towers and Wind Turbines Rescue has been identified as a need to the communities and requires training and specialized equipment that CART does not have.

CART is upgrading their heavy duty tool trailers HT-1, HT-2 equipment cache; thus HT-1 and HT-2 equipment caches will mirror each other.

## **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 each member of the team is approximately 60 hours a year which does not include any outside dive classes or seminars.

The MFPD dive team members:

- Lt. Richard Gotter – Team Supervisor
- Lt. Michael Kavanagh
- Lt. Todd Newton
- Lt. Erik Moeller
- Eng. Michael Laney
- Chief Stephens – MABAS19 Chief representative

The Illinois MABAS held a deployment drill last September. This drill was held at IL MABAS “Red Center” in Wheeling for all the Illinois MABAS water rescue teams. MABAS 19 dive team sent 10 members total to this drill, 2 of them were MFPD divers.

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

During FY 2014 the MABAS 19 Underwater Search and Recovery Dive Team was activated for the following dive incidents:

<b><u>Date</u></b>	<b><u>Incident Location</u></b>	<b><u>Incident Type</u></b>
6/23/13	Limestone, IL	Assist with water rescue
9/9/13	Wheeling, IL	IL MABAS RRR deployment
10/4/13	Tinley Park, IL	Sonar/ROV for missing person
11/21/13	Tinley Park, IL	Sonar/ROV weapon recovery

“Never enter moving water without proper training or equipment”

# CUSTOMER SATISFACTION SURVEY RESULTS

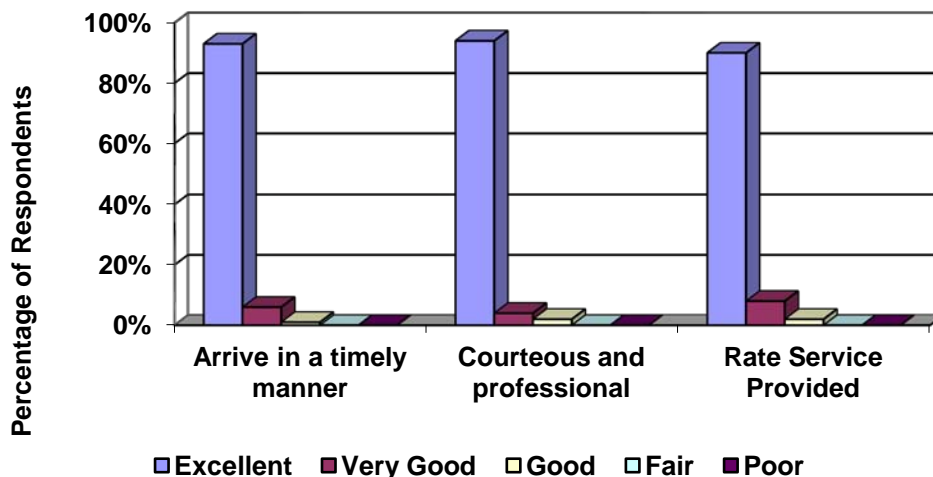
Number of Surveys received in FY 2014: **112**

	<u>E</u> xcellent	<u>V</u> ery <u>G</u> ood	<u>G</u> ood	<u>F</u> air	<u>P</u> oor
	<u>E</u>	<u>VG</u>	<u>G</u>	<u>F</u>	<u>P</u>
1) Do you feel emergency vehicles arrived in a timely manner?	104	7	1		
2) Were the firefighters and/or paramedics courteous and professional?	105	5	2		
3) How would you rate the service you were provided?	100	9	2		
4) If you have any comments, good or bad, we would like to hear from you.	79 Surveys had comments				

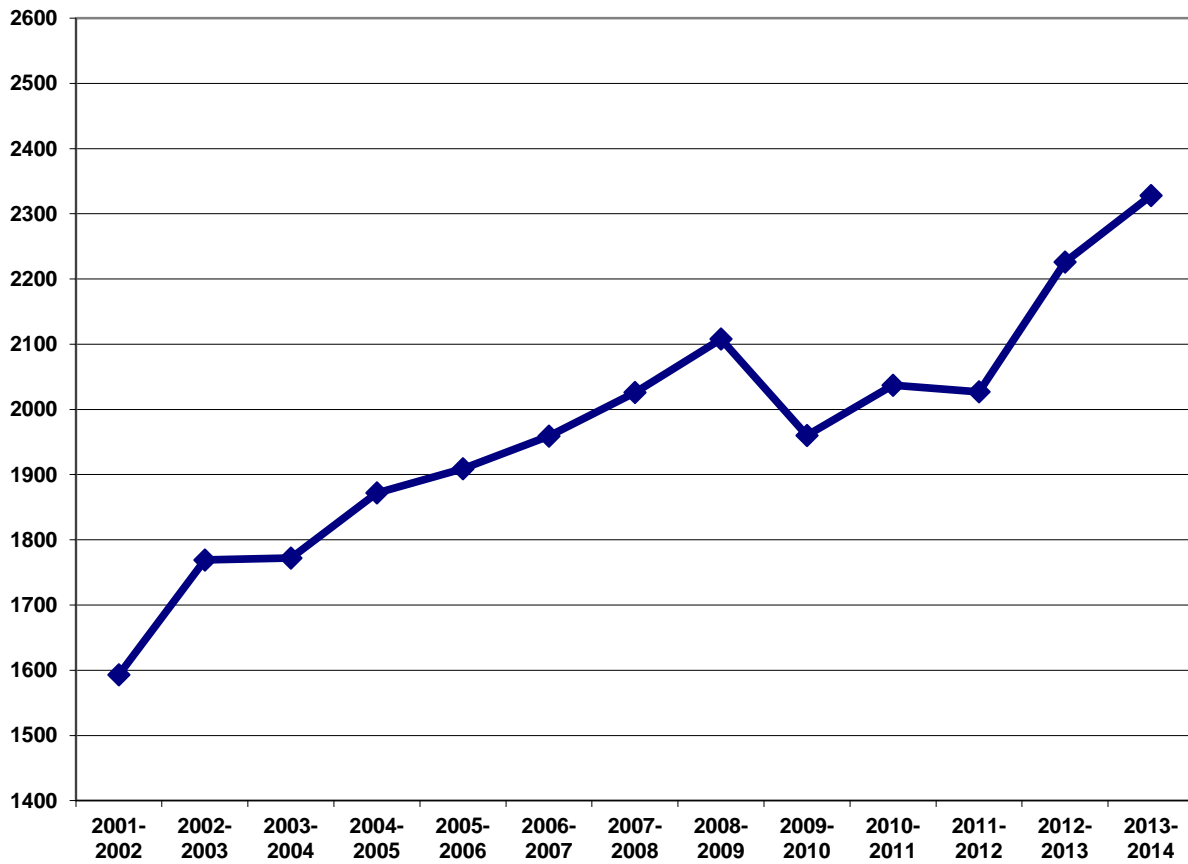
Optional Name

91 Signed surveys

Note: Numbers do not equal number of surveys received in FY 2014 due to some surveys not entirely completed.

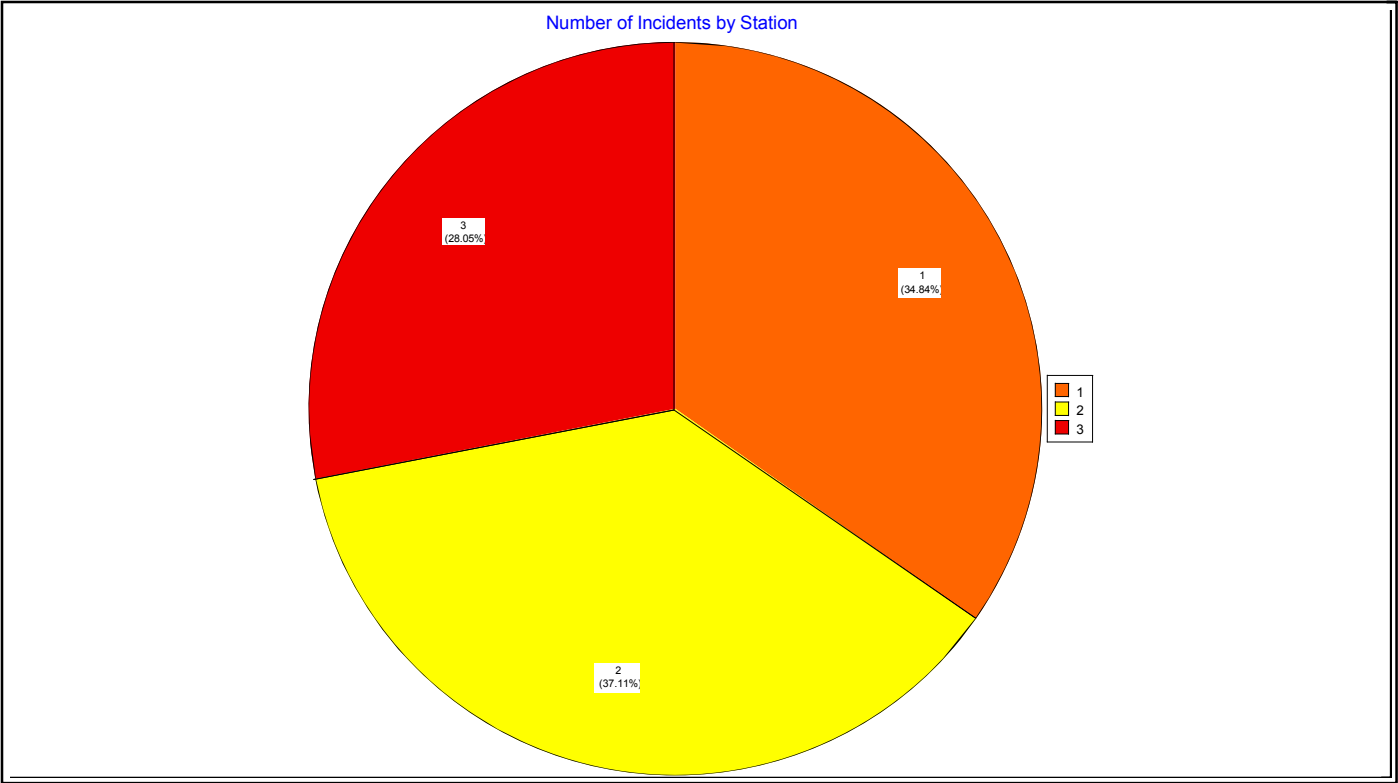


## Call History By Fiscal Year





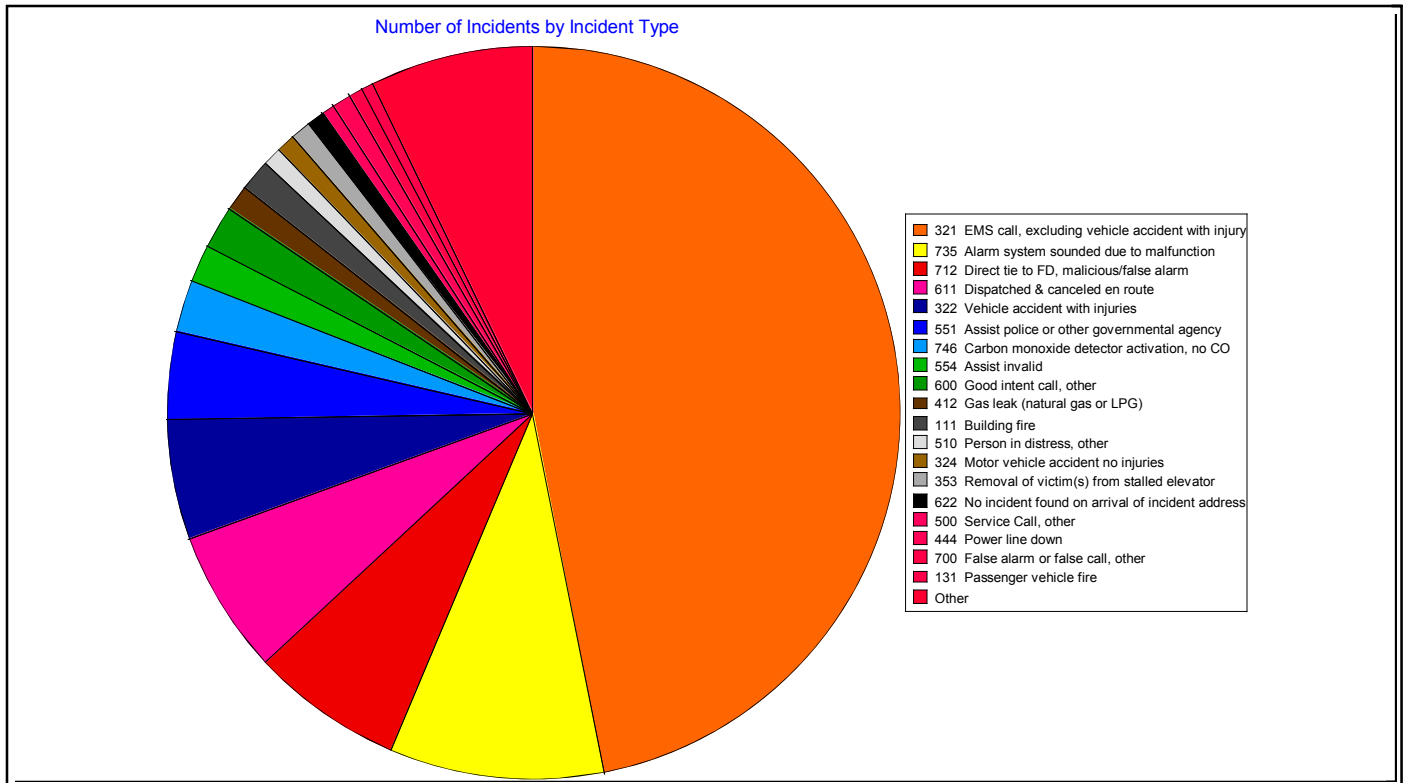
Number of Incidents by Station - FY14



1	811
2	864
3	653
Total	2,328

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 07/03/14 at 11:20.

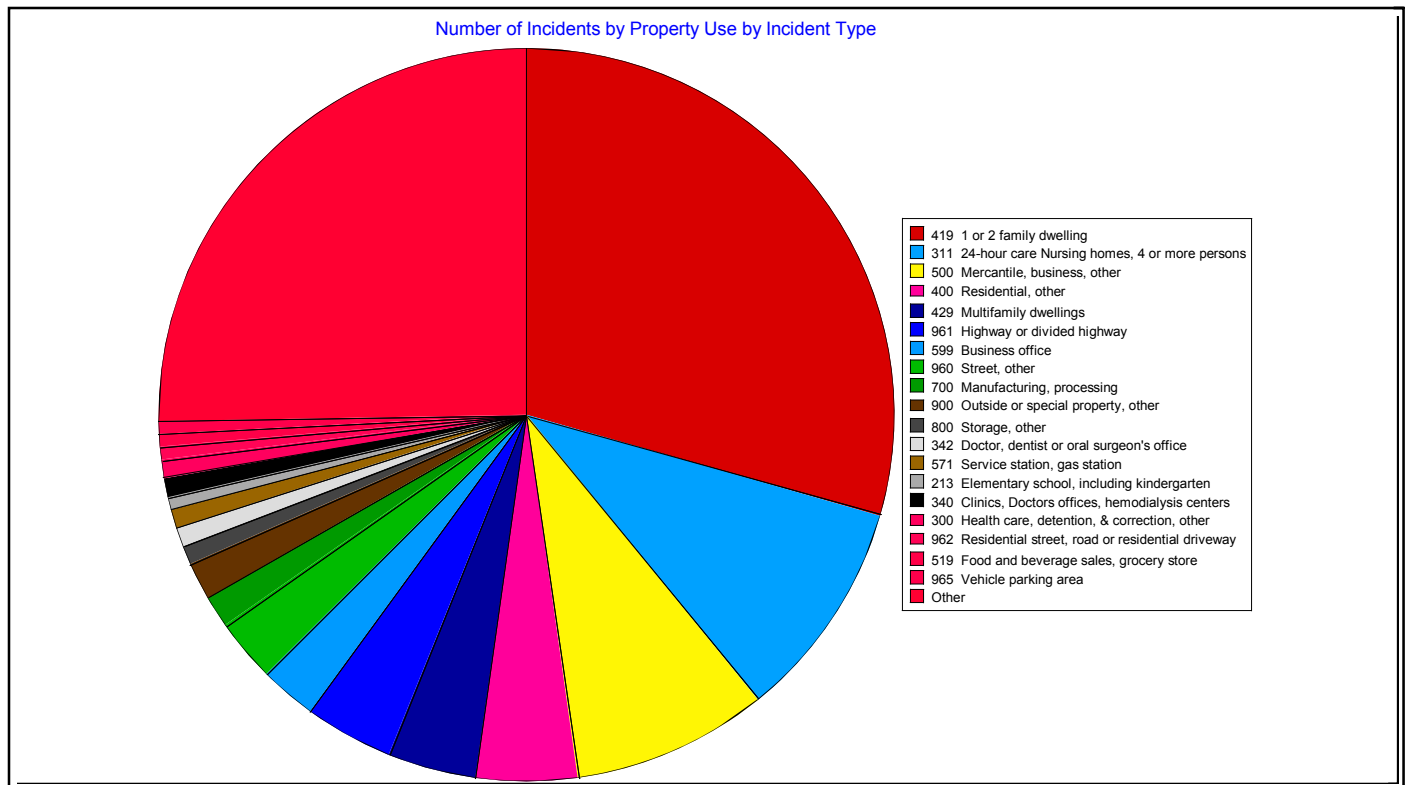
## Number of Incidents by Incident Type - FY14



321 EMS call, excluding vehicle accident with injury	1,099
735 Alarm system sounded due to malfunction	217
712 Direct tie to FD, malicious/false alarm	157
611 Dispatched & canceled en route	149
322 Vehicle accident with injuries	123
551 Assist police or other governmental agency	90
746 Carbon monoxide detector activation, no CO	47
554 Assist invalid	44
600 Good intent call, other	41
412 Gas leak (natural gas or LPG)	31
111 Building fire	28
510 Person in distress, other	20
324 Motor vehicle accident no injuries	20
353 Removal of victim(s) from stalled elevator	19
622 No incident found on arrival of incident address	19
500 Service Call, other	17
444 Power line down	15
700 False alarm or false call, other	14
131 Passenger vehicle fire	14
Other	164
<b>Total</b>	<b>2,328</b>

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 07/03/14 at 11:35.

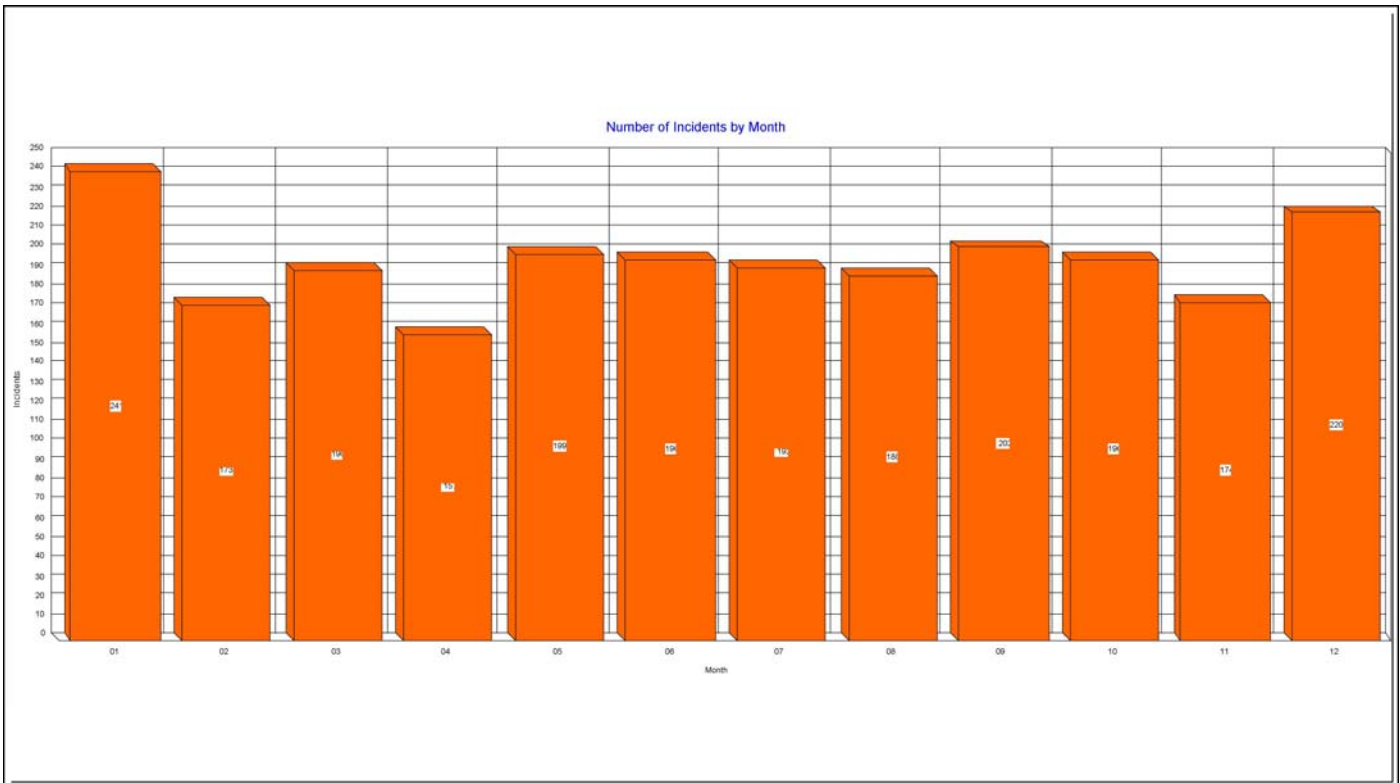
# Number of Incidents by Property Use by Incident Type - FY14



	Fires	EMS	Other	Subtotal
419 1 or 2 family dwelling	7	543	141	691
311 24-hour care Nursing homes, 4 or more	1	171	53	225
500 Mercantile, business, other		39	160	199
400 Residential, other	2	66	33	101
429 Multifamily dwellings	2	49	44	95
961 Highway or divided highway	12	43	36	91
599 Business office	2	24	33	59
960 Street, other		44	15	59
700 Manufacturing, processing	2	4	31	37
900 Outside or special property, other	6	23	8	37
800 Storage, other		2	19	21
342 Doctor, dentist or oral surgeon's office		10	9	19
571 Service station, gas station		11	6	17
213 Elementary school, including kindergarten		10	7	17
340 Clinics, Doctors offices, hemodialysis		15	2	17
300 Health care, detention, & correction, other		17		17
962 Residential street, road or residential		11	4	15
519 Food and beverage sales, grocery store		7	6	13
965 Vehicle parking area	3	10		13
Other	45	175	365	585
<b>Totals</b>	<b>82</b>	<b>1,274</b>	<b>972</b>	<b>2,328</b>

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 07/03/14 at 11:20.

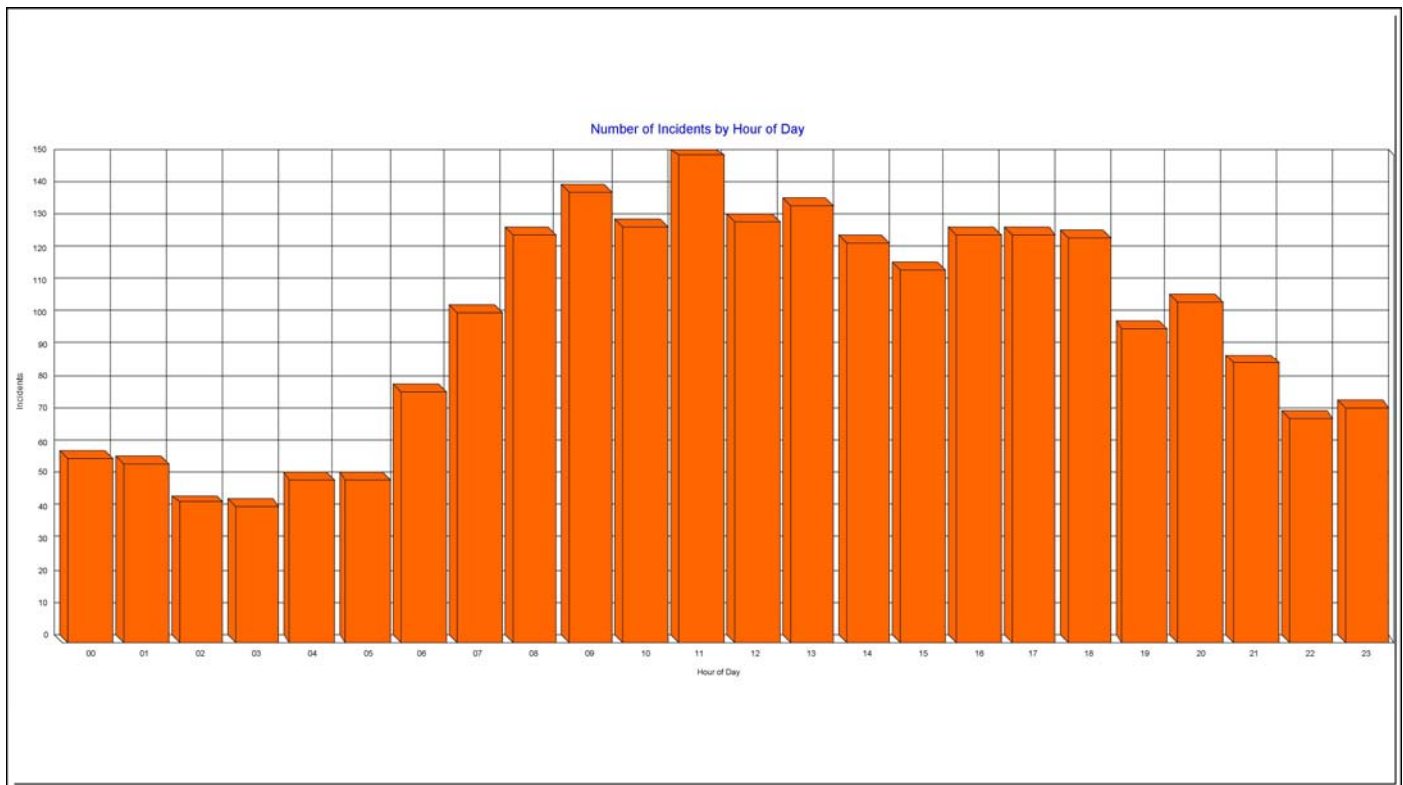
## Number of Incidents by Month - FY14



01	241
02	173
03	190
04	157
05	199
06	196
07	192
08	188
09	202
10	196
11	174
12	220
Total	2,328

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 07/03/14 at 11:20.

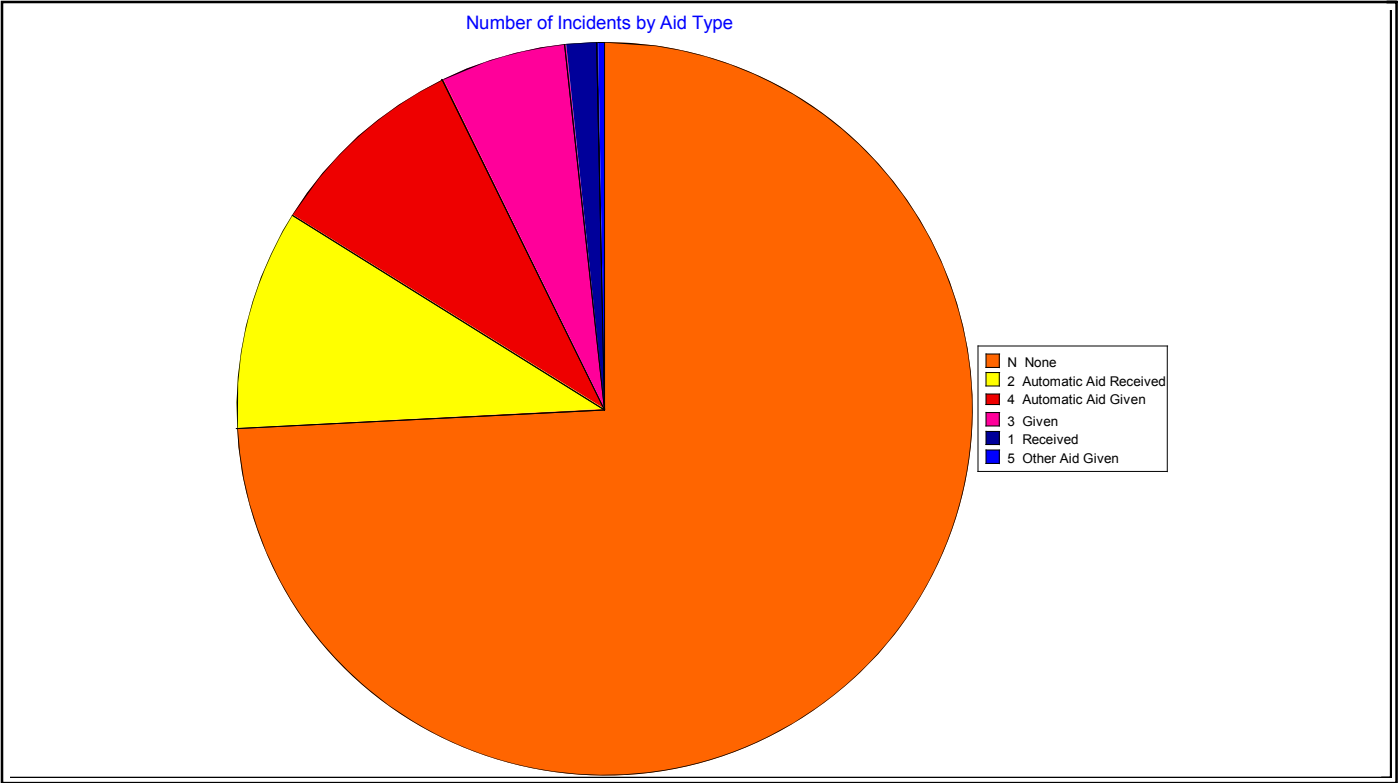
# Number of Incidents by Hour of Day - FY14



00	57
01	55
02	43
03	42
04	50
05	50
06	77
07	102
08	126
09	139
10	128
11	150
12	130
13	135
14	123
15	115
16	126
17	126
18	125
19	97
20	105
21	86
22	69
23	72

Total	2,328
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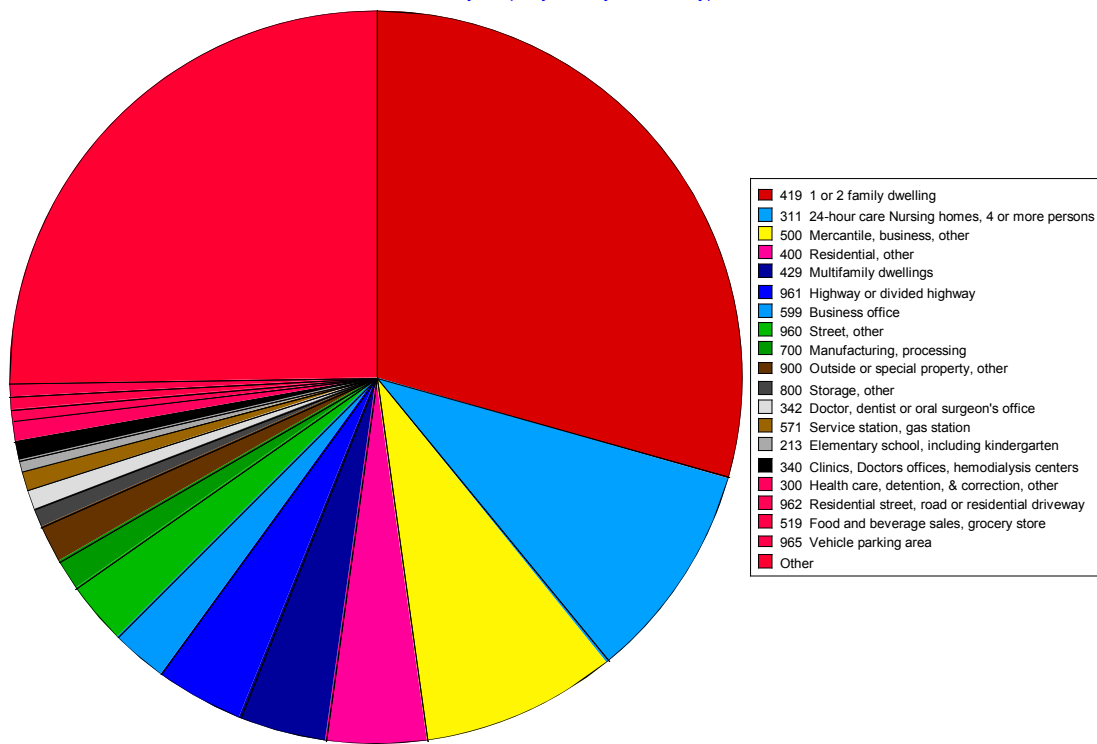
Number of Incidents by Aid Type - FY14



N None	1,733
2 Automatic Aid Received	221
4 Automatic Aid Given	211
3 Given	125
1 Received	34
5 Other Aid Given	4
Total	2,328

This graph was prepared by Mokena Fire Protection District FDID: WG274 IL on 07/03/14 at 11:43.

Number of Incidents by Property Use by Incident Type



	Fires	EMS	Other	Subtotal
419 1 or 2 family dwelling	7	543	141	691
311 24-hour care Nursing homes, 4 or more	1	171	53	225
500 Mercantile, business, other		39	160	199
400 Residential, other	2	66	33	101
429 Multifamily dwellings	2	49	44	95
961 Highway or divided highway	12	43	36	91
599 Business office	2	24	33	59
960 Street, other		44	15	59
700 Manufacturing, processing	2	4	31	37
900 Outside or special property, other	6	23	8	37
800 Storage, other		2	19	21
342 Doctor, dentist or oral surgeon's office		10	9	19
571 Service station, gas station		11	6	17
213 Elementary school, including kindergarten		10	7	17
340 Clinics, Doctors offices, hemodialysis		15	2	17
300 Health care, detention, & correction, other		17		17
962 Residential street, road or residential		11	4	15
519 Food and beverage sales, grocery store		7	6	13
965 Vehicle parking area	3	10		13
Other	45	175	365	585
<b>Totals</b>	<b>82</b>	<b>1,274</b>	<b>972</b>	<b>2,328</b>

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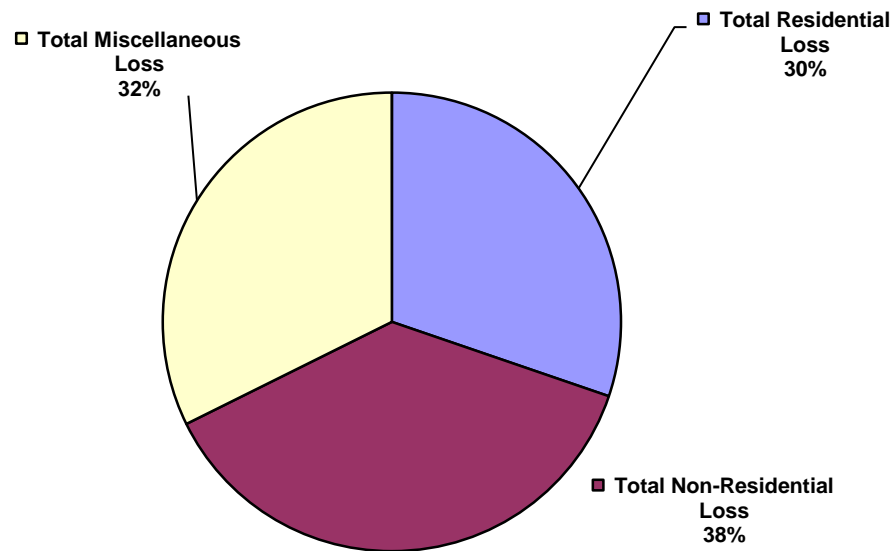
# Fire Loss Survey

## FY 2014 Fire Loss versus Property Saved Comparison

	Number Of Incidents	Civilian Injuries	Property Damage	Approximate Value Saved
<b>Residential</b>				
Private Dwellings	7	0	\$59,000.00	\$3,001,450.00
Apartments	2	0	\$15,000.00	\$1,000,000.00
Other	1	0	\$3,000.00	\$249,600.00
<b>Total Residential</b>	<b>10</b>	<b>0</b>	<b>\$77,000.00</b>	<b>\$4,251,050.00</b>
<b>Non-Residential</b>				
Health Care	1	0	\$50,000.00	\$11,000,000.00
Stores & Offices	3	0	\$9,200.00	\$2,500,000.00
Industry/Utility	2	0	\$30,000.00	\$2,000,000.00
Other Structures	1	0	\$6,000.00	\$0.00
<b>Total Non-Residential</b>	<b>7</b>	<b>0</b>	<b>\$95,200.00</b>	<b>\$15,500,000.00</b>
<b>Miscellaneous</b>				
Highway Vehicles	13	0	\$81,300.00	\$39,500.00
Non-Structure/Non-Vehicle	1	0	\$0.00	\$0.00
Brush Fires	11	0	\$0.00	\$40.00
Rubbish Fires	6	0	\$0.00	\$2,250,000.00
Other Fires	1	0	\$1,000.00	\$0.00
<b>Total Miscellaneous</b>	<b>32</b>	<b>0</b>	<b>\$82,300.00</b>	<b>\$2,289,540.00</b>
<b>Totals</b>	<b>49</b>	<b>0</b>	<b>\$254,500.00</b>	<b>\$22,040,590.00</b>



## \$254,500 Total Fire Loss For 31 Total Fires with Monetary Loss



## \$22,040,590 Property Value Saved 46 Total Fires With Property Saved

