

# MOKENA FIRE PROTECTION DISTRICT

## FISCAL YEAR 2018 IN REVIEW



**September 11, 2018**



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# **Fire Chief / Administrator's Fiscal Year 2018 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 2018 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 2018 in Review" contains reports from the various functions within the District outlining their accomplishments and statistics.

To ensure the District's overall administrative succession planning remains consistently strong and viable, Assistant Fire Chief Campbell continues to excel at and expand on handling the daily operational duties for the District; while Assistant Chief Joseph Cirelli continues to focus on the administrative side of the house. The District has made the decision to take additional steps to secure third-party accounting oversight and third-party payroll oversight. The Trustees have taken this overall pro-active approach to succession planning to ensure the District continues to provide the best service to the stakeholders of our communities; the taxpayers.

I would like to take this opportunity to thank the Board of Trustees and the members of the Mokena Fire Protection District (MFPD) 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. I also thank the community for supporting the MFPD in celebrating our 100<sup>th</sup> Anniversary of Service.

This year the MFPD 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.
- The District realized a reduction in its annual natural gas supply costs by entering into a natural gas aggregation agreement with Santanna Natural Gas.
- The District realized a reduction in its annual paper supply costs by entering into a group purchase agreement with surrounding area Fire Districts.
- The District realized a reduction in its annual fuel costs by entering into a group purchase agreement with the Frankfort Township Road District.
- The District negotiated a reduced administrative service rate for ambulance billing.

The following are some of the notable events that transpired during the MFPD FY 2018:

- The District implemented a year-long Community Based Celebration for its 100<sup>th</sup> Anniversary.
- Worked on the state mandated, Will-County 9-1-1 Public Service Answering Point (PSAP) consolidation.

## STRATEGIC PLAN

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

Project No. 18-1 Fire Accreditation Annual Compliance Report. The District completed and filed our annual Fire Accreditation Compliance Report Commission on February 14, 2018; this report was approved on May 9, 2018.

Project No. 18.2 Review and Revise Standard of Coverage Response Times. In FY 2018 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 18.3 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised and adopted during FY 2018.

Project No. 18.4 Conduct Full-Time Eligibility Test. The District, in conjunction with Manhattan Fire Protection District, Frankfort Fire Protection District and the New Lenox Fire Protection District, conducted the Full-Time Eligibility Test and posted the Final Eligibility Register on December 16, 2017.

Project No. 18-5 Lieutenant Test. The District began the Lieutenant Promotional Exam process by posting for the testing dates.

Project No. 18-6 IPRF Grant. The District applied for the IPRF Grant and received the grant funds in January 2018.

Project No. 18-7 Will-County 911 Grant. The Will-County 911 Grant was not available to the District.

Project No. 18-8 Place Ambulance in-Service. The Fire District completed the re-mounting of the existing 2006 Horton Ambulance box onto the newly purchased 2018 Freightliner Cab & Chassis on January 12, 2018.

Project No. 18-9 Evaluate Cardiac Monitors on Ambulances. The cardiac monitors were evaluated by the EMS Division and a recommendation was forwarded to the Fire Chief.

Project No. 18-10 Will-County 9-1-1 PSAP Consolidation. The District continually monitored and remained interactive during the FY 2018 Will-County 9-1-1 PSAP Consolidation process.

Project No. 18-11 Ballistic Vests. The District budgeted for, sized all emergency responders for the ballistic vests and issued ballistic vests to all emergency responders during the month of January 2018.

## *CAPITAL PROGRAMS*

Project No. 18-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2017.

Project No. 18-02 Ambulance. The Fire District completed the re-mounting of the existing 2006 Horton Ambulance box onto the newly purchased 2018 Freightliner Cab & Chassis, on January 12, 2018.

Project No. 18-03 Re-Chassis Foam Truck. The Fire District completed the re-mounting of the existing Foam unit onto the existing 2006 International Cab & Chassis, on November 7, 2017.

Project No. 18-04 STRYKER Power-Load. The District budgeted, paid for (via the IPRF Grant), and received a new STRYKER Power-Load in January 2018.

## **ADDITIONAL PROGRAMS/ACHIEVEMENTS:**

- ❖ Participated in several community parades
- ❖ Adopted Prevailing Wage Resolution
- ❖ The District continued to offer preventative maintenance to outside agencies
- ❖ The District received its third STRYKER Power-Load; the funding was secured through the IPRF Grant program
- ❖ The District continued sending out information on Twitter
- ❖ The District continued a Face-Book page to pass along information
- ❖ Worked with Will-County 9-1-1 with the new CAD system as well as the new PSAP consolidation

## **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 2018 budget was \$7,456,189. The expenses for the District in FY 2018 totaled \$6,229,339 with revenues of \$6,256,467. The District brought forward capital improvement funds in the amount of \$1,395,257.

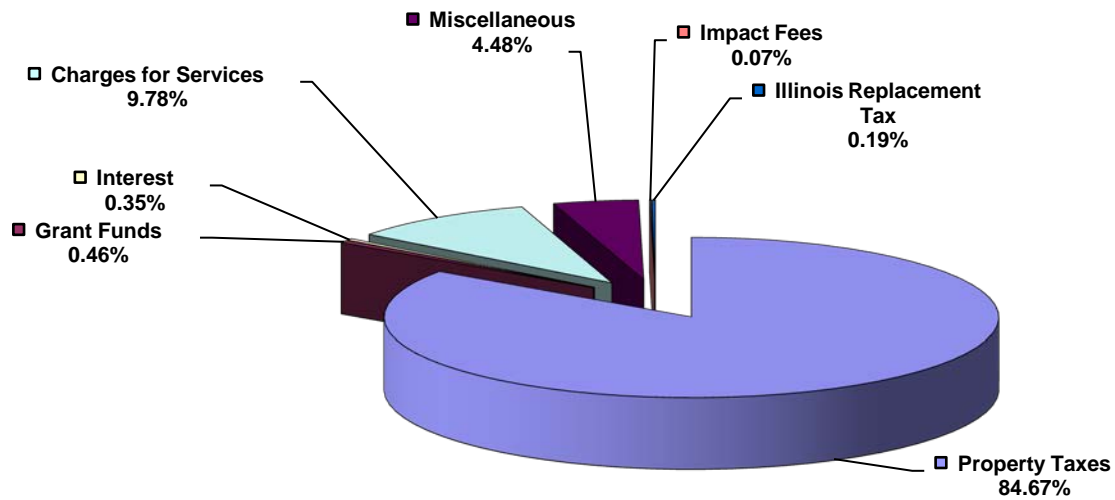
The 2017 tax levy extension is \$6,380,456 with a tax rate of 1.0095. The assessed evaluation of the District is \$632,041,201. The assessed evaluation for the Fire District went up \$19,321,067. The tax rate of 1.0095 is .0002 or .2% higher than the 2016 tax levy of 1.0093.

The District FY 2018 budget ended the year with capital improvement funds of \$1,423,926. During FY 2018, the District experienced seven work related injuries resulting in extended time off work.

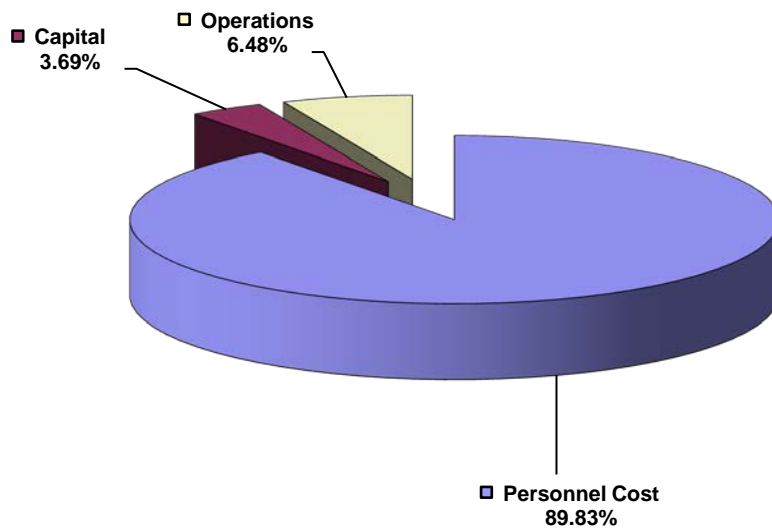
The District once again maintained its funds with FNBC Bank and Trust (formerly State Bank of Illinois) Mokena Branch.



## FY 2018 Revenue By Source



## FY 2018 Expenses



# **Assistant Fire Chief / Deputy Administrator's Fiscal Year 2018 in Review Report**

**Assistant Fire Chief / Deputy Administrator Joseph Cirelli**

Throughout Fiscal Year 2018, the MFPD administration has dedicated considerable time and effort in support of the State of Illinois mandated PSAP consolidation. At 09:00 on December 18, 2017 the 9-1-1 and emergency communications was transferred from Lincoln-Way Dispatch to Laraway Communications Center. This transfer had its fair share of challenges including training issues, radio system reliability issues, call processing time issues, as well as other additional technical issues. Issues related to the reliability of the radio systems remain a weakness; work is currently underway to address this issue through redundant equipment, backup plans and training. It is clear there is a long road ahead towards achieving the goal of Laraway Communications Center being the best in class PSAP within our area. The MFPD has remained active participants in several committees and working groups related to Laraway. I thank the staff for their patience as we work to resolve the issues.

A significant challenge in the migration from Lincoln-Way to Laraway Communications was within the transfer of fire alarm signaling for our business customers. Prior to Laraway, the fire alarm signals would be transmitted via either radio or dedicated circuits to MFPD Station #1, then relayed to the PSAP. With the necessity to upgrade alarm monitoring technology at Laraway, the dedicated circuits were required to be switched to radio transmitters. This impacted about 30 of our business customers, who were required to purchase and have radio transceivers installed. Fire Marshal Sickles worked with these businesses to ensure a smooth transition.

As in previous years, the MFPD has remained an active participant with the Will County Emergency Telephone Systems Board's (ETSB) staff in the evaluation of the Motorola Premier One CAD client. The MFPD, along with other public safety agencies and PSAP's, participated in a CAD/Mobile demonstration and evaluation. Through this week-long evaluation, several software improvements were recommended, tested, and incorporated. The MFPD also participates in annual CAD feature request sessions. The participants of these sessions are the public safety agencies throughout Will County, the PSAP's and the ETSB staff. Through multiple years of lobbying the MFPD, through the ETSB, was able to secure a feature enhancement that will allow for apparatus status changes (enroute, on scene, etc) based on the vehicle's GPS location. This enhancement is scheduled to be available in the next two years, and will allow for accurate analysis of response times.

In an effort to enhance communication between MFPD and the Village of Homer Glen, MFPD began attending monthly Homer Glen Public Services and Safety Committee meetings. These meetings offer an opportunity for MFPD to interact with the Village of Homer Glen, its five servicing Fire Districts (Mokena, Orland, Northwest Homer, Homer Township and New Lenox), and the residents of Homer Glen. This monthly interaction has been beneficial to fostering a cooperative relationship with the stakeholders.

The MFPD reviewed effective response force analysis for structure fires with property loss. The review of these incidents affords an in-depth analysis to resource deployment and response times.

In accordance with state statute, MFPD must maintain a hiring list for full-time firefighter/paramedics. As in the past, we participated in a joint testing process for full-time firefighter/paramedics with Frankfort Fire Protection District, New Lenox Fire Protection District and Manhattan Fire Protection District. Due to the retirement of Engineer/Paramedic Hoag, the MFPD hired a Firefighter/Paramedic from the hiring list. Probationary Firefighter/Paramedic Daniel Reimer was hired, and underwent a week of orientation training.

As in previous years, Chief Stephens has spent a great deal of time mentoring and teaching as I learn additional administrative duties. With Chief Stephens' direction and support, I have had the opportunity to expand my experience by participating in the negotiation process for the current collective bargaining agreement. Under the supervision of Chief Stephens, I have been preparing and administering the budget, and will begin to prepare for the annual audit in the upcoming fiscal year. I am excited to develop the knowledge, skills and abilities necessary to support our mission and values.

# **Assistant Fire Chief / Operations**

## **Fiscal Year 2018 in Review Report**

**Assistant Fire Chief Richard Campbell**

The Mokena Fire Protection District strives to ensure communication within the District is a collaborative process. The MFPD continues to have informal meetings with the personnel to encourage open communication and promote professional development. During this FY, the MFPD implemented a procedure where the Lieutenants contact a Chief Officer at the start of their shift to discuss the daily operations. These shift meetings have proven to be beneficial in keeping the lines of communication open on a daily basis.

Due to the amount of corrosion that was found on the Pierce truck, Lieutenant Moeller and Engineer Dreger are working on developing a new program that will help with corrosion and prolong the life of our apparatus and equipment. The program would consist of monthly extensive cleaning assignments to each apparatus. Each month a different section of the apparatus would be addressed. Performing this type of maintenance, in conjunction with the undercarriage washer, would aid in corrosion prevention in the future.

MFPD applied for another grant this year to continue to find ways to reduce energy. After analysis of each station's lighting, the District qualified for the Com-Ed Public Sector Small Facilities Program. This program consisted of upgrading or replacing the light fixtures at each of the stations to LED lights. By implementing this program, the MFPD will have a combined maintenance and energy cost savings of approximately \$10,000 per year.

In order to reduce response time, the ambulance location at both Station 1 and Station 3 were moved closer to the living quarters. Additional exhaust systems were required to accommodate the move as well as allow the move for Ambulance 94 from Station 3 to Station 1. While deciding the new location of the exhaust systems, it was determined that the Nederman Exhaust Systems at each station needed to be updated to properly remove the exhaust fumes from the apparatus bay. This project was completed in May 2018.

I would like to thank the Board of Trustees, Chief Stephens and Assistant Chief Cirelli for the support they have given throughout the year. I would also like to acknowledge the commitment from the members of the MFPD in supporting the District programs this past 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 2018 there were no unexplained variances. In compliance with the recommendations from our annual audit, a third party accounting firm conducts a monthly review on the financial records.

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 Assistants work closely with a third party billing company to manage ambulance and accident billing.

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.

The MFPD's two Administrative Assistants 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.

Congratulations to the following members who received service pins for their years of service to the MFPD:

### Five Years

Commissioner Christopher Surdel  
FF Justin Bakker  
FF Brian Crabtree

### Ten Years

Trustee Robert Hennessy  
Pastor Tom Newton  
Eng. Mark Rojek  
Administrative Secretary Kathleen Ferraro

### Twenty Years

Commissioner Rick Barz  
Commissioner Paul Coverick  
Administrative Secretary Nancy Feigel

### Twenty-five Years

Lt. Kevin Lenz  
Lt. Joseph Shefcik

### Thirty Years

Lt. Richard Gotter

### Forty Years

Trustee Craig Warning

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

**Lieutenant Jim Cresto**

**Firefighter / Paramedic Brian Crabtree**

The EMS Division has concluded another busy FY in Emergency Medical Services (EMS). A very special thank you to FF McNellis, who facilitated the EMS Division for several years; FF McNellis did an outstanding job and advanced the EMS Division on various levels. FF McNellis resigned this FY and the Division is now headed by Lt. Cresto.

Our ongoing commitment to training, both advanced and routine regular trainings, continues to surpass the minimum requirements of IDPH and the Silver Cross Emergency Medical Services System. Engineer Rojek is responsible for inventorying, ordering, and re-stocking EMS supplies in Station 1's EMS room. Thank you, Engineer Rojek for a fantastic job making sure our supplies are ordered and in stock in a timely manner. Also, thank you to Engineer Wiencek for being on board by assisting Assistant EMS coordinator FF Crabtree with various aspects of the quality assurance process during FY 18.

FF Crabtree has continued to be an asset to the EMS Division by overseeing many of the key components of EMS, such as ambulance inspections, EPCR updates and Quality assurance. Thank you for your hard work, FF Crabtree.

### **Training:**

- ❖ Silver Cross Emergency Medical Services System CE (continuing education) program assures that all EMS personnel achieve the required 100 hours 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). Computer based CE is delivered through MOODLE, which consists of a monthly PowerPoint and quiz that delivers 2.5 hours of CE each month.
- ❖ Along with the Silver Cross Emergency Medical Services System CE, in house training supplements the required CE hours. The annual requirements for EMS continuing education per IDPH and the Silver Cross Emergency Medical Services System are being met and exceeded by as much as two times the required training hours. This is an example of our commitment (both the District and its personnel) to superior EMS service. These hours are achieved by on-shift training, as well as members participating in off-shift trainings.
- ❖ Out of 35 fire suppression members, 34 are Licensed Paramedics. All full-time MFPD EMS personnel are Licensed at the Paramedic level.
- ❖ All members participated in an annual CPR recertification.
- ❖ The District participated in a joint training with the staff of Franciscan Express covering multiple medical emergencies handled on site.

**Equipment, Supplies & Maintenance:**

- ❖ One ambulance was equipped with the STRYKER Power-Load system.
- ❖ One new Freightliner ambulance (31-18) was placed into service with a STRYKER Power-Load system.
- ❖ All cardiac monitors and AEDs (automatic external defibrillators) were serviced and tested by an outside vendor.
- ❖ Binder Lifts were purchased for all four ambulances.
- ❖ New IO drills were replaced on two of the ambulances.

**Licensing & System Requirements:**

- ❖ Our current roster has 34 paramedics.
- ❖ Four paramedics were re-licensed, as all met the required 100 hours of CE training.
- ❖ All four ambulances were re-licensed.
- ❖ All ALS non-transport vehicles were self-inspected and relicensed.

**Miscellaneous:**

- ❖ The District responded to 1,503 calls classified as EMS for the fiscal year.
- ❖ Eight of our paramedics received awards and were recognized by the Silver Cross EMS System for an outstanding call.

# Fire Prevention Bureau

Lieutenant Mark Sickles

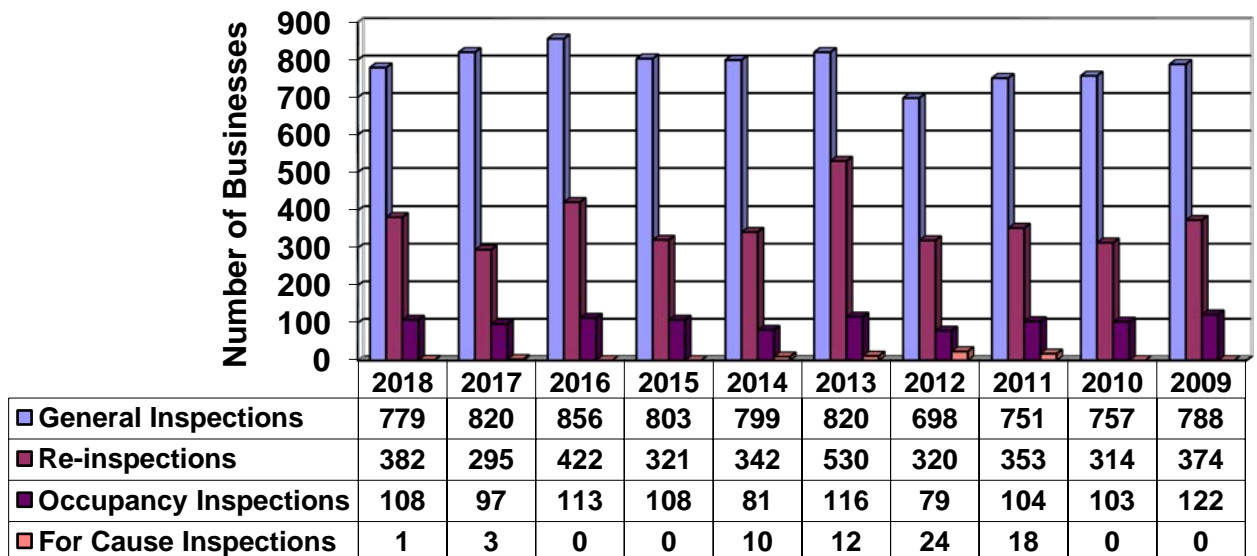
## Inspections & Construction

The Mokena Fire Protection District currently has 1,137 active files for businesses/buildings within its jurisdiction. Of these files, 113 are preplan reference files or open files that are not occupied as of yet and have not been inspected.

This leaves 1,024 files that are subject to inspection for the fiscal year. Between the FPB and Company Inspections, 779 general inspections, 108 occupancy inspections (16 new occupancies, 92 re-occupancies), 1 for cause inspection, and 382 follow up inspections were conducted for a total of 1,270 total inspections for the fiscal year. Of the available 1,024 files, 888 were inspected in either general, occupancy, or for cause inspections which equates to a 87% completion rate.

Of the 97 occupancy inspections, 86 (89%) were existing construction occupancies that were vacated and re-occupied, 11 (11%) were new construction occupancies where no other business existed there before, 73 (75%) were in the Village of Mokena, 17 (18%) were in the Village of Orland Park, 7 (7%) were in the Village of Frankfort, and 0 (0%) were in Will County.

Inspection History



One carnival, with 14 rides and seven food vendors, was inspected by the FPB at the Mokena Park District for Halloween Hollow on 10-13-17.



Three new construction projects were started in FY 18.

Village of Mokena – 3	(100%)
Village of Orland Park	(0%)
Village of Frankfort	(0%)
Will County	(0%)

New construction buildings that were either partially or completely approved for occupancy in FY 18 were the following:

Meridian Center  
19200 Lagrange Rd.  
Village of Mokena  
9,100 sq/ft Strip mall

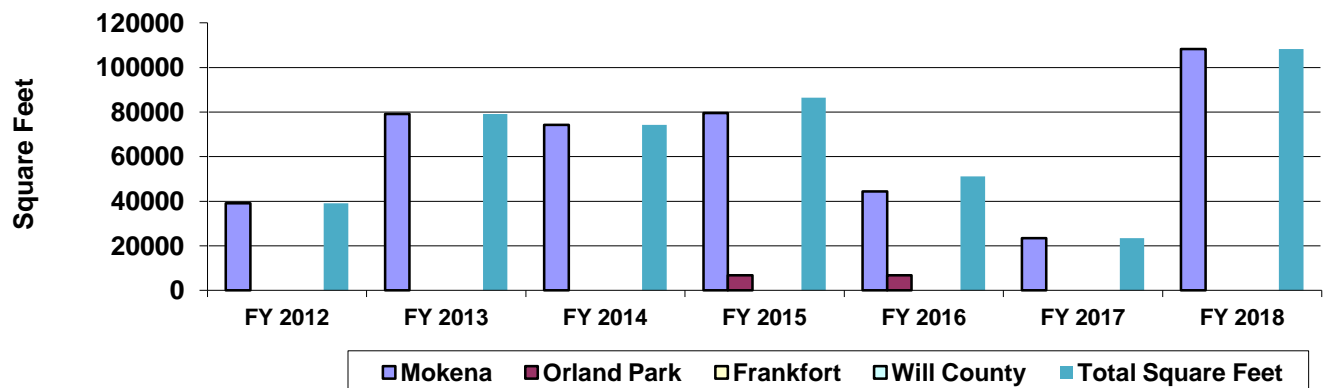
Prodehl Investments LLC  
19214-30 Lagrange Rd.  
Village of Mokena  
9,006 sq/ft strip mall

Oaks Fitness & Recreation Center  
10847 Laporte Rd.  
Village of Mokena  
20,307 sq/ft addition

Goddard School  
11900 Francis Rd.  
Village of Mokena  
9,900 sq/ft pre-school/day care

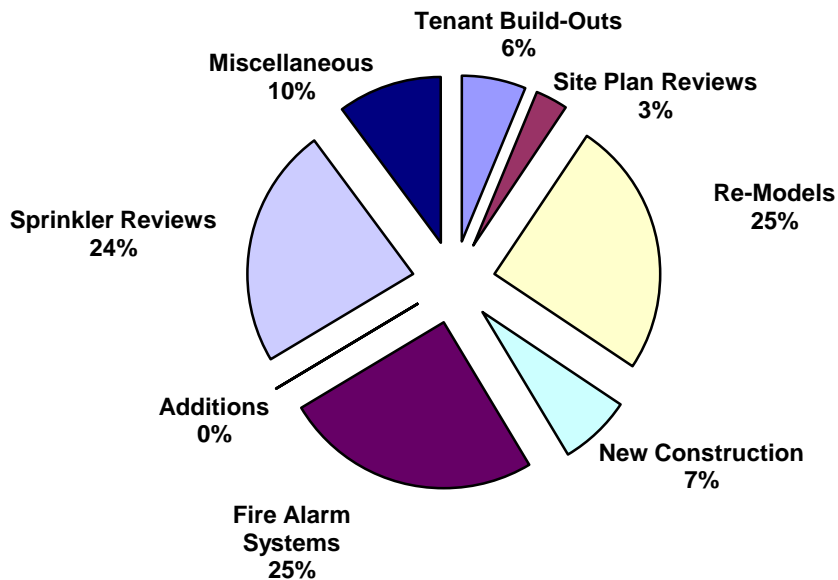
Accelerate Indoor Speedway  
8580 Spring Lake Dr.  
Village of Mokena  
60,000 sq/ft amusement building

Total Square Footage of New Occupied Construction



## Plan Reviews

A total of 128 plan reviews were conducted in the fiscal year and break down as follows:



Tenant Build Outs	8	Miscellaneous	13
New Construction	9	Site Plan Reviews	4
Fire Alarm Systems	32	Additions	0
Sprinkler Systems	30	Re-Models	32

## Fire Incident Pre-Plans

All but the newest construction buildings and build-outs have been pre-planned. Pre-plan updates continue to be an ongoing process.

## Fire Investigations

We continue to support and participate in the 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.

The current Mokena investigators are as follows:

Lt. Mark Sickles (M-19 & TF)  
FF Justin Bakker (M-19 & TF)  
FF Christopher Buchan (M-19 & TF)

In FY 18, 43 fire investigation requests were made by MABAS 19 and/or Task Force participating departments (back half of 2017=27 and front half of 2018= 16). Of the 43 requests, 12 (28%) were responded to by a Mokena Fire Investigator.

In the fiscal year there were five structure fires investigated in the Mokena Fire Protection District, three were accidental and two were incendiary. The incendiary fire cases are still open and being handled by the OSFM. Of the five investigations, four were team call outs (two MABAS-19 and two Task Force) and one was an in-house investigation.

## **Public Education Programs**

Administrative Secretary Kathy Ferraro

### Schools: 2017 Fire Prevention Campaign

Number of Students	3,234
Number of Programs	74
Number of Program Dates	22
Programs per Date	3.36
Students per Date	147
Students per Program	43.7
Total Hours of Instruction	54.75
Hours of Instruction per Date	2.48
Hours of Instruction per program	.74
Total Spent on Handout Materials:	\$1,085.87
Average Expenditure per Student:	\$.34

We continued our smoke detector giveaway program for Kindergarten and 8<sup>th</sup> grade students. Kindergarten students were given the first smoke detector and 8<sup>th</sup> grade students were given smoke detectors to replace their smoke detectors they received in Kindergarten. This is based on the recommendations that a ten year old smoke detector should be replaced.

The smoke detector give away for the 8<sup>th</sup> grade at Mokena Junior High (MJH) was modified this year. Due to some misbehavior in the past, the smoke detectors for the MJH 8<sup>th</sup> graders were given to their parents at the parent/teacher conference instead of at the end of the fire prevention program.

A total of 444 smoke detectors were given out to students this fiscal year.

### CPR Classes

36 sessions  
401 participants total

### AED Instruction Classes

3 sessions  
41 participants total

**Pancake Breakfast**

1 date (10-1-17, 0730-1200 hours)  
Approximately 460 participants

**Block Parties**

11 attended

**Basic First Aid**

2 sessions  
18 participants total

**Senior Luncheons**

2 sessions  
123 participants total  
61.5 participants per session

**Health Fairs/Business Expos**

1 attended

**Ride To School**

3 rides for fire prevention contest winners  
(*coloring contest, essay contest and raffle*)

**Fire Safety Presentations**

1 sessions  
45 participants

**Parades**

5 attended

**Station Tours**

3 tours  
45 participants total

**Baby Sitting Clinics**

2 sessions (*2 nights per session*)  
46 participants total  
23 participants per session

**Family Fun Day**

1 date (6-3-17, 1200-1400 hours)  
Approximately 150 participants

**100<sup>th</sup> Anniversary Celebration**

7-4-2017 from 0900-1600 hrs.  
Approximately 1,500 participants

**Keep the Wreath Red**

Once again our "Keep the Wreath Red" program was a success. All bulbs on the wreath remained red during the December holiday season. No holiday decoration related fires were reported between December 1 and January 1 so all of the bulbs remained red.

## **Division of Training**

**Lieutenant Richard Gotter**

**Firefighter / Paramedic Chris Buchan**

FY 18 had many changes for the training program and opportunities for improvement. Last FY we conducted 8,637.45 hours of fire suppression and EMS training; with many positive changes implemented, this FY's total is 13,872.88 hours of fire suppression training and 3,375.50 hours of EMS training, totaling 17,248.38 hours.

MFPD has been able to take advantage of the Tinley Park Fire Department's training facility on 183<sup>rd</sup> Street for the purposes of Defensive Driving course / search and rescue / hose management. The trainings conducted at Tinley Park's facility have proven to be invaluable to the MFPD, allowing a means for practical training evolutions that would otherwise be unavailable.

Mutual Aid trainings continue to be scheduled with most of our neighboring Fire District's throughout the year. Topics have focused on rural water operations concentrating on operations of the first and second units on a fire scene. The MABAS 19 Training Committee scheduled two "Light n Fight" practicals at the Orland Park and Frankfort Training facilities. These mutual aid companies work together at "Light n Fight" and are conducted with live fire scenario base; the working companies complete multiple training objectives. These "Light n Fight" trainings last for four to five hours and are held on all three shifts.

Target Solution training program was managed throughout the FY by the MFPD Training Coordinator. This program simplified the delivery of training to all MFPD personnel. Target Solutions provides hundreds of prepared courses, covering critical EMS training, emergency vehicle operations and NFPA-approved contents. It also tracks all training hours in one location for ISO and accreditation. It allows other MABAS 19 Districts using Target Solutions to share trainings with MFPD. This program went in-service November 2016 as the primary training delivery system.

MFPD conducted a five-day (40 hours) training academy for a new firefighter hired in May 2018. This academy consisted of OSFM training guidelines, SCBA skills, vehicle extrication, ground ladders and fire hose evolutions at Tinley Tower. EMS training and practical skills were included during the week. MFPD instructors from all ranks were used to complete all the academy trainings.

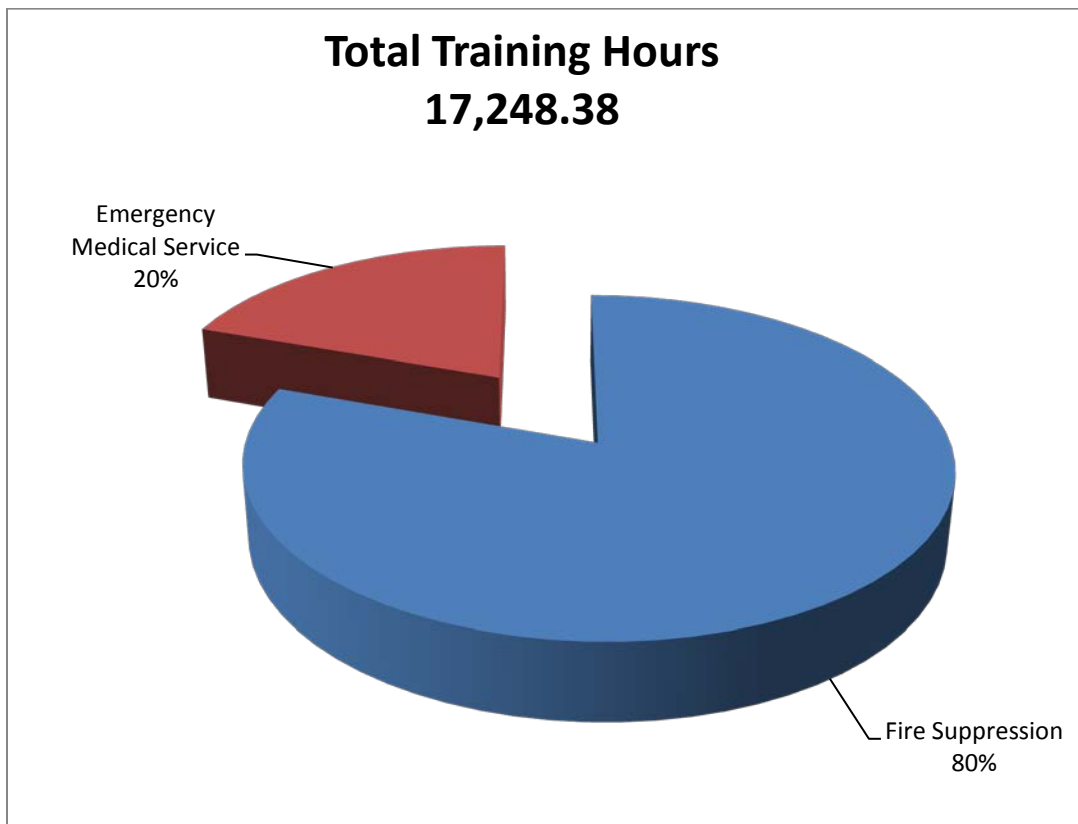
Goals obtained for FY 18:

- Continue to monitor and evaluate company during tower trainings.
- Continue to incorporate advanced FF trainings.
- Continue to promote mutual aid drills.
- Manage Target Solution program for tracking individual training completed, mandatory, and make-up drills.
- Paperless for monthly drive time training program.

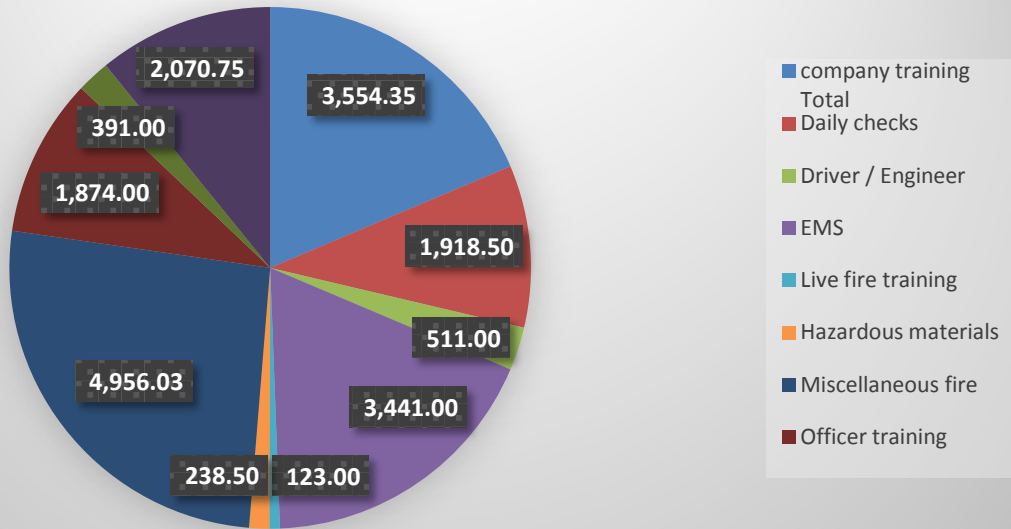
- Continue with the 3-year training program schedule.
- Conducted Blue Card Refresher course hours during quarterly Officer Meetings.
- Delivered Officer training every month.
- Took an active role in MABAS 19 Training Committee.

Goals for FY 19:

- Continue to monitor and evaluate company trainings.
- Have companies training on basic fire hose evolutions.
- Continue to expand training tower practical trainings.
- Continue to promote mutual aid drills.
- Continue to maintain MFPD training area and facility.
- Refine the mentoring program for assisting Engineers to be prepared to step up to Lieutenants.



## Training Hours Breakdown June 1, 2017 - May 31, 2018



## **Division of Small Equipment and Hose**

**Lieutenant Erik Moeller**

- Completed a replacement program for our vehicle mounted hand lights.
- Replaced all old K-950 blades.
- Purchased 1 case of Class A - foam POK sticks.
- A new GasTrac natural gas detector was purchased and placed in-service.
- The Districts heavy rescue tools have reached the end of their functional service life. In response, we have initiated a replacement program that begins by using the residual value of our current inventory and applying it towards the purchase of new state of the art equipment. This program is aimed at immediately outfitting our main heavy rescue unit with this equipment which will enable the MFPD to deliver the very best service to our taxpayers. This program is targeted to meet the District's greatest needs first, maintaining the high level service that the MFPD is accustomed to providing. The program is expected to be completed by FY 2022.
- To help limit small engine mechanical problems, the District has replaced all pre-mix fuel in our small engines with TruFuel brand fuel. This fuel has a longer shelf life and has zero additives that contribute to small engine failure. We are currently in the process of transitioning our 4-cycle small engines as well.
- During the months of April, May and June our annual hose testing was conducted. Duty personnel tested one truck, three engines as well as the extra hose stored between the three stations, approximately 15,900 feet of fire hose. Several lengths of hose are in need of service and repair while even more hose may need to be replaced outright. A replacement program has been outlined in the 2018 – 2019 budget. The tested hose has been logged into the firehouse program for inventory.

## **Division of Apparatus Maintenance**

**Engineer / Paramedic Mike Dreger**

**Engineer / Paramedic Ken Berger**

**Engineer / Paramedic Eric Kobialko**

**Firefighter / Paramedic Adam Meyer**

FY 18 for maintenance has been a busy one with repairs to MFPD's, Manhattan Fire Protection District's, and Tinley Park Fire Department's vehicles. All of the brake/steering inspections, pump tests, aerial maintenance, aerial inspections, aerial testing, ground ladder testing, ground ladder maintenance program, small tool repairs, station mowers, station generators, station compressors, station plows, and station salt spreaders have been completed this FY. We have a consistent priority repair schedule to get all of the vehicles in for repairs and/or maintenance.



A ground ladder maintenance program has been started that will be performed every six months in addition to the annual ground ladder test. We are following the recommendations in the Duo-Safety maintenance book for this program.

Pricing with our vendors is being monitored and adjusting as needed. The Will County Maintenance mechanics meetings have been very beneficial regarding this.

We received a remount ambulance this year for the first time. There were quite a few moving parts to this process and it was a considerable monetary savings in doing so versus purchasing a new ambulance. The EMS box from 15-06 was removed and placed on a new freightliner chassis. The box was inspected and wiring, lighting, and door hardware were replaced. The air conditioning hardware was removed from under the vehicle to the roof, extending the life of it considerably. Some of the usable parts that were removed from 15-06 were sent back to us for use on our other International ambulances. Maintenance personnel assisted with getting the vehicle ready for service.

The flat bed from 02-94 was removed and installed on the 15-06 International chassis as the new foam truck. The maintenance division installed ground lighting, compartment lighting, and compartment door open indicators in the cab. 02-94 was sold to a farmer in Indiana.

Truck 92 (19-08), failed the aerial ladder test due to corrosion on the torque box, resulting in the aerial portion of the truck taken out of service. After much investigation on the proper repair and cost involved, it will be repaired by Pierce in the very near future. The vehicle went out of service in December for a head gasket leaking. While inspecting this it was found the engine block was also damaged. The engine was removed, machined, and repaired as needed. The vehicle is back in service operating as an engine only.

The undercarriage washer at Station 1 has been utilized this winter. We are using this at the recommendation of our vehicle manufacturers to clean salt and debris from the vehicles. By doing this it will assist us in warranty claims for corrosion if needed. We contacted Frankfort Township, IDOT, and other agencies to find out what they are doing for rust and corrosion protection and washing was their answer. We are also thoroughly inspecting the undercarriages and repairing rust when found and applying metal protection per Pierces recommendation. The maintenance division appreciates everyone's cooperation with using the undercarriage washer while we try to do our best at stopping corrosion.

The members of the maintenance division have attended Illinois Fire Apparatus Association (IFAMA) meetings and Will County Fire Apparatus Mechanics meetings throughout the year. These meetings are hosted throughout the area/state and provide quality training from manufacturers and vendors.

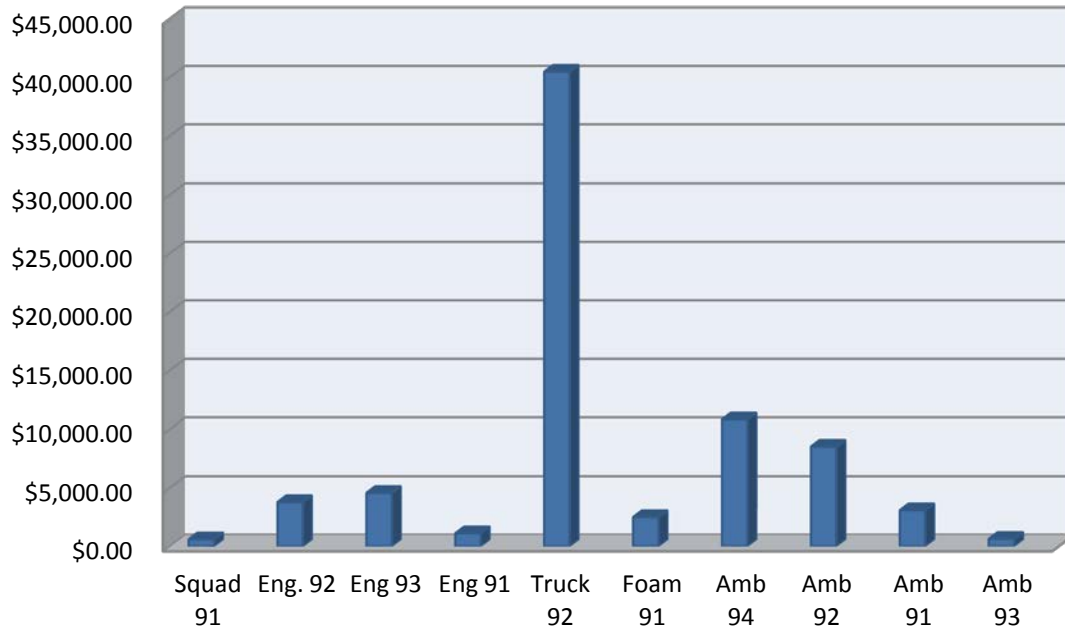
Manhattan Fire Protection District and Tinley Park Fire Department have both renewed their maintenance agreements for another year.

The following is a list of major repairs completed in FY 18:

- **20-09 (2009 HME/Alexis Engine)**
  - The rear spring hangers were repaired. New steer tires were installed.
- **16-06 (2006 HME Engine)**
  - The rear spring hangers were repaired. New steer tires were installed.
- **19-08 (2008 Pierce ladder truck)**
  - Four drive axle tires were replaced. Engine repairs.
- **22-10 (2010 International ambulance)**
  - Water pump and ABS repairs.
- **17-07 (2007 International ambulance)**
  - Fuel tank and engine repairs.
- **15-06 (2006 International ambulance)**
  - Converted to the foam truck.
- **29-15 (2015 Spartan/Alexis Engine)**
  - Warranty brake, suspension, pump, power steering, and air conditioning.

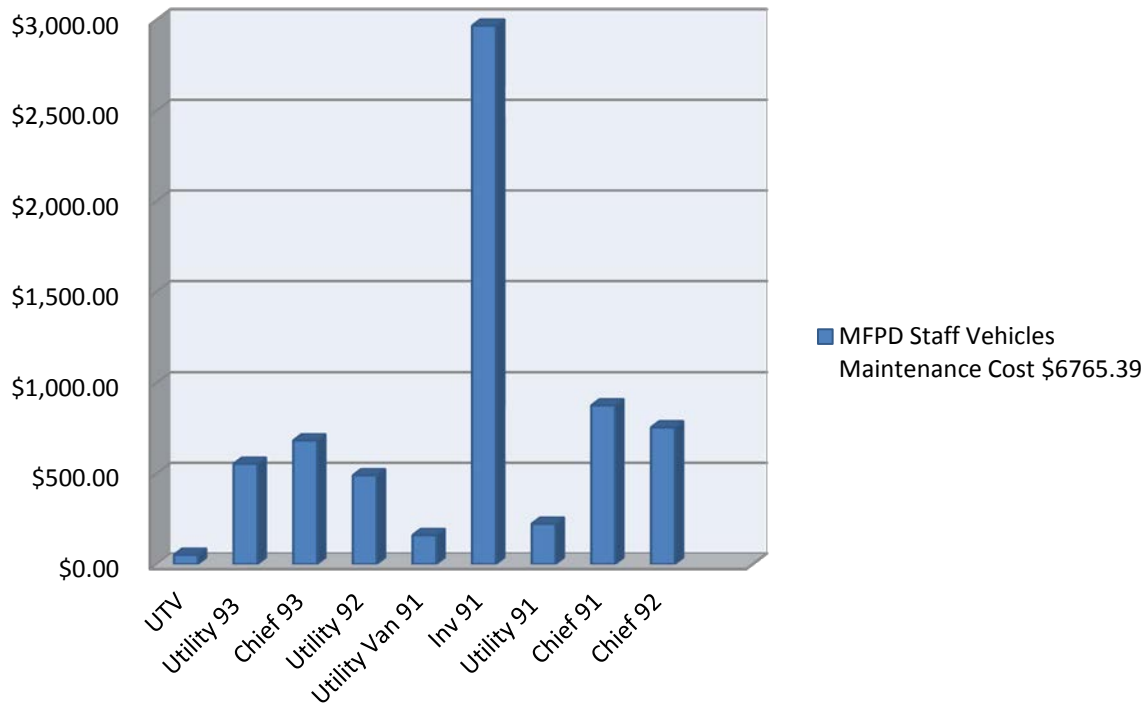
## MFPD Apparatus Maintenance Costs

**\$76,040.68**



## MFPD Staff Vehicles Maintenance Cost

**\$6,765.39**



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

**Firefighter / Paramedic Mike Hullinger**

In FY 18 there were many developments in the building and grounds division. The biggest was station lighting at all three stations being changed over to LED. This includes all lighting inside the living quarters as well as bay lighting. The project was funded by Com-Ed through a small business grant. The other major project was replacing the privacy fence at Station 2, which was funded by the Foreign Fire Board.. The old fence was rotten and falling down. The new one is a maintenance free PVC fence which should last for years to come for all to enjoy.

Current goals for FY 2019

- Continue preventative maintenance at all stations

## **Division of Protective Gear**

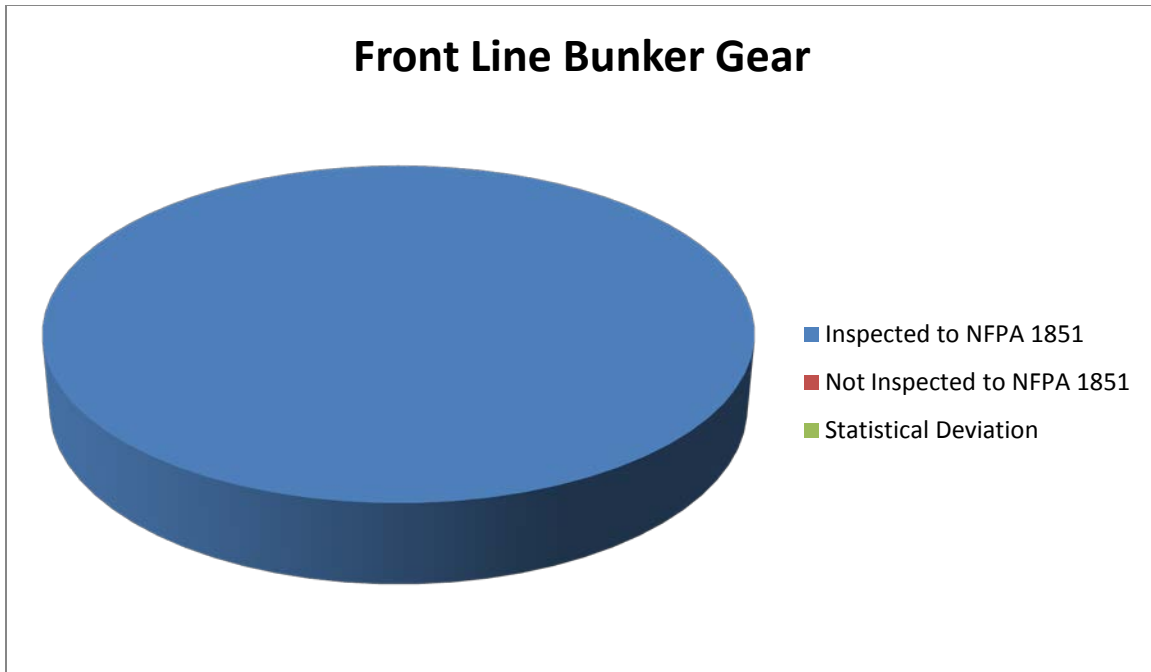
**Engineer / Paramedic Mark Rojek**

The protective gear program had 100% of front-line bunker gear cleaned, inspected, and repaired by our third party factory warranty repair company.

Five more sets of bunker gear were purchased to replace gear that is getting close to the end of its manufacturer recommended service life. Each year that we are able to purchase more gear will help us improve our rotation of bunker gear and move more of the older gear to reserve status.

Current goals for FY 2019

- Purchase at least four more sets of bunker gear.
- Continue the third-party inspection/repair process.
- Apply for any grants that become available.
- Self-assessment to increase NFPA 1851 Compliance.



## Division of Clothing

**Firefighter / Paramedic Adam Meyer**  
**Engineer / Paramedic Mark Rojek**

During FY 18 the Division of Clothing was able to maintain our current station clothing to the required levels. Employees continued to use the electronic work notice program to inform the division of their needs. The Division of Clothing is currently operating within budget.

During FY 18 we continued to work with a single vendor. Uniform guidelines were formally established and passed along to our current vendor to ensure consistency of our uniforms.

The Division of Clothing has experienced issues with backordering of several uniform items. The Division of Clothing has found the required 100% Cotton or NFPA 1975 equivalent is not as readily available and supply issues are common. The Division of Clothing is constantly looking into different vendors for better options.

During FY 18 NFPA 2112 was researched and approved to be an acceptable standard in regard to uniform sweatshirts. Due to the high cost associated with NFPA 2112 Certification, cheaper alternatives that meet current uniform requirements are being sought.

The Red T-shirt Program continues to be a success. Every Friday members wear a red t-shirt in support of our troops.

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

**Firefighter / Paramedic Chris Buchan**

In FY 18 the MFPD once again conducted SCBA face piece and fit testing for the entire staff, to ensure all members are safe. In addition, MSA air pack testing was successfully completed. The Division of SCBA also implemented a new high visibility vehicle ID band for each air pack in the District. These bands will increase fire ground safety. Multiple SCBA cylinders were either replaced or hydro tested to ensure they are working properly.

A system to clean and sterilize SCBA face pieces that are in storage was implemented, ensuring a clean mask for the next user.

At this time the division of SCBA is working within its budget. We have been able to make all necessary repairs as needed.

## **Division of Employee Assistance**

**Lieutenant Todd Newton**

In FY 18 the MFPD continued to bring awareness to the need and availability for our Employee Assistance Program (EAP) and psychological support. This program is available not only for MFPD employees but for their families also. The EAP budget includes EAP visits as a benefit for ALL personnel as well as a once a year continuing education class with Firefighter specific clinical Psychologist Sarah Gura. Her training class is designed for MFPD employees and educate them on services available. 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. Through the MFPD educational reimbursement program, FF Crabtree attended a class pertaining to peer support. Brian is now part of the Illinois Firefighter Peer Support Group team, which specializes in peer support for fire service members around the state of Illinois.

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

**Lieutenant Tom Hug**

**Firefighter / Paramedic Chris Buchan**

FY 18 was a challenging year as MFPD switched from Lincoln Way Dispatch to Laraway Dispatch. The switch involved the combination of four different dispatch centers into one center. The switch has been a work in progress as hardware and training issues are still being worked out.

All agencies have been working to standardize the CAD run cards. Additionally the MFPD has done a review of its run cards to ensure the most adequate and closest response to every type of emergency along with the review and update of all existing Box Cards.

Lt. Hug crafted and coordinated a combined Box Card for use by the fire departments that respond jointly (depending on the location and type of call) on Interstate 80. This standardization encompasses the following combinations of joint response; New Lenox and East Joliet east of Route 30, New Lenox and Mokena between LaGrange and Route 30 and Tinley Park and Mokena between LaGrange and Harlem. This process resulted in a joint box card that can be used by any combination of joint responses to ensure the closest and most easily accessible mutual aid apparatus responds to the interstate.

MFPD has researched different pagers to be worn by its members and will be evaluating and updating radio equipment and programming for the future.

## **Division of Station Supplies**

**Engineer / Paramedic Mike Laney**

FY 18 has progressed by supplying all three stations with the needed supplies that they require. No new items were introduced; however, some supplies have been slightly modified to further meet the required need in 2018.

## **Division of Accreditation**

**Firefighter / Paramedic Adam Shefcik**

FY 18 was the first year following the most recent re-accreditation process for the MFPD. The 2018 Annual Compliance report was submitted and approved. The Accreditation Division was able to implement three out of the four recommendations made by the peer assessment team. The fourth recommendation will be evaluated next fiscal year.

## **Division of Information / Technology**

**Firefighter / Paramedic Adam Shefcik**

FY 18 saw the purchase of two PCs for the District that replaced old computers. The IT division will begin evaluating the annual subscription to Microsoft Office 365 instead of purchasing individual licenses for each PC. New technology is getting reviewed to improve baseline turnout times.



## **Division of Health and Fitness**

**Engineer Eric Kobialko**

In FY 2018 four fitness trainings were held, concentrating on stretching, strength training and use of cardiovascular equipment. A warm up and stretching training was conducted and added to the departments fitness SOG, which will be done prior to crews conducting any strenuous trainings or activities.

Members of MFPD recorded 12 fitness classes and 1,465.50 hours of physical fitness.

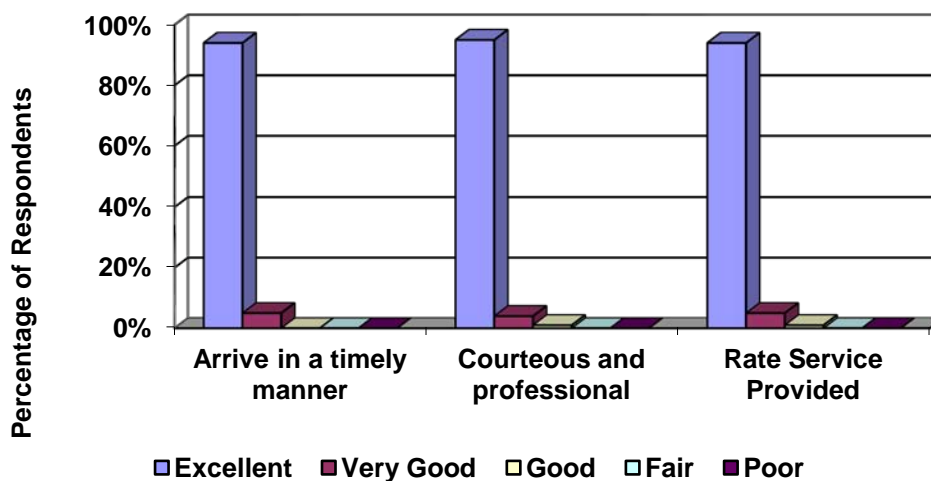
A new squat/multi use rack was purchased for MFPD Station 1.

# CUSTOMER SATISFACTION SURVEY RESULTS

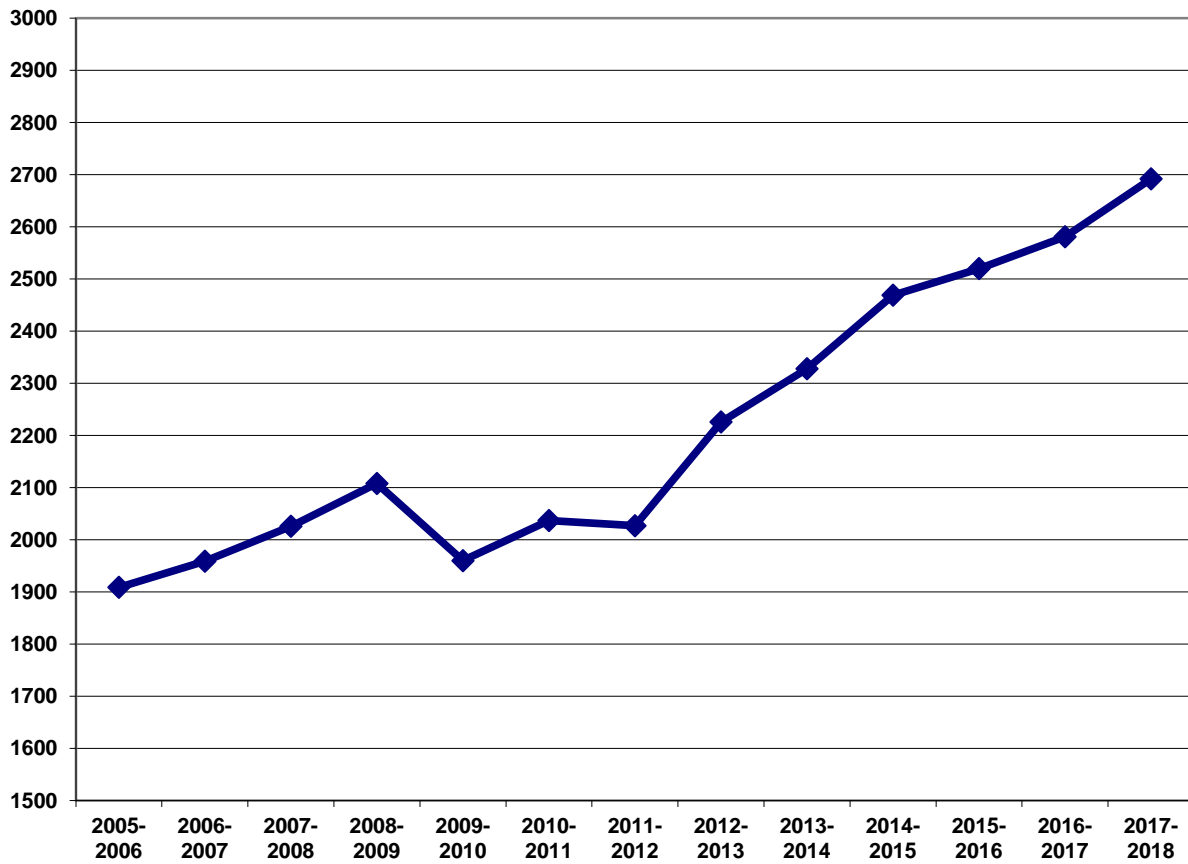
Number of Surveys received in FY 18: **111**

	<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	6			
2) Were the firefighters and/or paramedics courteous and professional?	106	4	1		
3) How would you rate the service you were provided?	104	6	1		
4) If you have any comments, good or bad, we would like to hear from you.	90 Surveys had comments				
Optional Name	102 Signed surveys				

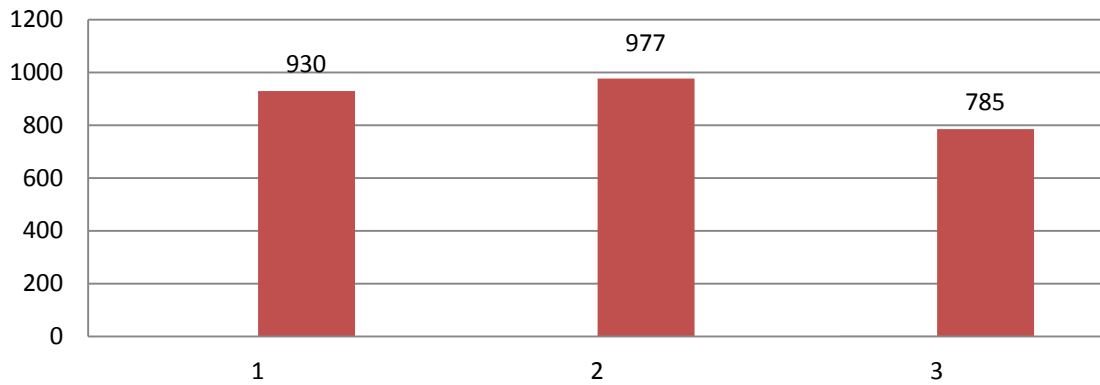
Note: Numbers do not equal number of surveys received in FY 2018 due to some surveys not entirely completed.



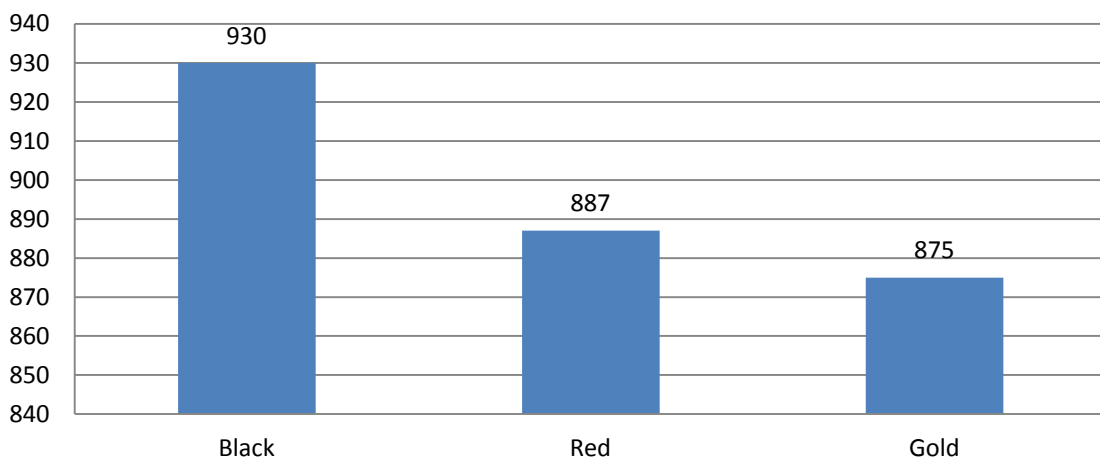
## Call History By Fiscal Year



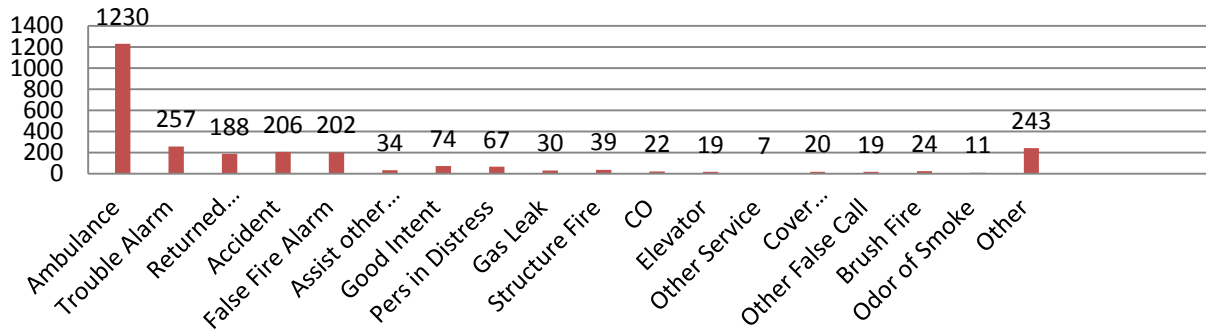
### Number of Incidents by Station June 1, 2017 - May 31, 2018



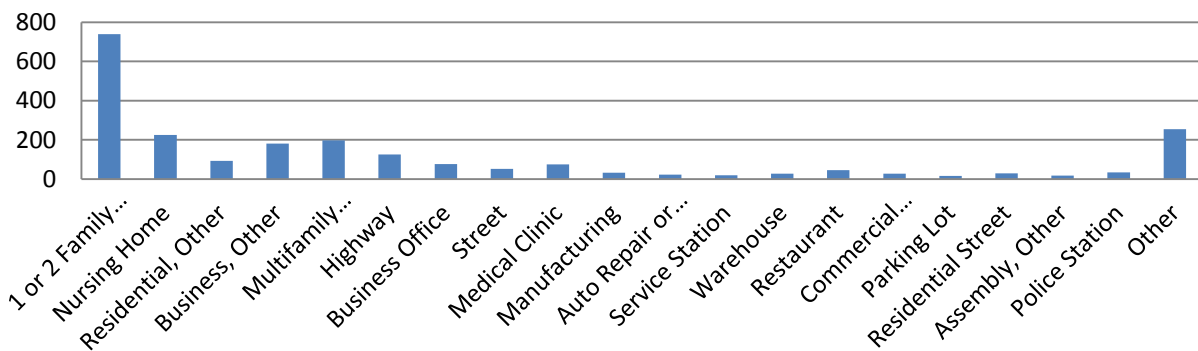
### Number of Incidents by Shift June 1, 2017 - May 31, 2018



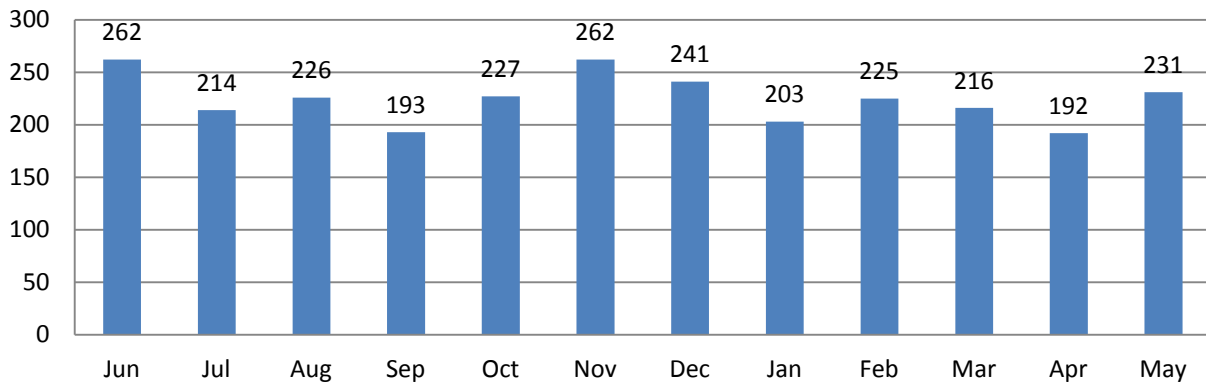
## Number of Incidents by Incident Type June 1, 2017 - May 31, 2018



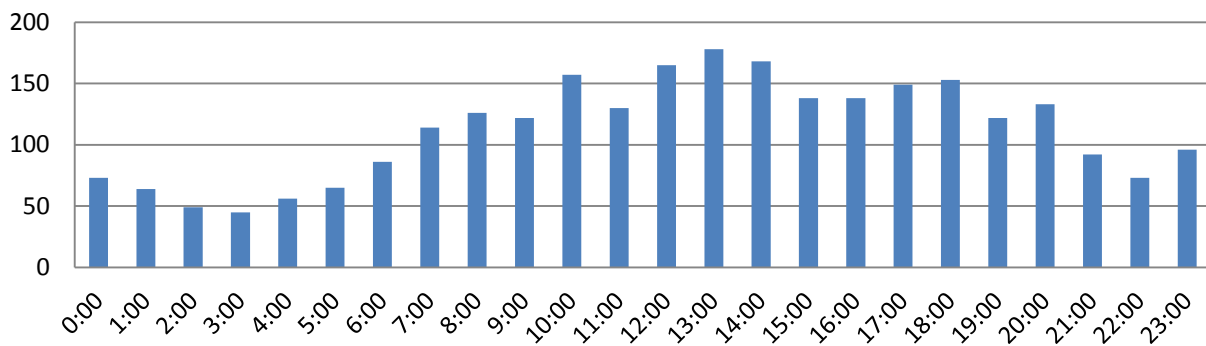
## Number of Incidents by Property Type June 1, 2017 - May 31, 2018



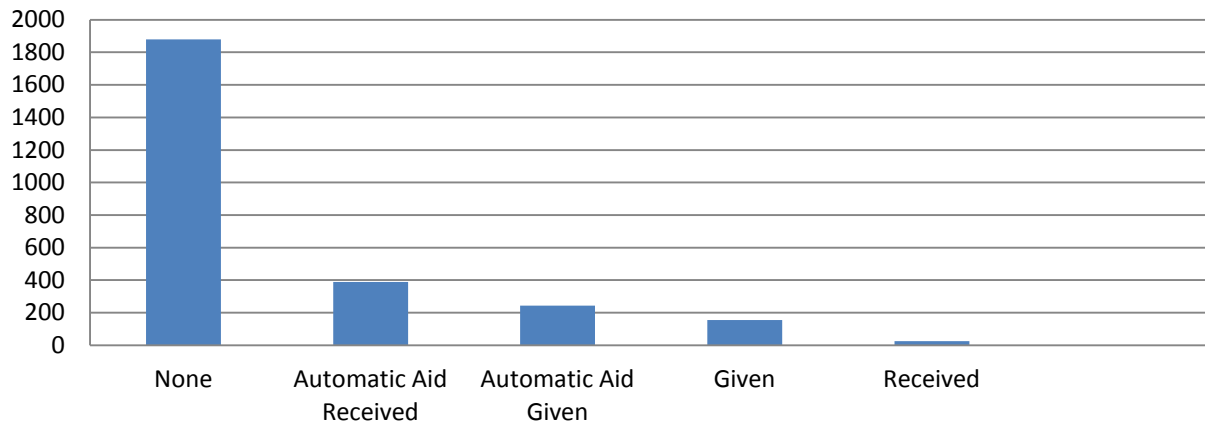
### Number of Incidents by Month June 1, 2017 - May 31, 2018



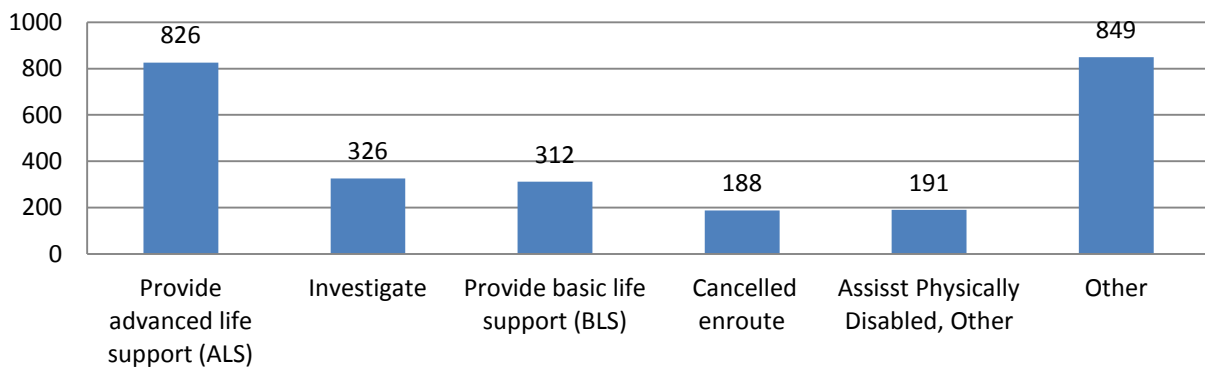
### Number of Incidents by Hour of Day June 1, 2017 - May 31, 2018



### Number of Incidents by Aid Type June 1, 2017 - May 31, 2018



### Number of Incidents by Action Taken June 1, 2017 - May 31, 2018



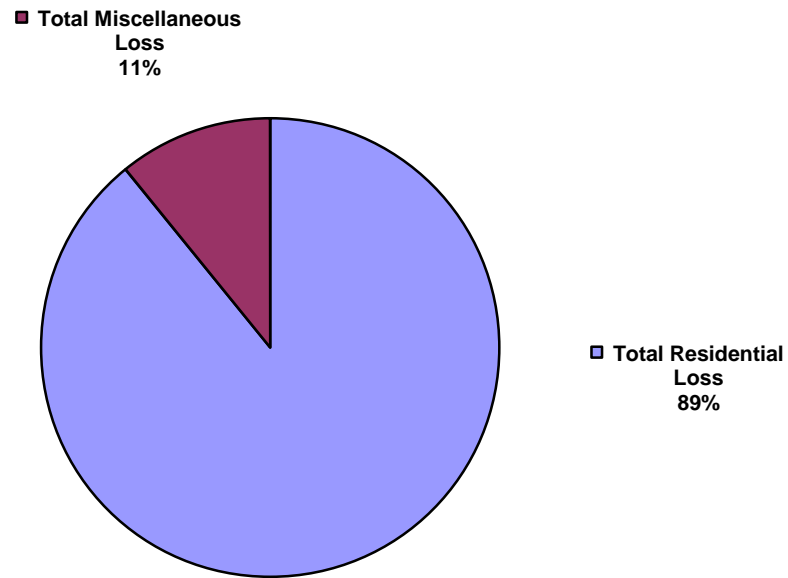
# Fire Loss Survey

## FY 2018 Fire Loss versus Property Saved Comparison

	Number Of Incidents	Civilian Injuries	Property Damage	Approximate Value Saved
<b>Residential</b>				
Private Dwellings	9	0	\$941,250.00	\$2,438,086.00
Apartments	6	0	\$76,100.00	\$3,657,114.00
<b>Total Residential</b>	<b>15</b>	<b>0</b>	<b>\$1,017,350.00</b>	<b>\$6,095,200.00</b>
<b>Structure Fires</b>				
Storage in Structure	1	0	\$0.00	\$0.00
<b>Total Structure</b>	<b>1</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Miscellaneous</b>				
Highway Vehicles	9	0	\$120,421.00	\$23,479.00
Other Vehicles	1	0	\$1,400.00	\$0.00
Brush / Grass / Wildland	11	0	\$850.00	\$0.00
Rubbish / Dumpster	4	0	\$850.00	\$0.00
Other	1	0	\$400.00	\$0.00
<b>Total Miscellaneous</b>	<b>26</b>	<b>0</b>	<b>\$123,921.00</b>	<b>\$23,479.00</b>
<b>Totals</b>	<b>42</b>	<b>0</b>	<b>\$1,141,271.00</b>	<b>\$6,118,679.00</b>



## \$1,141,271 Total Fire Loss For 24 Total Fires with Monetary Loss



## \$6,118,679 Property Value Saved 20 Total Fires With Property Saved

