

MOKENA FIRE PROTECTION DISTRICT

FISCAL YEAR 2019 IN REVIEW



September 10, 2019



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Fire Chief / Administrator's Fiscal Year 2019 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 2019 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 2019 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 experienced success with the decision 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. The Trustees of the District have implemented many plans and programmatic changes over the years, with extensive training to reinforce these changes, in order to continue the level of excellence we have enjoyed. I applaud the Trustees for their hard work in pushing this agenda forward and applying appropriate resources to support this agenda. This past FY provided an opportunity for all of us to enjoy the fruits of our labor from the many plans and programs put in place; while carefully taking notes for possible future improvements and changes, and how we can continue to bolster and support the MFPD during any unexpected trying times.

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 100th 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 cost by entering into an electrical aggregation agreement with Direct Energy.
- The District realized a reduction in its annual natural gas supply cost by entering into a natural gas aggregation agreement with Vanguard Natural Gas.
- The District realized a reduction in its annual paper supply cost by entering into a group purchase agreement with surrounding Fire Districts.

- The District realized a reduction in its annual fuel cost by entering into a group purchase agreement with the Frankfort Township Road District.

The following is a notable event that transpired during the MFPD FY 2019:

- On November 21, 2018, the Fire District's ISO Classification rating was reviewed. The Fire District continues to await the results of the review.

STRATEGIC PLAN

LONG RANGE PLAN (5-Year) POLICY GOALS

Project No. 19-1 Fire Accreditation Annual Compliance Report. The District completed and filed our annual Fire Accreditation Compliance Report on February 8, 2019. This report was approved on April 23, 2019.

Project No. 19.2 Review and Revise Standard of Coverage Response Times. In FY 2019 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 19.3 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised and adopted during FY 2019.

Project No. 19.4 Engineer Test. The District began the Engineer Promotional Exam process by posting for the testing dates on November 5, 2018.

Project No. 19-5 Lieutenant Test. The District conducted the Lieutenant Promotional Exam and posted the final promotional list on September 21, 2018.

Project No. 19-6 Evaluation of Current SCBA's. The SCBA's were evaluated by the SCBA Coordinator and a recommendation was forwarded to the Fire Chief.

Project No. 19-7 IPRF Grant. The District applied for the IPRF Grant and received the grant funds in January 2019.

Project No. 19-8 Evaluate Administration Space Requirements. An evaluation of the administrative space requirements was conducted. Additional time and research is needed to develop effective space requirement plans.

Project No. 19-9 Laraway Communications Center PSAP. The Mokena Fire Protection District remained active and committed to support Laraway Communications Center (LCC) in improving their provided level of service. Any issues that the Mokena Fire Protection District has experienced have been reported to LCC through their notification procedure.

Project No. 19-10 Enhanced Accounting and Payroll Services. The District has implemented an enhanced accounting and payroll support service. This ensures the

District has the off-site security and redundancy built into their systems for continuity of service.

CAPITAL PROGRAMS

Project No. 19-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2018.

Project No. 19-02 STRYKER Power-Load. The District budgeted, paid for (via the IPRF Grant), and received a new STRYKER Power-Load in January 2019.

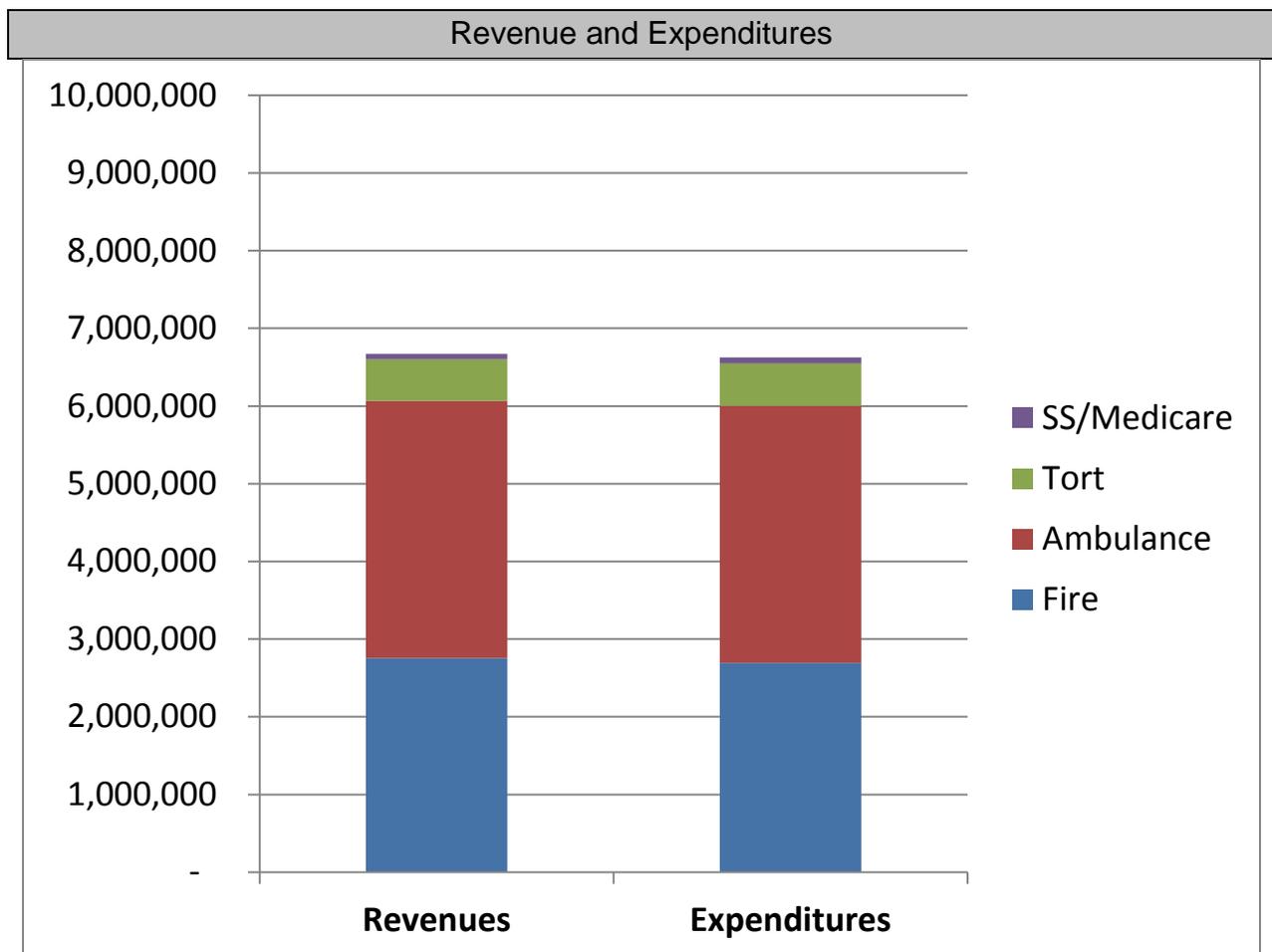
ADDITIONAL PROGRAMS/ACHIEVEMENTS:

- ❖ 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

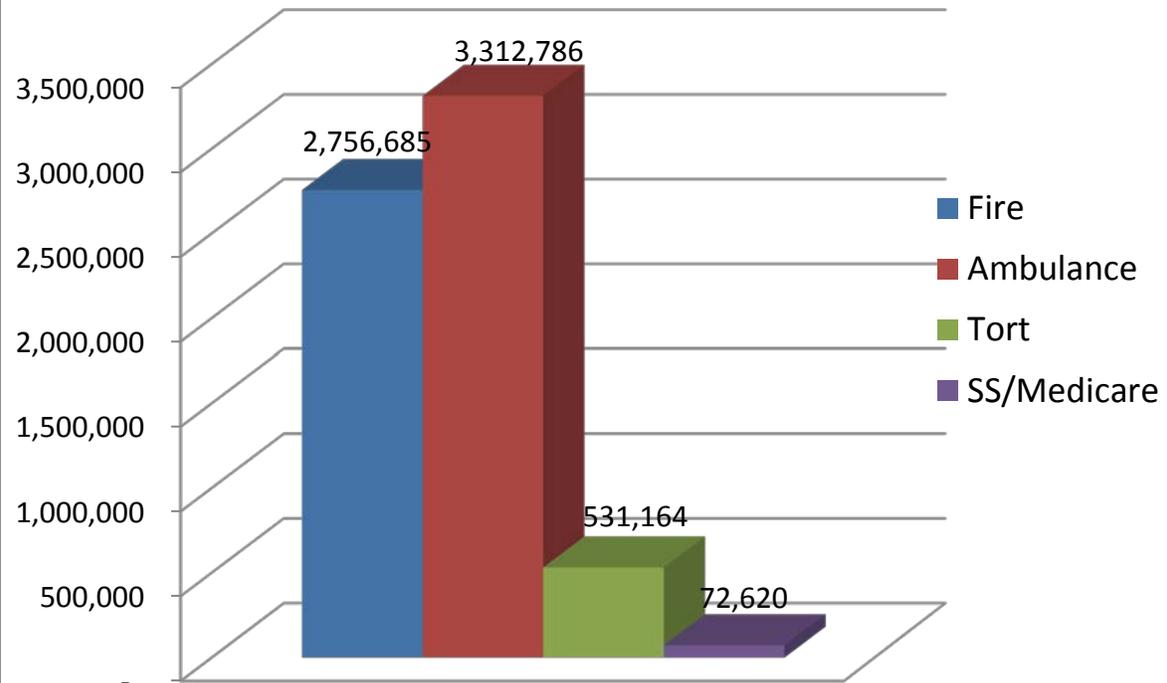
FISCAL FINANCIAL REPORT

The Mokena Fire Protection District is a government entity operating under the authority of the State of Illinois Fire Protection District Act. The District has the ability to levy property taxes and collect fees for certain services. During Fiscal Year 2019, the District had total combined expenditures of \$6,626,682. District revenues totaled \$6,673,256 with 82% (\$5,443,109) generated by property taxes.

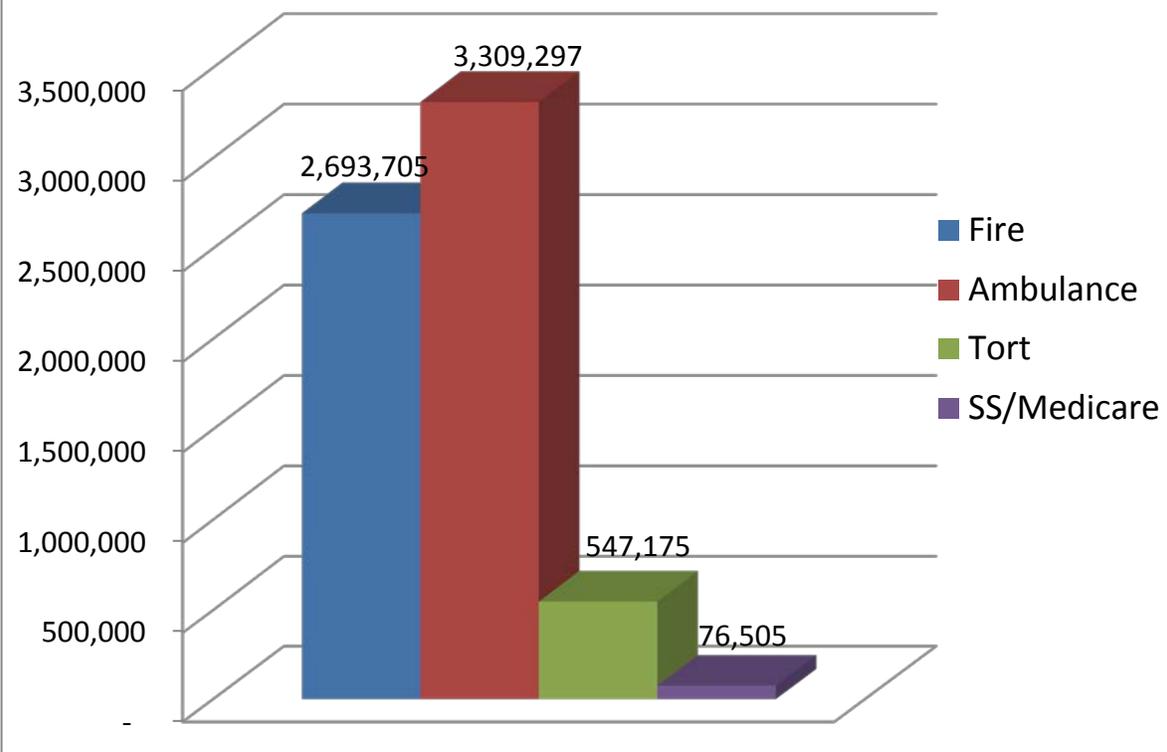
At the end of Fiscal Year 2019, the District had a combined Fund Balance of more than 20%. *The District strives to maintain a recommended minimum Fund Balance; i.e. – enough to fund District operations for 1-3 months in case of a financial emergency.*



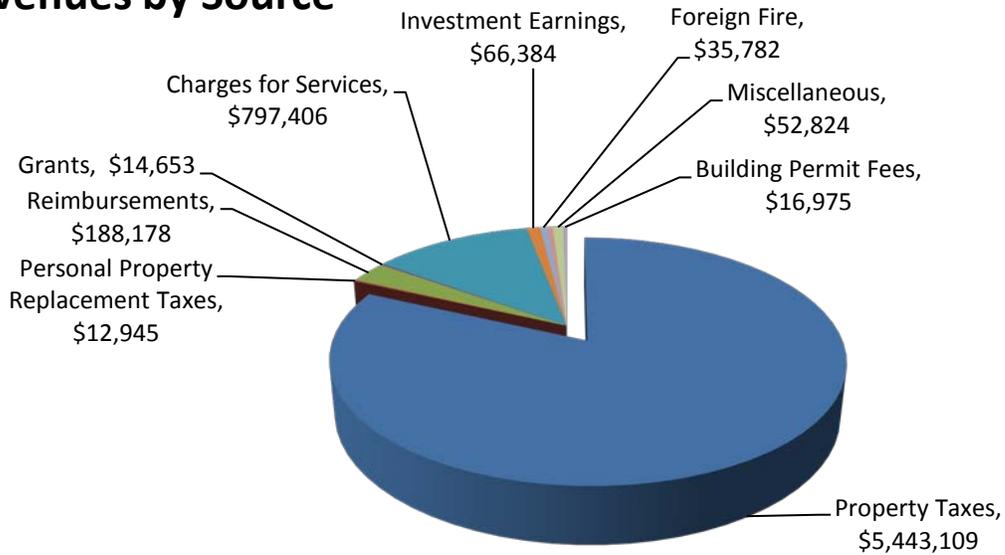
Revenues by Fund



Expenditures by Fund

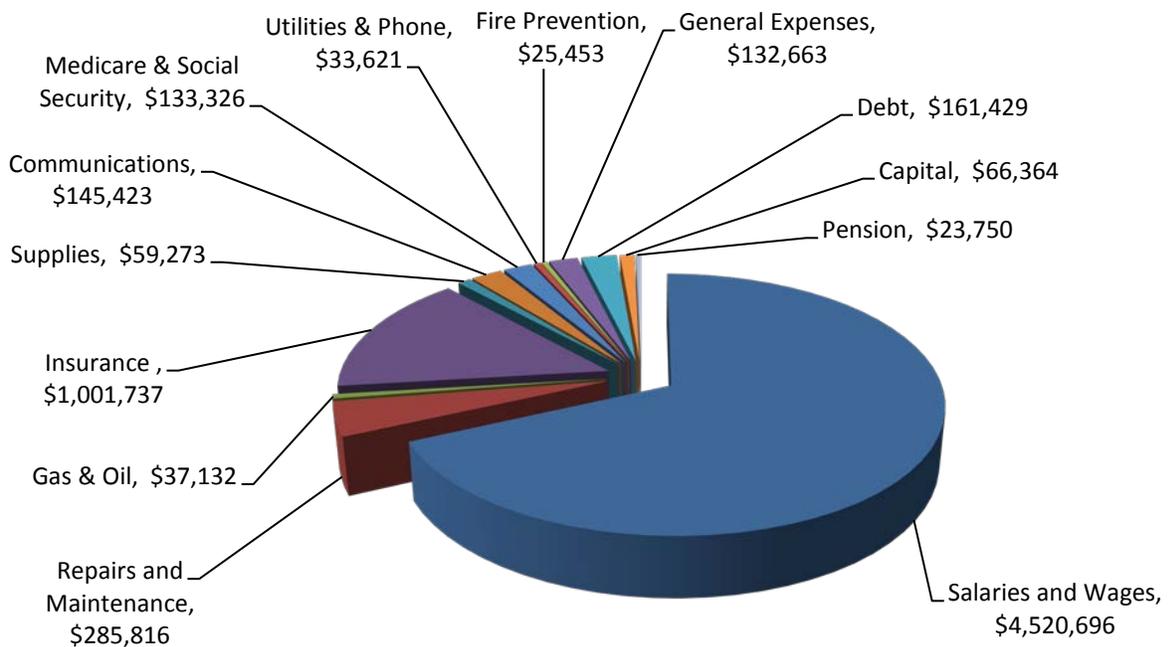


Revenues by Source



In Fiscal Year 2019, total revenues increased 6.5%. Property taxes increased 2.8% and charges for services increased 28.7% over the previous year. Operating expenditures increased about 4.7% while salaries and wages increased 3.8%.

Expenditures by Type



Assistant Fire Chief / Deputy Administrator's Fiscal Year 2019 in Review Report

Assistant Fire Chief / Deputy Administrator Joseph Cirelli

Dispatch Services

During the past fiscal year, the administration has spent tremendous time and effort in working with the Laraway Communications Center (LCC) on dispatch related issues. The MFPD has actively participated in the Fire Operations Committee, the Training Committee, and the Fire Projects Committee. Challenges that were faced included two-way radio issues as well as challenges that arose from the merger of PSAPS into LCC. The untimely death of Director Veerman placed significant stress on the leadership of LCC, leaving the organization without permanent leadership or vision for the first half of FY19. In late December of 2018, Denise Pavlik was hired as the Executive Director of LCC. Director Pavlik has been made aware of our current issues. We continue to monitor the status of the identified issues, as well as metrics relating to center performance.

Radio Communication

We have experienced intermittent issues with the VHF radio system, creating outages and resulting in the need for alternative dispatching procedures. Will County has commissioned a county-wide 800mhz radio system that is owned, managed and maintained by Will County EMA. This county-wide radio system is used by most of the police departments throughout the county, many municipalities, emergency management agencies, and county departments. The system includes many built-in redundancies and provides our service area with good coverage.

Will County EMA has "reserved" space on the radio system for the Lincoln-Way group to utilize, and has patched the radio systems together, allowing talk/receive to occur on both systems. This has allowed the use of the Will County radio system to be used for paging, which alerts the fire stations and crews. To leverage the capability of the new radio system, we have purchased 10 dual-band pagers, allowing alerting on either VHF or 800 mhz.

The MFPD also placed into service informational / roll call screens that display incident information. These screens are located at each station in the living area. To further provide redundant communication, the MFPD upgraded the shift officer cellular phones.

ETSB Network Cyberattack

On the evening of October 13, 2018, the Will County 9-1-1 computer network experienced an external attack, causing disruption to mobile CAD clients, electronic patient care reports, fire station pre-alerts, and incident records. We did not fully restore services until November 2nd.

This malware/crypto virus spread rapidly, requiring the MFPD to physically disconnect and airgap our network from WC9-1-1 assets. Our IT vendor scanned each one of our devices to ensure the virus did not spread to our network, and to confirm that the virus did not originate within MFPD devices.

In response to the network attack, the MFPD evaluated its own antivirus/malware/network security. As a result, we have updated our antivirus/malware defense software, migrated to a new email client, and upgraded our Microsoft Office suites to cloud-based.

Grants

The MFPD applied for two FEMA Assistance to Firefighters Grants (AFG). As an individual agency, the MFPD applied to the AFG grant for the purchase of Self-Contained Breathing Apparatus (SCBA) and a regional grant for the purchase of P25/800mhz mobile and portable radios. As of this writing, notifications have not yet been made on the awarding of the grants.

Code Enforcement

On January 1, 2019 the MFPD implemented the Brycer Compliance Engine, a third-party service that collects and tracks fire detection and suppression system maintenance and testing. This service provides the administrative support necessary to work towards system compliance at no direct cost to the MFPD.

On April 13, 2019, the MFPD responded to an apartment fire on First Street. Despite a response time of less than three minutes, the MFPD experienced its first fire fatality in 79 years. The cause of this fire has been ruled accidental. While there was a smoke detector present, it is believed that there was not a battery installed. In response to the fire fatality, MFPD crews canvassed the neighborhood offering free smoke detectors and batteries to residents. At the request of the property owners in two adjacent buildings, the MFPD performed a proactive life hazard survey.

ISO/Accreditation

On November 21st, the Insurance Services Office visited the MFPD to perform an ISO evaluation. In preparation of the ISO evaluation, Engineer Shefcik spent a lot of time and effort collecting and organizing necessary pre-visit information. We are still awaiting the results of this evaluation.

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.

As in previous years, Chief Stephens has spent a great deal of time mentoring and teaching as I learn additional administrative duties. 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 hone the knowledge, skills and abilities necessary to support our mission and values.

Assistant Fire Chief / Operations Fiscal Year 2019 in Review Report

Assistant Fire Chief Richard Campbell

During Fiscal Year 2019 the Mokena Fire Protection District was faced with a corrosion issue with our Pierce truck. During the UL aerial ladder test, the truck failed the test due to delamination of the torque box. MFPD and Pierce collaborated on a comprehensive evaluation of the truck's condition to determine if the truck should be repaired to extend the life of the truck or if the truck should be replaced. In the strategic plan, the truck was due for replacement this year at an approximate cost of \$1.2 million. With the assistance of the maintenance division, the District decided to extend the life of the truck for a cost of approximately \$115,000 in place of purchasing a new truck. The repairs will extend the life of the truck for approximately 8 years.

MFPD continues to work for ways to become more cost efficient. The District is working with ComEd and Nicor to reduce the utility cost within the District. The District recently went through a comprehensive analysis of the heating, ventilation, and air conditioning systems at each station. The energy savings program would consist of upgrading less efficient units to save in energy and maintenance costs. The new heating and air conditioning units would be 96% efficient compared to the older units that are only 80% efficient.

The District has received the fourth and final Stryker Power Load system. All MFPD ambulances are now equipped with this system. The IPRF grant program funded the purchase of all our Stryker Power Cot and Power Load systems at a cost savings to the District of approximately \$112,000. These systems support the cot throughout the loading and unloading of the patient from the ambulance which helps reduce the risk of injury to firefighter/paramedics.

The training division has moved under operations this year. The training coordinator has been working on expanding the mutual aid trainings with surrounding Districts. The District is collaborating with Mokena Police Department on joint trainings with our training and EMS divisions. By training together with the surrounding Districts and the police department, the District will be better prepared for joint responses.

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 hard work and dedication from the members of the MFPD in supporting the District programs this past year.

Division of Human Resources & Administrative Services

Administrative Assistants Nancy Feigel and Kathy Ferraro

There were a few changes in the Division of Human Resources & Administrative Services this fiscal year. An outside payroll company was hired to provide the bi-weekly payroll, secure online access for all employees, employee W4 and bank routing self service center, federal and state payroll filing and annual W2 preparation and filing. An outside accounting firm was hired for monthly accounting review, Fiscal Year end reporting and audit preparation, as well as W2 review.

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.

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 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.

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.

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

Ten Years

FF/PM Ryan Bennett
Eng./PM Ken Berger
Lt./PM Jim Cresto
Lt./PM Marcie Hoag
Eng./PM Tim Wiencek

Twenty Years

Trustee Kenneth Lenz

Twenty-five Years

Eng./PM Mike Laney

Division of Emergency Medical Services (EMS)

Lieutenant / Paramedic Jim Cresto

Firefighter / Paramedic Brian Crabtree

The EMS Division has concluded another busy FY in Emergency Medical Services (EMS). Our ongoing commitment to training, both advanced and routine trainings, continues to surpass the minimum requirements of IDPH and the Silver Cross Emergency Medical Services System. This will continue into the new fiscal year as new training methodologies are explored.

Engineer Rojek is responsible for inventorying, ordering, and re-stocking EMS supplies. 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 assisting with various aspects of the quality assurance process during FY 19.

Training:

Silver Cross Emergency Medical Services System continuing education (CE) 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 Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). 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, by 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. All members participated in an annual CPR recertification.

Out of 35 fire suppression members, 34 are Licensed Paramedics. All full- time MFPD EMS personnel are Licensed at the Paramedic level.

Equipment, Supplies & Maintenance:

All ambulances were equipped with the STRYKER Power-Load system.

All cardiac monitors and AEDs (automatic external defibrillators) were serviced and tested by an outside vendor.

Licensing & System Requirements:

Our current roster has 34 paramedics.

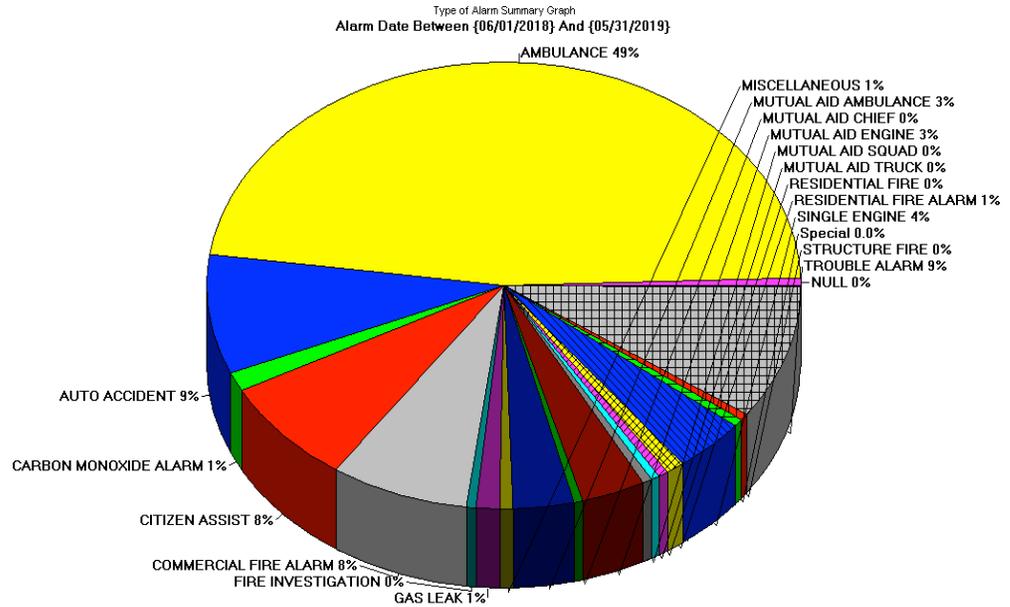
All MFPD paramedics with licenses up for renewal met the required 100 hours of CE training.

All four ambulances were re-licensed.

All ALS non-transport vehicles were self-inspected and relicensed.

Call volume:

As shown below, the majority of the Districts call volume were EMS related.



Ambulance calls	49%
Auto Accidents	9%
Mutual aid ambulance	3%

To add to these totals, many other incidents such as odor investigations and citizen assists also involve EMS personnel, making the percentage of calls involving EMS much higher.

Looking forward

As the fiscal year closes, FF/PM Brian Crabtree will be taking over as the EMS coordinator and Engineer Tim Wiencek will be taking over the Assistant coordinator position. We foresee many new training opportunities, as well as the adoption of newer techniques in order to accomplish our mission more safely and efficiently.

Fire Prevention Bureau

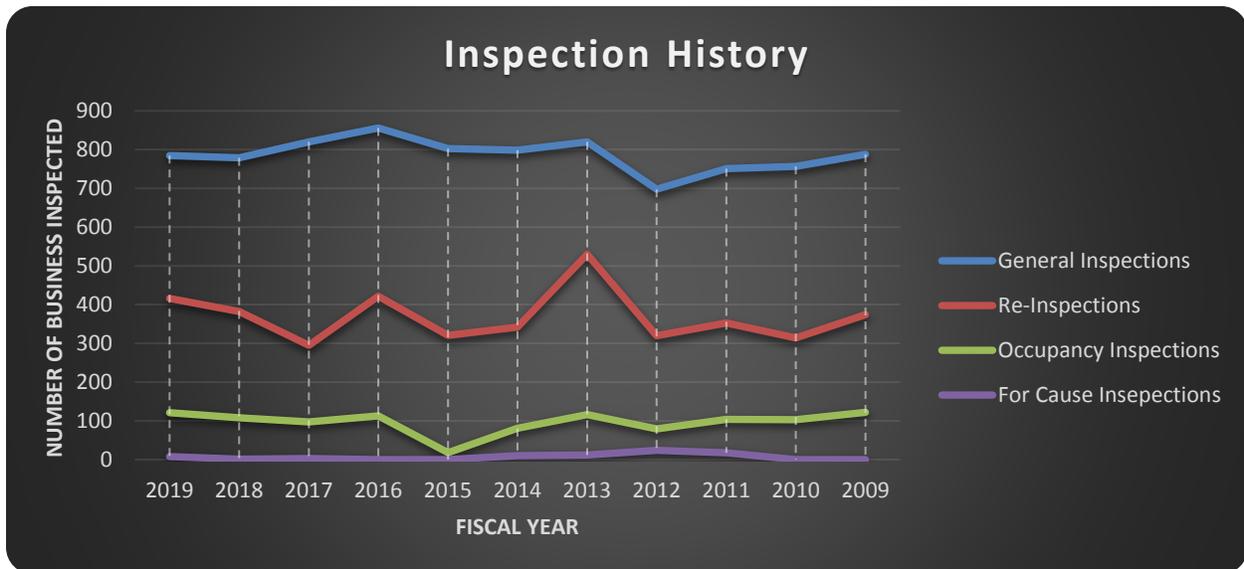
Lieutenant Mark Sickles

Inspections & Construction

The Mokena Fire Protection District currently has 1,146 active files for businesses/buildings within its jurisdiction. Of these files, 111 are preplan reference files or open files that are not occupied yet and have not been inspected.

This leaves 1,035 files that are subject to inspection for the fiscal year. Between the fire prevention bureau (FPB) and Company Inspections, 785 general inspections, 121 occupancy inspections (17 new occupancies, 104 re-occupancies), 8 for-cause inspections, and 416 follow up inspections were conducted for a total of 1,330 total inspections for the fiscal year. 914 of the available 1,035 files were inspected in either general, occupancy, or for-cause inspections which equates to an 88% completion rate.

Of the 121 occupancy inspections, 104 (86%) were existing construction occupancies that were vacated and re-occupied, 17 (14%) were new construction occupancies where no other business existed there before. 100 (83%) were in the Village of Mokena, 10 (8%) were in the Village of Orland Park, 9 (7%) were in the Village of Frankfort, and 2 (2%) were in Will County.



One carnival (16 rides & 4 food vendors) was inspected by the FPB at the Mokena Park District for Halloween Hollow on October 12, 2018.

Four new construction projects were started in FY 2019:

Mokena Wolf Road LLC
18781 90th Ave.
Village of Mokena
40,000 sq./ft multi-unit commercial new construction

Crash Champions LLC
NEC 191st & 88th
Village of Mokena
25,431 sq./ft new construction

Burger King
9647 191st St.
Village of Mokena
2,866 sq./ft new construction

Anderson Pump Service
9720 197th St.
Village of Mokena
11,496 sq./ft office/warehouse new construction

Village of Mokena	4 (100%)
Village of Orland Park	0 (0%)
Village of Frankfort	0 (0%)
Will County	0 (0%)

New construction buildings that were either partially or completely approved for occupancy in FY 2019:

ABC Supply Company
8315 Spring Lake Dr.
Village of Mokena
50,000 sq./ft warehouse

Gas N Wash
19990 Lagrange Rd.
Village of Mokena
7,040 sq./ft store & 4,574 sq./ft car wash

Ongoing new construction projects working on older permits:

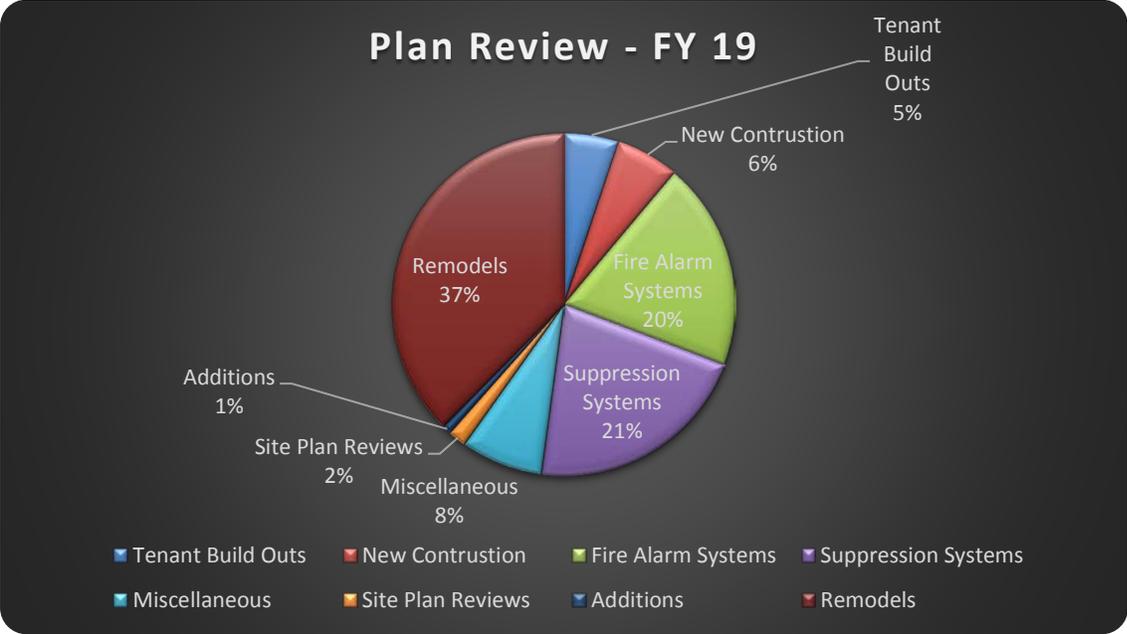
Holiday Inn Express
19160 Greenwich Dr.
Village of Mokena
14,950 sq./ft, 4-story hotel

Plan Reviews

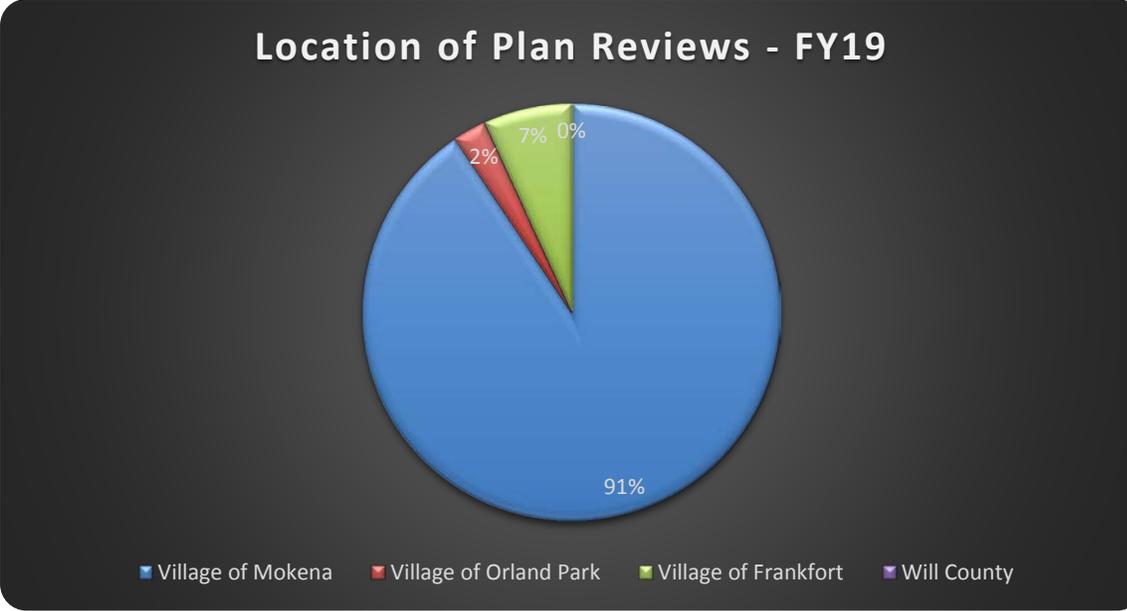
A total of 117 plan reviews were conducted in the fiscal year and break down as follows:

Additions:	1
Fire Alarm Systems:	23
Miscellaneous:	9

New Construction:	7
Remodels:	44
Site Plans:	2
Suppression Systems:	25
Tenant Build-Outs:	6



Village of Mokena	106 of 117 (91%)
Village of Orland Park	3 of 117 (2%)
Village of Frankfort	8 of 117 (7%)
Will County	0 of 117 (0%)



Fire Incident Pre-Plans

The FPB continues to create, maintain and update the pre-plan drawings as necessary.

Fire Prevention

Schools: 2018 Fire Prevention Campaign

Number of Students	2,999
Number of Programs	77
Number of Program Dates	24
Programs per Date	3.2
Students per Date	125
Students per Program	38.9
Total Hours of Instruction	50.75
Hours of Instruction per Date	2.11
Hours of Instruction per program	.66
Total Spent on Handout Materials:	\$4,447.09
Average Expenditure per Student:	\$1.48

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

A total of 468 smoke detectors were given out to students this fiscal year.

Public Education

CPR/ AED Classes

23 sessions
252 participants
10.9 participants per session

Basic First Aid

3 sessions
39 participants
13 participants per session

Senior Luncheons

2 dates (5-14-18 & 9-10-18)
2 sessions
125 participants
62.5 participants per date
62.5 participants per session

Ride to School

4 rides for fire prevention contest winners
(coloring contest, essay contest & raffle)

Station Tours

3 tours

Family Fun Day

1 date (6-2-18, 1200-1400 hours)

50 participants
16.6 participants per tour
Approximately 242 participants

Pancake Breakfast

1 date (10-7-18, 0730-1200 hours)
Approximately 650 participants

Baby Sitting Clinics

2 sessions
4 dates
48 participants
24 participants per session

Health Fairs/Business Expos

1 attended

Fire Safety Presentations

3 sessions
200 participants
66.7 participants per session

Block Parties

16 attended

Parades

6 attended

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 the bulbs remained red.

Fire Investigations

We continue to support and participate in the MABAS 19 Fire Investigation Team (M-19) and the Will, Cook & Grundy County 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 Christopher Buchan (M-19 & TF)

In FY19, 29 fire investigation requests were made by MABAS 10 and/or Task Force participating departments. Of the 29 requests, 10 (34%) were responded to by a Mokena Fire Investigator.

In the fiscal year there were six fires investigated in the Mokena Fire Protection District. 5-Structure Fires and 1-Vehicle (5-Unintentional and 1-Lightning Strike). Of the six investigations, five were team call outs for MABAS-19 and one was an in-house investigation.

Division of Training

Lieutenant / Paramedic Richard Gotter

Firefighter / Paramedic Chris Buchan

FY 19 had many changes for the training program and opportunities for improvement. Last fiscal year we conducted 17,248.38 hours of fire suppression and EMS training. As we continued many positive changes, this year's total was 18,601.13 hours of fire suppression training and 2,026 hours of EMS training, totaling 20,627.13 hours. This is a 10.89 % increase over last fiscal year.

MFPD proctored the new OSFM Company Fire Officer 1 task book for all MFPD personnel that are certified as Provisional Fire Officer 1. This task book consists of 15 job performance requirements, i.e. lead training instructor, acting officer, daily station duties and budgeting. MFPD has 9 OSFM provisional fire officers in its ranks, 7 have completed the task book thus far.

The MFPD has been fortunate to use the Tinley Park Fire Department's training facility on 183rd Street for concrete wall breaching / search and rescue / and hose management training. 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 were scheduled with neighboring Fire Districts throughout the year. Topics 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 Orland Park and Frankfort Training facilities. These mutual aid companies work together at "Light n Fight" and are conducted with live fire scenario base. Multiple training objectives are performed. These "Light n Fight" trainings last for 4-5 hours and allow all on-duty personal to attend.

Target Solution training program was managed throughout the year 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. I believe this platform is working well with our organization needs.

Goals obtained for FY 2019

- Continued to monitor and evaluate company during tower trainings.
- Continued to incorporate advance FF trainings.
- Continued to promote mutual aid drills.
- Implemented the new OSFM renewal requirements for Rope Operations and HazMat Operations.
- Proctored the new OSFM Company Fire Officer 1 task book to all MFPD provisional fire officers.

- Managed Target Solution program for tracking individual training completed, mandatory, and make-up drills.
- Managed required monthly defensive driving training program.
- Continued with the 3-year training program schedule.
- Conducted a Blue Card Refresher course during quarterly Officer meetings.
- Delivered Officer training every month.
- Took an active role in MABAS 19 Training Committee.

Goals for FY 2020

- 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 as Lieutenants.

Active Member Certification Survey

State of Illinois – Fire Marshal’s Office Certification and other Certifications

Achievements of all active members in FY 2019

Vehicle & Machinery Technician

FF. Adam Meyer

Rope Operations

FF. Stewart Romadka

Structural Collapse Operations

FF. Scott Bukowski

Watercraft Technician

ENG. Kenneth Berger

Fire Officer I

ENG. Tim Boomsma

FF. Scott Bukowski

Blue Card Command re-cert

Assistant Chief Richard Campbell

LT. Michael Kavanagh

LT. Richard Gotter

LT. Todd Newton

Division of Small Equipment and Hose

Lieutenant / Paramedic Erik Moeller

- Purchased 1 case of class A foam POK sticks.
- A new GasTrac natural gas detector was purchased and placed in-service.
- The District put in service new state of the art heavy rescue tools on Engine 93. This is the first step of a multi-year program designed to upgrade our heavy rescue capabilities.
- Replaced and placed in service four hundred feet of 3 inch fire hose.
- During the months of April, May and June the District conducted our annual hose testing. Duty personnel tested one truck and three engines as well as the extra hose stored between the three stations, totaling approximately 15,900 feet of fire hose. Much less hose failed or required repair this past year than in the previous year. A replacement program is ongoing for our aging attack hose and has been outlined in the FY 2020 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

This past year in maintenance has been a busy one. We have signed an intergovernmental agreement with Oak Forest to service their vehicles and continue to service Manhattan, Tinley Park and our own vehicles. We have completed servicing all 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 salt spreaders this year. We have a consistent priority repair schedule to get all the vehicles in for repairs and or maintenance.

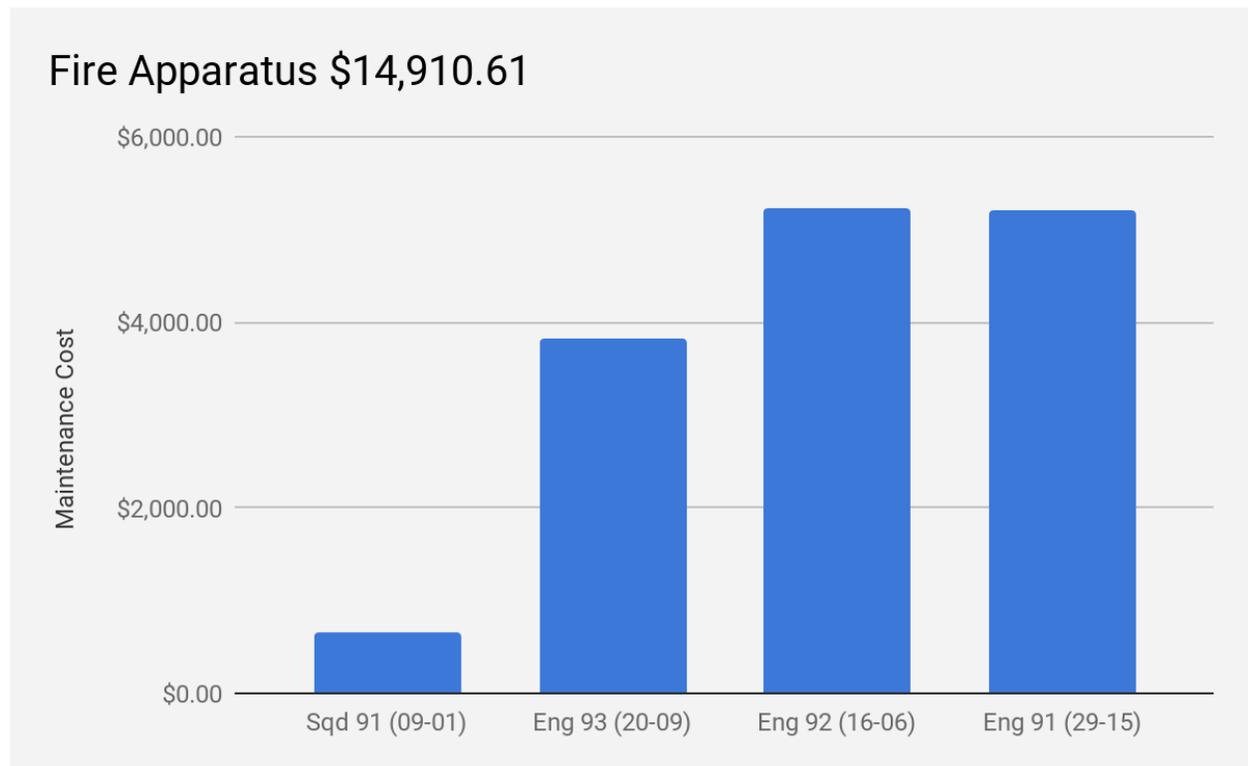
Ladder truck 19-08 was driven to the Pierce remanufacturing shop in Weyauwega, WI in July of 2018 and returned February 2019. While the truck was at Pierce, they removed the rear body, torque box, frame rails, and repaired the rust. The truck had failed the UL ladder test in the fall of 2017 due to the torque box corrosion. The aerial ladder had a nondestructive test done by UL, and the pump testing was completed while it was at their facility.

We started sending oil samples from our apparatus out for analysis to an independent lab. There is a minimal cost to doing this, and the benefit is that we can see if there is gasket material, bearing material, and other contaminants in the oil. We will be able to see trends in how the engines are wearing and make repairs sooner.

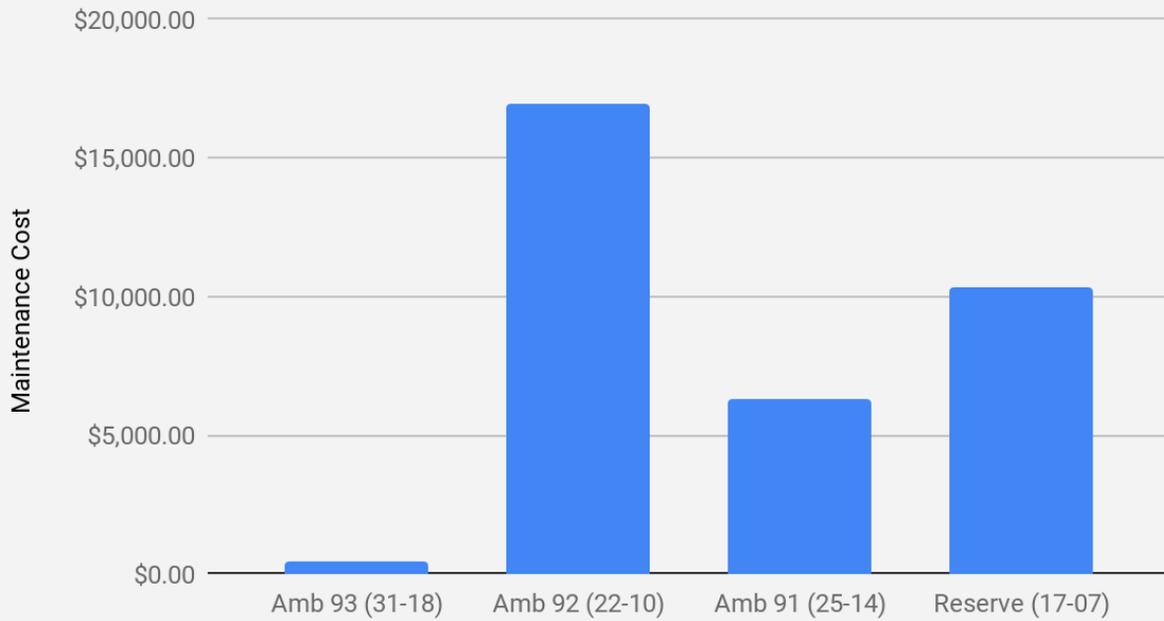
The coolant from the vehicles are also sent out for testing and a representative from the coolant manufacturer came out and gave a presentation. This testing exposed what needed improvement or replacement, and what coolant showed contamination. Repairs were made according to their suggestions.

We have been monitoring pricing with our vendors and adjusting as needed. Our bulk oil purchasing is now made directly from Valvoline, improving our cost. The Will County Maintenance mechanics meetings have been very beneficial regarding this.

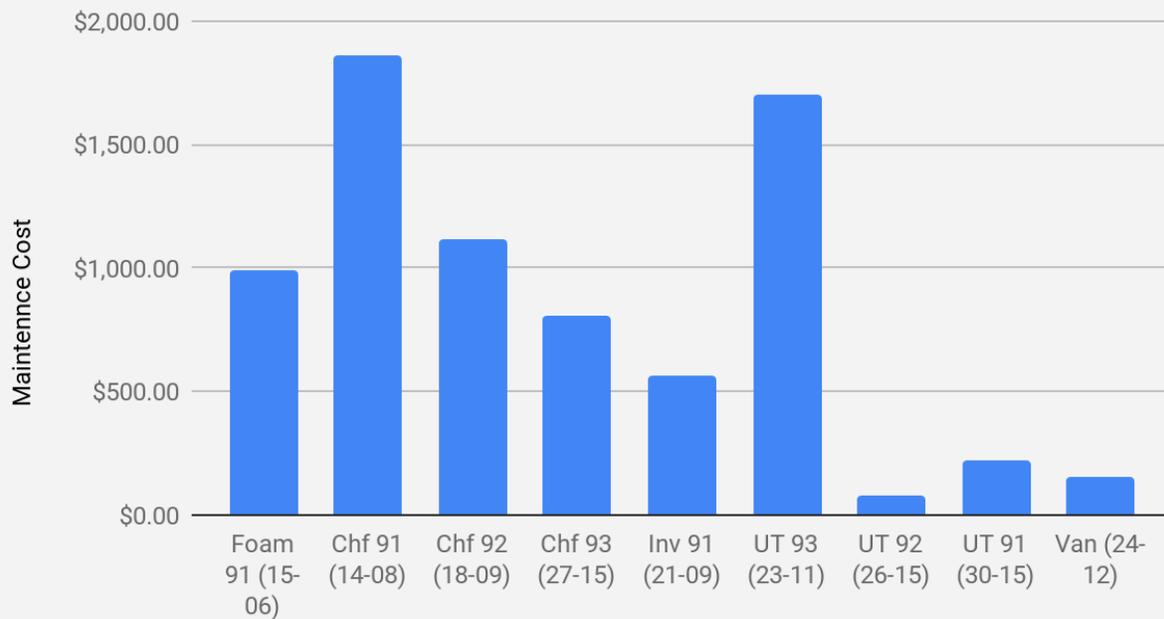
The members of the maintenance division have attended Illinois Fire Apparatus Association meetings and Will County Fire Apparatus Mechanics meetings throughout the year. These meetings are hosted throughout the area and provide quality training from manufacturers and vendors. The members of the maintenance division continue to hold multiple emergency vehicle technician certifications. We have hosted a few of the Will County Fire Apparatus Mechanics meetings this year with presenters from Stihl Chainsaw and Old World Industries (manufacturer of coolant).



Ambulance \$33,971.02



Staff Vehicles \$7,488.97



Division of Buildings and Grounds Maintenance

Firefighter / Paramedic Mike Hullinger

In FY 2019 there were many developments in the building and grounds division. The biggest was the Nederman system being retrofitted at Station 1 and Station 3 to relocate the ambulances to a different bay. The ambulances are now in a better position for shift personnel resulting in better service and faster turn out times.

Current goals for FY 2020:

- Continue preventative maintenance at all stations.

Division of Protective Gear

Engineer / Paramedic Mark Rojek

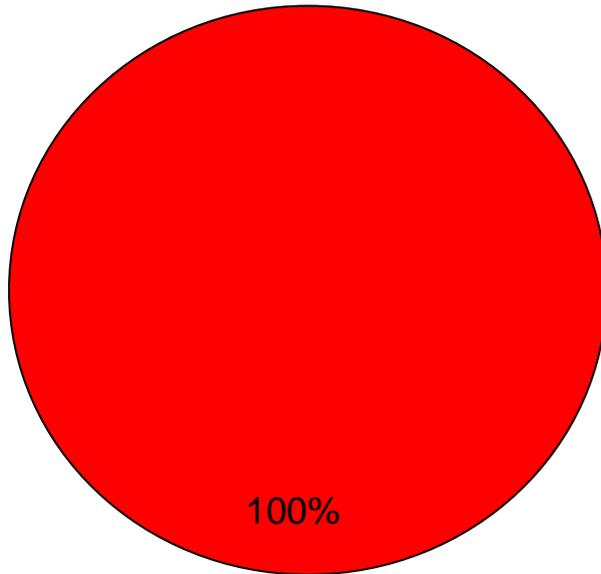
The protective gear program successfully had 100% of front-line bunker gear cleaned, inspected, and repaired by our third-party factory warranty repair company. That company no longer services bunker gear so we switched back to our original provider this year.

We were able to purchase four more sets of bunker gear 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 2020:

- 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

BUNKER GEAR



Inspected/Repaired to NFPA 1851

Division of Clothing

Firefighter / Paramedic Adam Meyer

Engineer / Paramedic Mark Rojek

In FY 2019 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 2019 lead times on clothing has continued to decrease. The Division of Clothing has worked to keep common items in stock for a quick turnaround.

In FY 2019 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 as many manufacturers are getting away from the 100% cotton standard. The Division of Clothing is constantly looking into different vendors for better options.

During FY 2019 the Division of Clothing established guidelines regarding station footwear. District members are given the choice of 3 different vendors, as well as online ordering, to find footwear that fall within the guidelines and are approved and issued by the District.

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 2019 the MFPD conducted our yearly SCBA face piece and FIT testing for the entire staff, to ensure all members are safe. In addition, MSA air pack testing was completed successfully.

The Division of SCBA applied for a grant for the replacement of all SCBA's and masks. We are patiently awaiting the results of this grant.

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

In FY 2020 the Division of SCBA will continue to maintain all equipment and replace as necessary.

Division of Employee Assistance

Lieutenant / Paramedic Todd Newton

In FY 2019 the MFPD continued to bring awareness to the need and availability of the Employee Assistance Program (EAP) and psychological support; not only for MFPD employees but for their families. The EAP budget includes EAP visits as a benefit for ALL personnel. All classes towards EAP are also encouraged by the MFPD.

The psychologist we are connected with 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. After the initial visit, the psychologist will tailor a program with a psychologist specifically for the employee that is reaching out. The EAP and Psychological budget also includes up to twelve visits per employee. FF Brian Crabtree is now part of a team called Illinois Firefighter Peer Support Group. This group specializes in peer support for fire service members around the state of Illinois.

Division of Computer Aided Dispatch (CAD)

Lieutenant / Paramedic Tom Hug

Firefighter / Paramedic Chris Buchan

FY 2019 brought about many changes in the CAD Division.

First and foremost, the MFPD continues to face growing pains and issues with Laraway Communications Center (LCC). These include CAD issues with run cards, radio system glitches and training issues. We will continue to work with LCC to make the center the best it can be. Considerable improvement has already taken place and we are confident this will continue.

The MFPD has been evaluating radios in anticipation of receiving a grant for radios with the other original Lincoln Way area fire departments.

The MFPD has reprogrammed all radios to be able to talk to other dispatch centers when we respond to their areas.

MFPD has also purchased 800mhz pagers and placed them in service. MFPD continues to evaluate its prescribed run cards to ensure the best and closest response for the residents of our District.

Division of Station Supplies

Engineer / Paramedic Mike Laney

The Division of Station Supplies continued to supply three stations with the necessary items to keep each station clean and running appropriately. This year there has been some investigation to cost savings by cooperative buying with other agencies. These details have not been ironed out yet. We are currently pursuing a hands-free option for roll paper dispensary.

Division of Accreditation

Firefighter / Paramedic Adam Shefcik

Fiscal Year 2019 saw calendar year three of the five-year accreditation cycle for the MFPD. The 2019 Annual Compliance report was submitted and approved without recommendations. The last remaining strategic recommendation made by the peer assessment team during their site visit is currently under review at this time.

Division of Information / Technology

Firefighter / Paramedic Adam Shefcik

Fiscal Year 2019 saw the purchase of one PC for the District that replaced an outdated one. A new copier/printer was also purchased for the administration. The IT division rebuilt a Panasonic Toughbook that was believed to be affected by the Will-County 9-1-1 virus that occurred in 2018. Re-building the affected part saved the District over \$2000. Microsoft Office 365 was purchased so that all members now have secure access to department email as well as office programs anywhere in the world. A new record management software is being evaluated to replace the problematic Firehouse program.

Division of Health and Fitness

Engineer / Paramedic Eric Kobialko

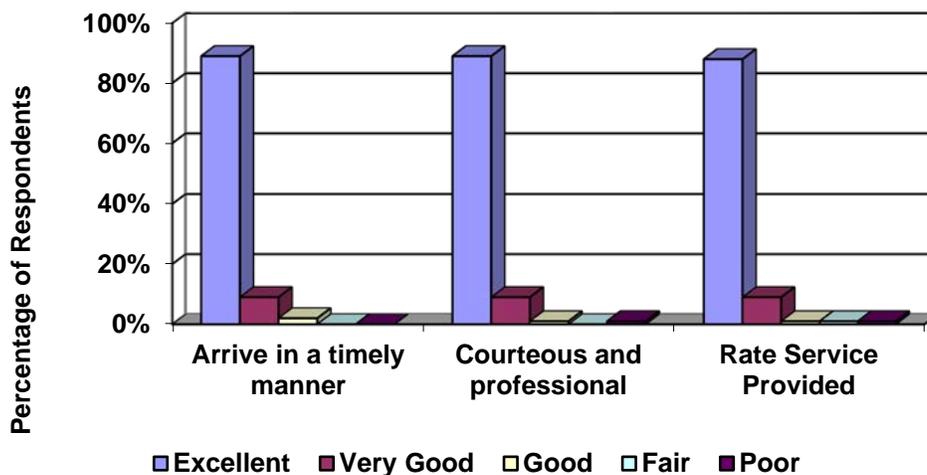
In FY 2019, MFPD purchased 3 rowing machines totaling \$2,655.45. Quarterly fitness trainings are conducted for all three shifts. Total fitness for all members totaled 2,233.25 hours.

CUSTOMER SATISFACTION SURVEY RESULTS

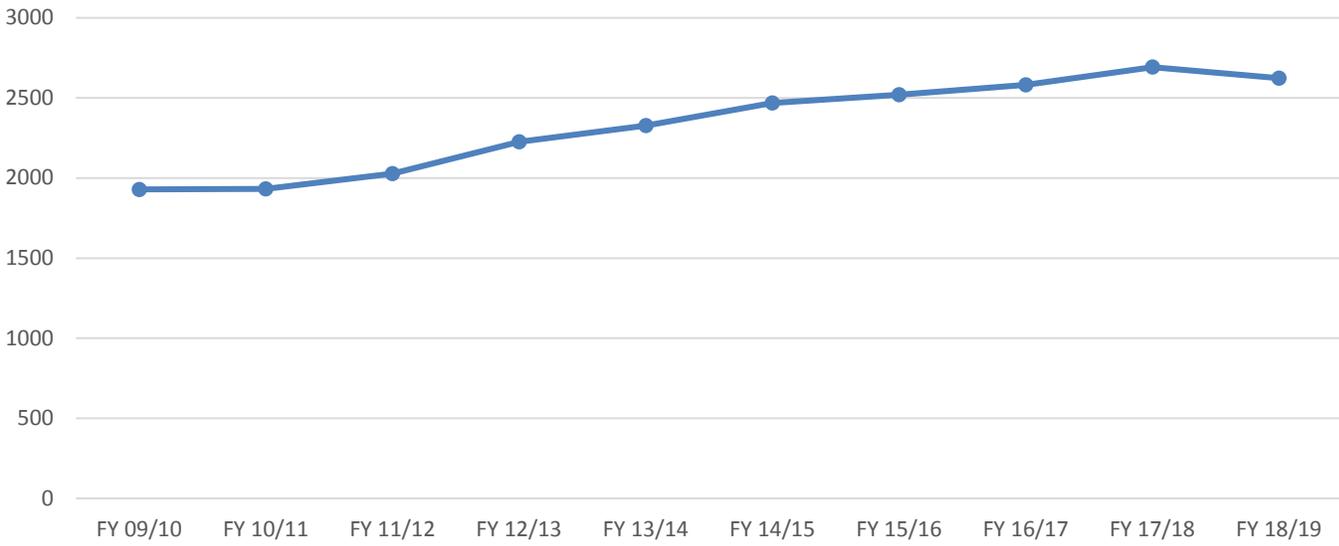
Number of Surveys received in FY 19: **97**

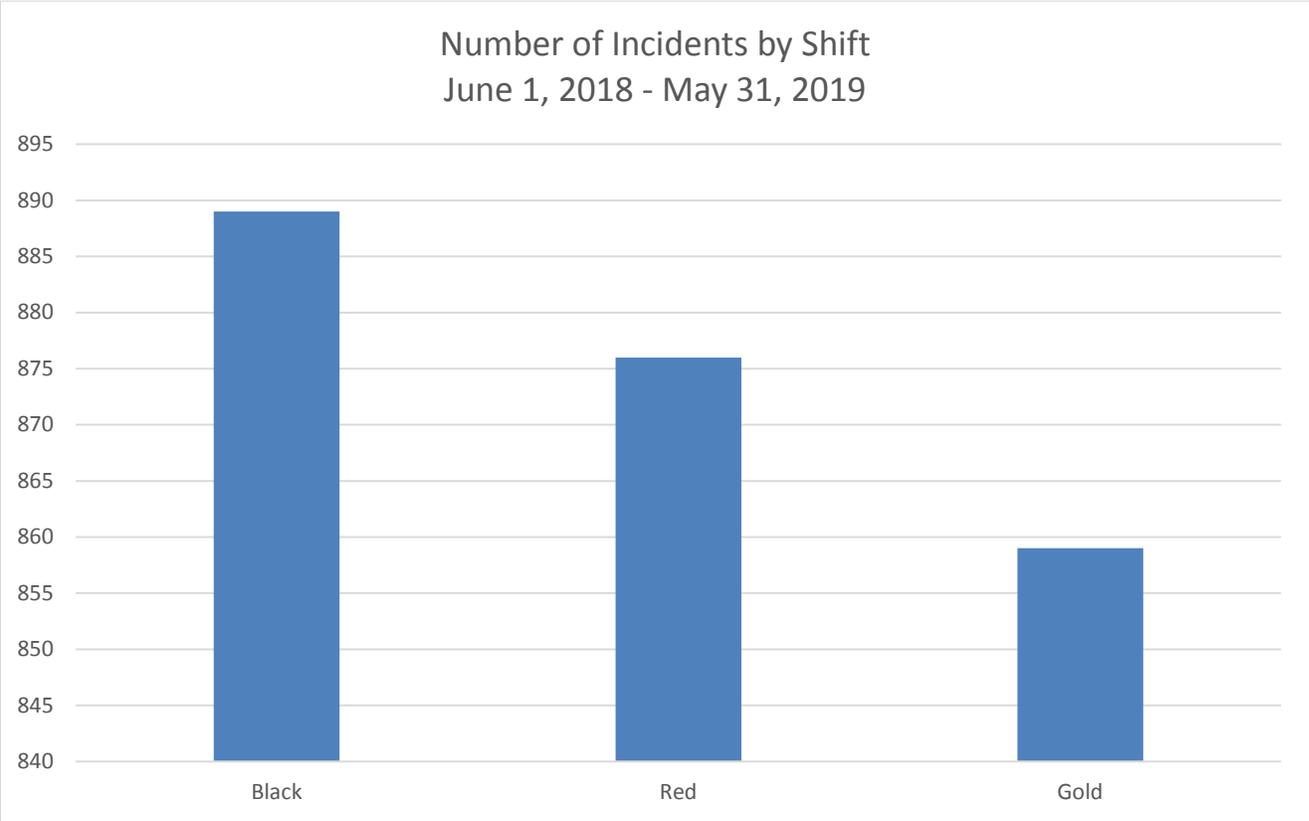
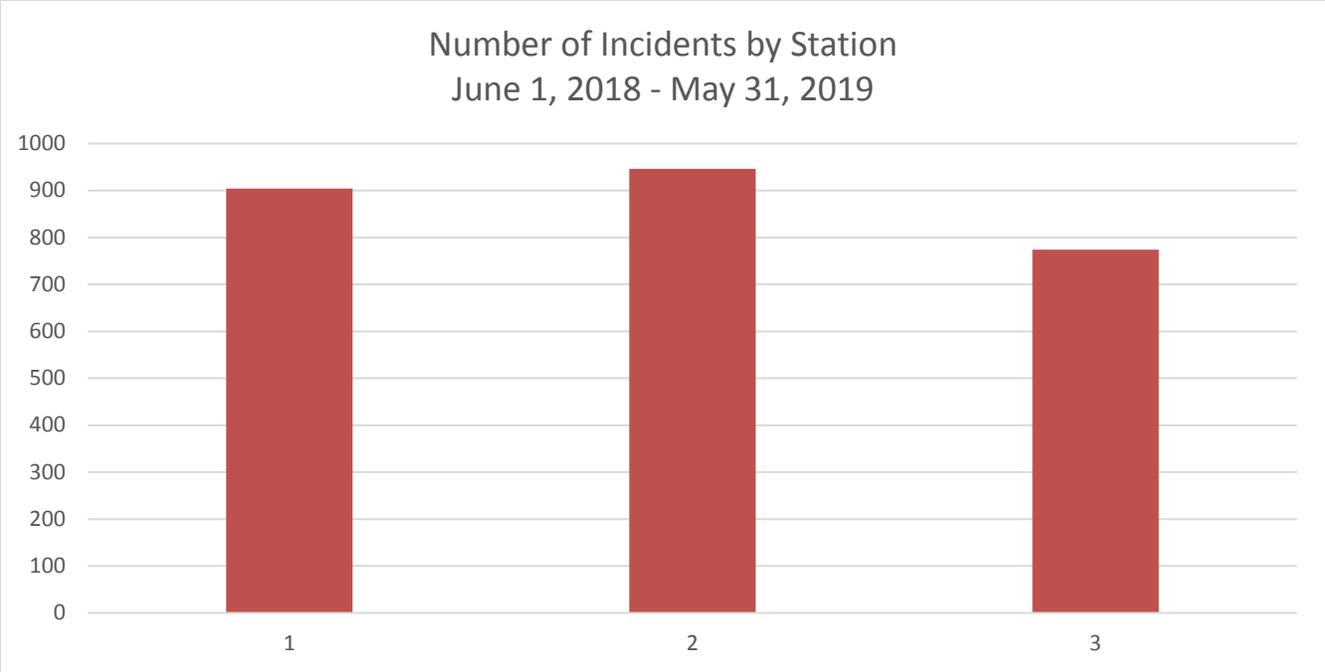
<u>E</u> xcellent	<u>V</u> ery <u>G</u> ood	<u>G</u> ood	<u>F</u> air	<u>P</u> oor
E	VG	G	F	P
1) Do you feel emergency vehicles arrived in a timely manner?	86	8	2	
2) Were the firefighters and/or paramedics courteous and professional?	86	8	2	1
3) How would you rate the service you were provided?	85	9	1	1
4) If you have any comments, good or bad, we would like to hear from you.	62 Surveys had comments			
Optional Name	82 Signed surveys			

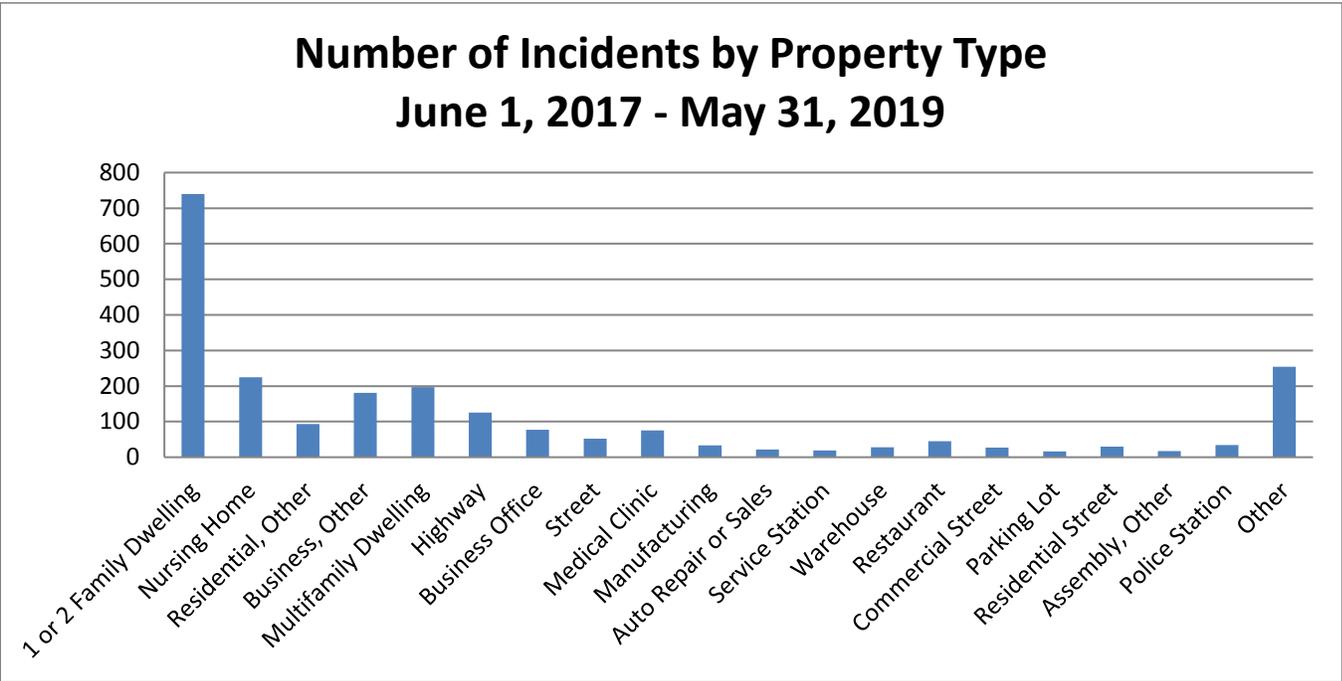
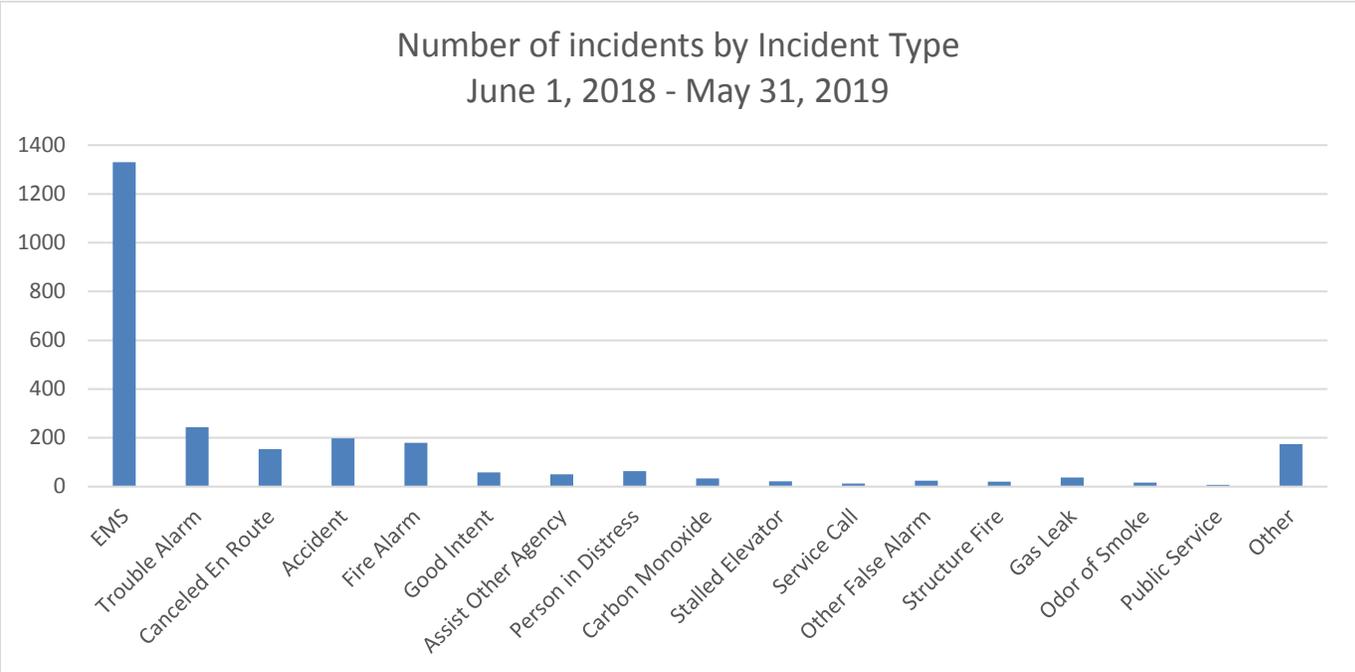
Note: Numbers do not equal number of surveys received in FY 2019 due to some surveys not entirely completed.

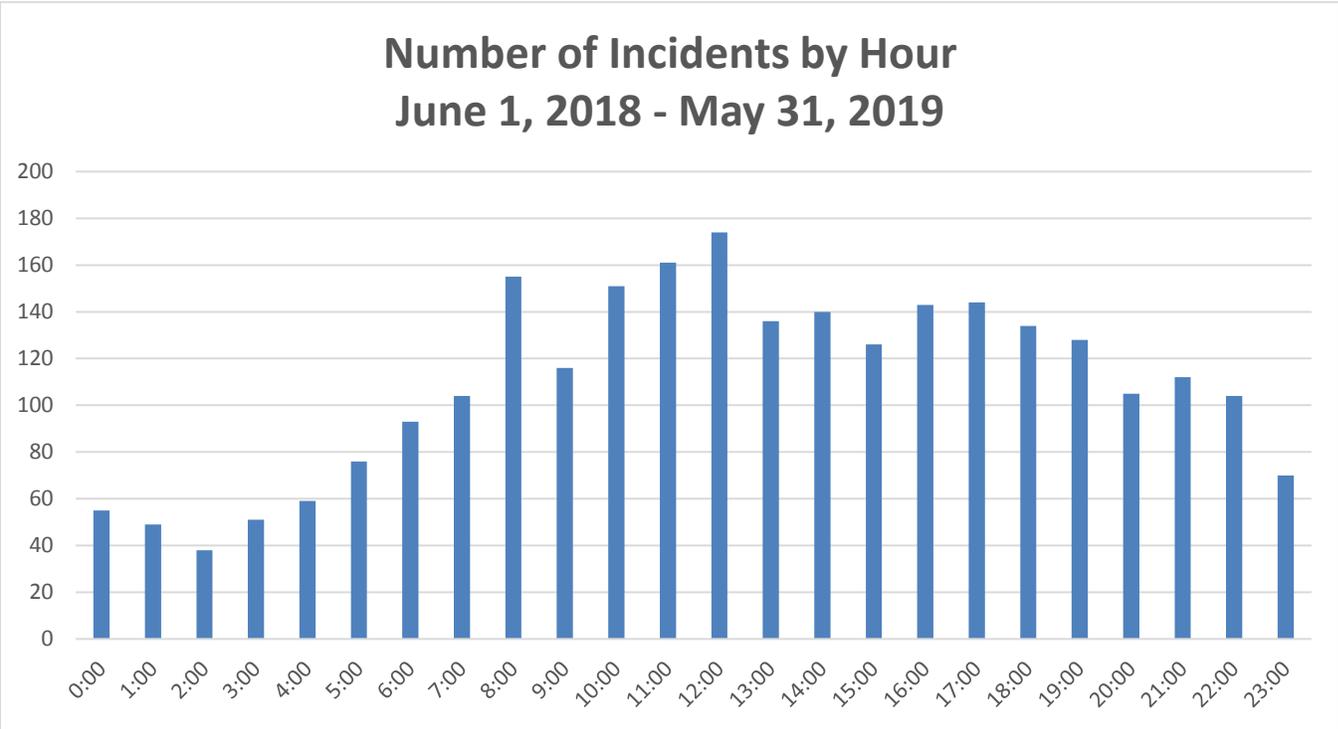
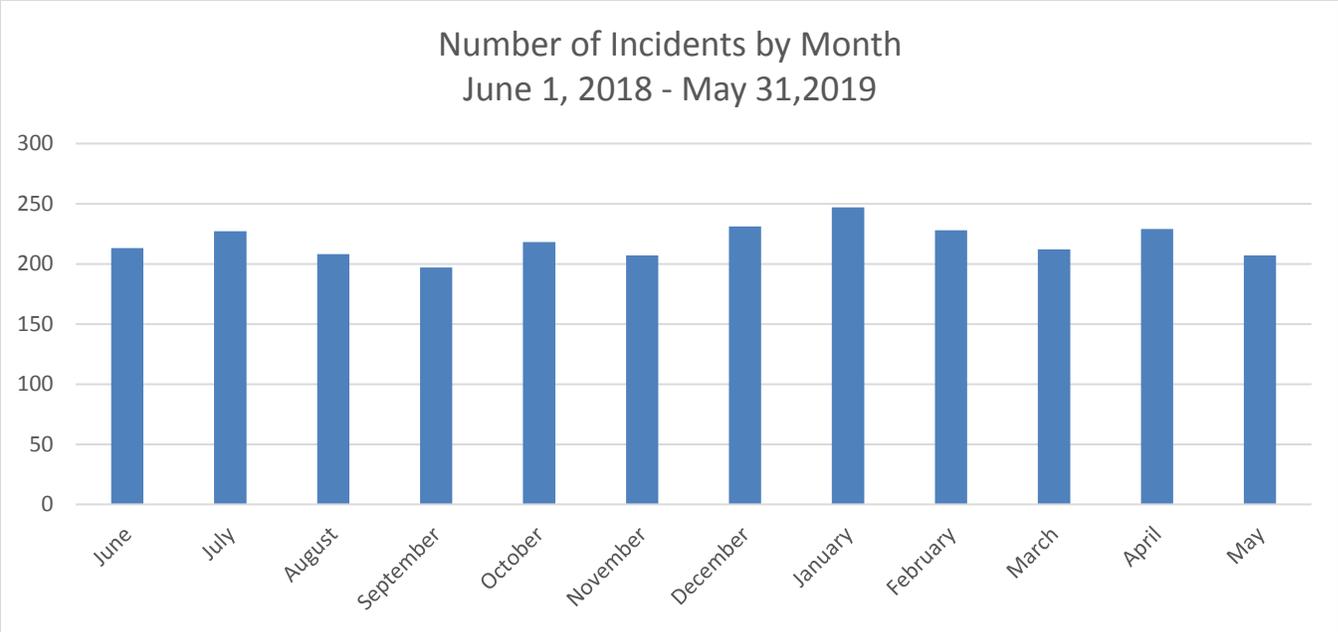


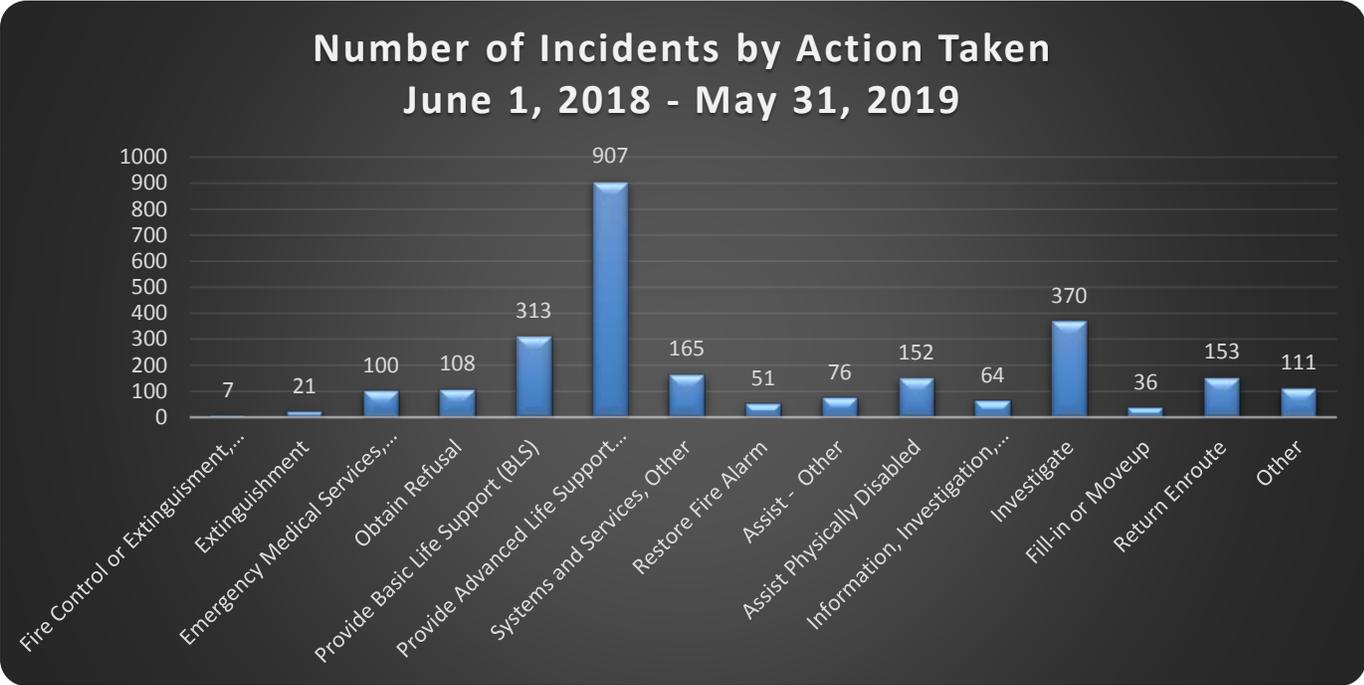
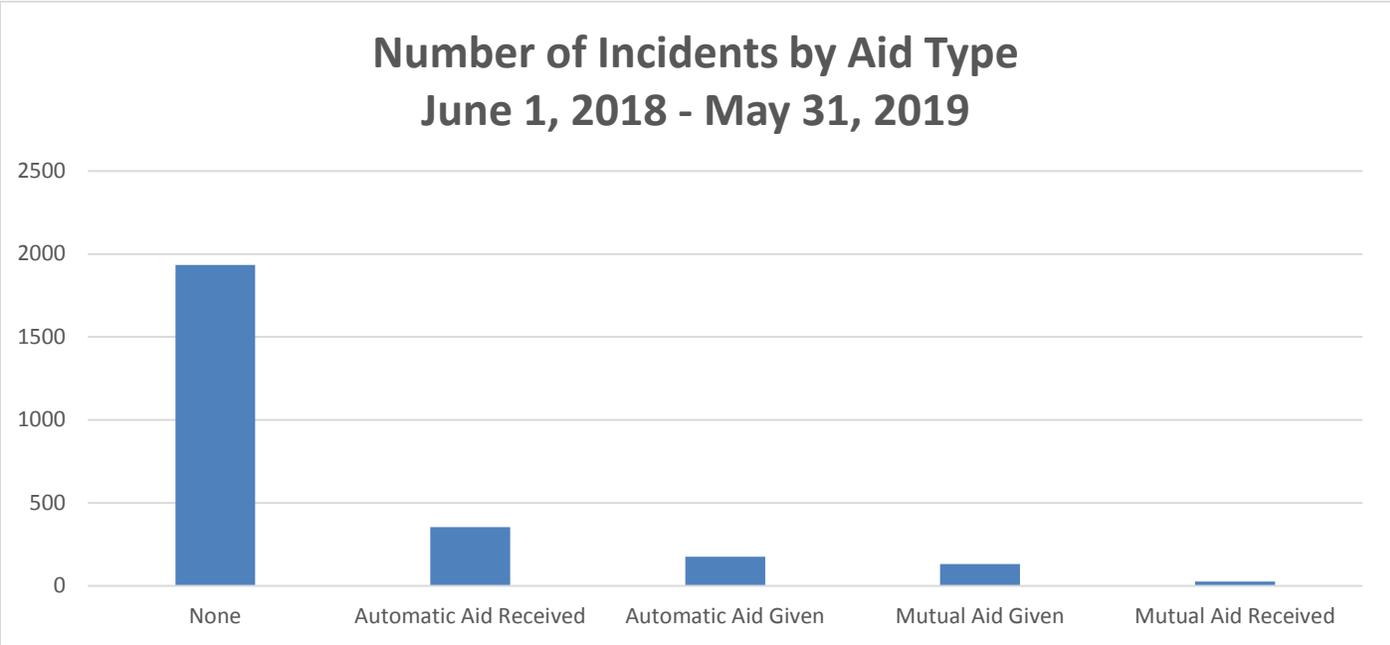
Number of Incidents by Fiscal Year
June 1, 2018 - May 31, 2019







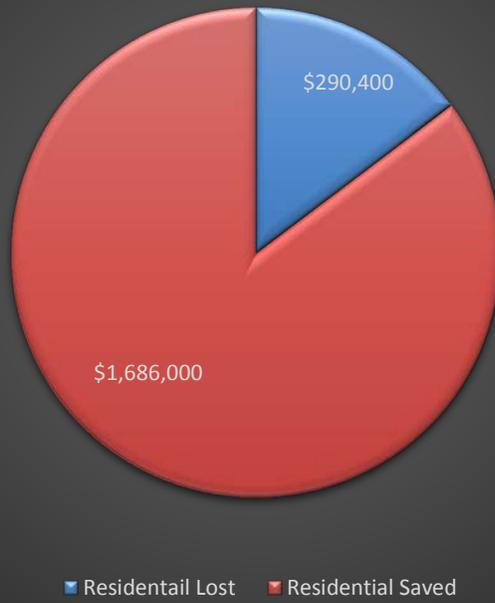




Fire Loss Survey

Property/Loss Type	Number of Incidents	Value	Loss	Saved	Percent Saved	Percent Loss
Building Fire / Inside structure	6	\$ 1,976,400	\$ 290,400	\$ 1,686,000	85	15
Passenger Vehicle	13	\$ 10,192,700	\$ 95,200	\$ 10,097,500	99	1
Mobile Property	1	\$ 7,500	\$ 300	\$ 7,200	96	4
Outside Equipment	1	\$ 400,000	\$ 30,000	\$ 370,000	93	8
Off Road or Heavy Equipment	1	\$ 5,200	\$ 1,100	\$ 4,100	79	21
Other	3	\$ 3,700	\$ 3,700	\$ -	0	100
Total Fire Loss	25	\$ 12,581,800	\$ 417,000	\$ 12,164,800	97	3
Total Non-Residential	19	\$ 10,605,400	\$ 126,600	\$ 10,478,800	99	1

Residential Fire Loss Vs. Saved - FY19



Total Fire Loss vs. Saved - FY19

