Mokena Fire Protection District

Emergency 9-1-1

Administrative Offices
19853 S. Wolf Road
Mokena, IL 60448
Adm. (708) 479-5371
Fax (708) 479-2970

Fire Station #1
19853 S. Wolf Road
Mokena, IL 60448
(708)479-3781

Fire Station #2
10000 W. 191st Street
Mokena, IL 60448
(708) 479-3782

Fire Station #3
10855 W. 183rd Street
Orland Park, IL
60467
(708) 479-3785

www.mokenafire.org

Established 1883
Organized 1917

MOKENA FIRE PROTECTION DISTRICT
TRUSTEES' MEETING
DECEMBER 10, 2019

The regular meeting of the Mokena Fire Protection District was held on Tuesday, December 10, 2019 at Mokena Fire Station #1 at 7:08 PM.

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

Our annual Awards Night Presentation was held prior to the Trustee meeting.

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Ken Blank made a motion, seconded by Dennis Burkhardt, to approve the minutes of the November 12, 2019 Trustee meeting. Motion passed with all ayes.

Dennis Burkhardt made a motion, seconded by Craig Warning, to approve the minutes of the November 12, 2019 Closed Session meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

Lt. Mark Sickles updated the Board on Brycer Compliance Engine. Brycer is a fire detection and suppression and inspection tracking system. The system currently tracks eight different types of alarms. We have been using Brycer since January 1, 2019 and it has been very beneficial to the District.

TREASURER'S REPORT

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

Robert Hennessy made a motion, seconded by Ken Blank, to pay the monthly bills in the amount of $282,336.72 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

The Trustees wished all a wonderful holiday season.

CALENDAR AND CHECKLIST

The annual audit and comptroller's report have been filed with the County Clerk.

The annual tax levy ordinance has been filed.

The certificate of exempt property has been filed with the County Supervisor of Assessments.

The review of closed session minutes is an agenda item later in the meeting.

ASSISTANT CHIEF CAMPBELL'S REPORT

The rear suspension on Engine 93 (Alexis, HME) needs to be replaced or repaired. We are currently researching various options including repairing the engine, remounting the module onto a new chassis, remounting the engine and ambulance as a combination project or purchasing a new engine. We are waiting on quotes for these options and more information will be brought to the January 2020 Trustee meeting.

Scott's Overhead Door replaced the cable and top seal on the overhead door at Station 3.

In the next few weeks, Enbridge Pipeline will be repairing an underground pipeline located at 190th Place and Grotovsky Drive.

The Pierce truck out of Station 2 passed the annual testing and inspection on the aerial ladder performed by Underwriters Laboratories. The ground ladders tested by CFS Inspections also passed their testing and inspection.

The December training calendar was reviewed by the Board.

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

ASSISTANT CHIEF CIRELLI'S REPORT

We have remained active and committed to support Laraway Dispatch in improving their provided service levels. Any issues that we have experienced have been reported to LCC through their notification procedure. We met with representatives from WESCOM on December 5 to review fire alarm connections and radio system infrastructure. We anticipate receiving a financial proposal from WESCOM in the next few months. The LCC Executive Director is expected to deliver a strategic plan by the end of the year. We are hopeful that this plan will outline specific, measurable and actionable sets that the organization will take to drive the improvements necessary for LCC to meet or exceed national standards. The LCC Director's Brief was shared with the Board.

We have begun provisioning and configuring the ImageTrend RMS for implementation in the first quarter of 2020. We are configuring the incident reporting components first and then will begin to configure and implement the occupancy/inspection and inventory components.

A/C Cirelli attended the Homer Glen Public Services and Safety Committee meeting on December 6th. There will be no meeting held in January.

A pension hearing was held earlier today, and the employee was unanimously awarded a line of duty pension benefit. This will create an open spot for a firefighter. Our present list expires December 16. The Board directed Chief Stephens to begin the hiring process with the list that will be posted on December 16, 2019.

A Board of Fire Commissioners meeting will be held on December 13 to approve preference points and the final eligibility register.

We currently have one employee out on unpaid leave.

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

We participated in the annual Christmas Parade held on November 23.

CHIEF'S REPORT

The FY2019 ambulance billing data was reviewed. Based on our historical data from 2019, Andres Medical Billing believes we should increase our ambulance bill by $200 per transport, which would generate approximately $35,000 additional a year in revenue. We will wait for the annual ambulance billing rates survey from neighboring fire districts and will discuss this at the January 2020 meeting.

The MFPD Financial Resource Manual has been updated to reflect our current practices as well as our current auditor recommendations. This will be an agenda item for approval at the January Trustee meeting.

The MFPD Purchasing Policy has been updated to reflect our current practices as well as our current auditor recommendations. This will be an agenda item for approval at the January Trustee meeting.

Mokena Miracles assisted four local families with various necessary items for Christmas.

This year the District collected Christmas toys for donations to Marley F.I.S.H., Mokena School District 159 and the Frankfort Township. Thank you to Kathy Ferraro for organizing this event.

The 2020 IPRF grant for $15,717.00 will be earmarked to assist paying for the station security system upgrade.

Illinois OSHA inspected the Mokena Fire Protection District on November 18, 2019. The inspection went well, and we are presently awaiting the official report.

A local preschool inquired if we could provide a ride to school for their silent auction. After much discussion, the Trustees' politely declined to do this, based on pre-existing rules and safety concerns.

Letters received this month:

- A thank you note was received from a resident thanking us for our service to the community.

The Trustees reviewed the monthly alarm reports for November.

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

REVIEW OF CLOSED SESSION MINUTES

After a review of the closed session minutes, it was determined that there are none to be opened at this time. Robert Hennessy made a motion, seconded by Craig Warning, to not open any of the closed session minutes. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

APPROVAL FOR DESTRUCTION OF VERBATIM RECORDINGS

Craig Warning made a motion, seconded by Robert Hennessy, to allow the destruction of verbatim recordings for the following closed session meetings: January 9, 2018 and February 13, 2018. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

DESIGNATION OF LCC BOARD OF DIRECTORS VOTING REPRESENTATIVE

Robert Hennessy made a motion, seconded by Craig Warning, to designate Chief Howard Stephens as the alternate to the G32 Board of Directors. Motion passed with a roll call vote as follows: Bill Haas aye; Ken Blank aye; Robert Hennessy aye; Dennis Burkhardt aye; Craig Warning aye.

CLOSED SESSION

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

The Board returned to Open Session at 8:56 PM.

ACTION UPON CLOSED SESSION IF REQUIRED

None

ADJOURNMENT

Meeting was adjourned at 8:57 PM after a motion by Robert Hennessy.

Robert Hennessy
Secretary, Board of Trustees

Recording Secretary:
Nancy Feigel