



Mokena Fire Protection District

Honoring the past - Embracing the future

MOKENA FIRE PROTECTION DISTRICT'S TRUSTEE MEETING May 14, 2024

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

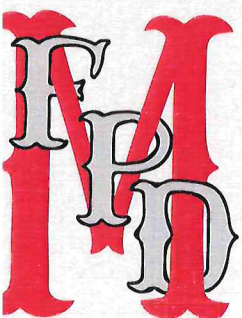
10000 W. 191st Street
Mokena, IL 60448
(708) 479-3782

Fire Station #3

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

www.mokenafire.org

Established 1883
Organized 1917



The regular meeting of the Mokena Fire Protection District was held on Tuesday, May 14, 2024, at Mokena Fire Station #1 at 7:00 PM.

Trustees Roll Call:

Trustee Haas	Present
Trustee Blank	Present
Trustee Hennessy	Present
Trustee Burkhardt	Present
Trustee Warning	Present

Others Present:

Chief Joe Cirelli, A/C Rick Campbell, Recording Secretary Nancy Feigel, Accountant Howard Simon, & Attorney John Motylinski.

The meeting was called to order at 7:00 p.m. with a quorum present.

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Dennis Burkhardt made a motion, seconded by Craig Warning, to approve the minutes of the April 9, 2024, Trustee meeting. Motion passed with all ayes.

PUBLIC COMMENTS

None

UNION REPORT

None

FINANCE REPORT

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to accept the Monthly Statement as presented. Motion passed with all ayes.

The cost recovery billing information was reviewed.

APPROVAL OF BILLS

Craig Warning made a motion, seconded by Ken Blank, to pay the monthly bills in the amount of \$556,467.39 as presented. Motion passed with all ayes.

It was noted that payments for the engine/ambulance loan, station 3 loan, and 50% of the remount invoice for the 2010 Horton module onto a 2025 freightliner chassis are included this month.

TRUSTEES' REPORT

None

CALENDAR AND CHECKLIST

The Trustees have all filed their Statement of Economic Interest with the County Clerk.

The approval of the budget for FY25 is an agenda item later in the meeting.

FIRE MARSHAL'S REPORT

The code enforcement report and community risk reduction surveys were reviewed by the Board.

PUBLIC HEARING – FISCAL YEAR 2025 TENTATIVE BUDGET

Ken Blank made a motion, seconded by Craig Warning, to open the budget and appropriation hearing at 7:09 PM. Motion passed with all ayes. There were no public comments. James Howard reviewed highlights of FY24 and the FY25 budget. Over the last 6 years we have been able to add to our fund balance, which is very positive. Robert Hennessy made a motion, seconded by Dennis Burkhardt, to approve the tentative budget as presented. Motion passed with all ayes.

Robert Hennessy made a motion, seconded by Craig Warning, to close the hearing at 7:20 PM. Motion passed with all ayes.

APPROVAL OF BUDGET AND APPROPRIATIONS ORDINANCE - FISCAL YEAR 2025

Dennis Burkhardt made a motion, seconded by Robert Hennessy, to adopt *Ordinance No. 2024-2*, an ordinance providing for budget and appropriation of the Mokena Fire Protection District, Will and Cook Counties,

Illinois for the fiscal year beginning June 1, 2024, and ending May 31, 2025. Motion passed with all ayes.

The appropriate copies were signed. Ottosen Dinolfo Hasenbalg & Castaldo, Ltd. will publish and file the ordinance.

ASSISTANT CHIEF CAMPBELL'S REPORT

The re-mount project will include but is not limited to:

- New interior floor
- Complete repaint of the body module
- New LED interior lighting
- New body module windows
- A new air conditioning condenser will be relocated from under the body module to the upper front of the body module to reduce corrosion.
- New interior vinyl seat coverings
- New LED emergency lighting

The new 2025 Freightliner chassis is scheduled to be delivered to Northwest Freightliner by May 31, 2024.

Engine 92 (HME) out of Station 2 was out of service for approximately 1 week due to a faulty fuel injector. The approximate cost for this repair was \$2,400. The engine is now back in service.

Tinley Park Fire Department has received the 2024 / 2025 maintenance program price list. Tinley Park has completed four years of the five-year maintenance IGA.

On April 22, 2024, at approximately 13:00, MFPD responded to a brush fire at 19415 Wolf Road. The fire did spread to the exterior of the home causing approximately \$5,000 of damage to the home and landscaping. There were no injuries reported. The responding firemen did a good job responding to the call.

EMS division scheduled Illinois Department of Public Health (IDPH) to perform their annual inspections of all the ambulances. They have all passed inspection; Firefighter Brian Crabtree and Engineer Tim Wiencek took the lead in accomplishing this. EMS division will be inspecting all non-transport vehicles, and the appropriate paperwork will be submitted to IDPH.

Many thanks to Lieutenant Mark Rojek for handling EMS supplies!

The Board approved the following Class Request:

- David Porter Trench Rescue Technician – Level II

The April training calendar was reviewed by the trustee members.

FIRE CHIEF CIRELLI'S REPORT

We have one employee who remains out on a duty-related injury.

We are still working with Local 4270 on a potential modified work program.

MONTHLY INCIDENT REPORTS

The Trustees reviewed the monthly alarm reports for April.

CORRESPONDENCE

None

AWARDING OF AMBULANCE REMOUNT BID

A legal notice was posted on April 25, 2024, for remounting the 2010 Horton module onto a 2025 Freightliner M2 106 Conventional Chassis. The sealed bids were accepted until noon on May 10, 2024, and were publicly opened on May 10, 2024, at 1:00 p.m. There was one bid received, which was from Chandler Services in the amount of \$141,550. This bid met all the requirements. MFPD is looking to approve the remount bid.

Craig Warning made a motion, seconded by Ken Blank, to accept Chandler Services' bid for the ambulance remounting. Motion passed with all ayes.

EXTENSION OF RETIREMENT BENEFITS AND PAID TIME OFF PROVISIONS OF ENGAGEMENT LETTER WITH KATHY FERRARO

Some provisions of Kathy's old engagement letter do not carry through with our updated paid time off policy. Kathy also receives a supplemental retirement contribution, along with a different definition of week. Kathy has informed Chief Cirelli that she will be retiring in August of 2025. Chief Cirelli recommends that we extend the retirement benefits and paid time off provisions of the engagement letter with Kathy Ferraro to terminate on August 31, 2025, or upon her retirement, whichever occurs first. The Trustees received the

extension of retirement benefits and paid time off provisions of engagement letter with Kathy Ferraro and have no questions at this time.

Craig Warning made a motion, seconded by Ken Blank, to approve the extension of retirement benefits and paid time off provisions of engagement letter with Kathy Ferraro agreement as presented. Motion passed with all ayes.

APPROVAL OF JOB DESCRIPTION AND SALARY GRADE RANGE – FIRE MARSHAL AND SECRETARY

As we transition to salary grades for non-sworn personnel, we'll need to adopt the job description and salary range for the Fire Marshal and Secretary.

- Fire Marshal (non-sworn) — Salary range (AE-AI)
- Secretary — Salary range (R-V)

The Trustees received the job description and salary grade range for the role of Fire Marshal and Secretary and have no questions at this time.

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the job description and salary grade range for the role of Fire Marshal and Secretary as presented. Motion passed with all ayes.

APPROVAL OF UPDATED CIVILIAN SALARY SCHEDULE, EFFECTIVE JUNE 1, 2024

It is time to make an adjustment to the Civilian Salary Schedule. Chief Cirelli recommends adjusting the cost of living up by 2.75%, which is in line with the CBA and his contract. The Trustees received an updated civilian salary schedule, effective June 1, 2024, and have no questions at this time.

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to approve the updated civilian salary schedule, effective June 1, 2024, as presented. Motion passed with all ayes.

APPROVAL OF SALARY GRADE ADJUSTMENT – FIRE MARSHAL TOM MURRAY

Chief Cirelli recommends the MFPD to set the salary grade for Tom Murray, Fire Marshal to salary grade (AG). The Trustees received a salary grade adjustment for Fire Marshal Tom Murray and have no questions at this time.

Robert Hennessy made a motion, seconded by Ken Blank, to approve the salary grade adjustment for Fire Marshal Tom Murray as presented. Motion passed with all ayes.

APPROVAL OF SALARY GRADE ADJUSTMENT – SECRETARY KATHY FERRARO

Chief Cirelli recommends the MFPD to set the salary grade for Kathy Ferraro, Secretary to salary grade (V). The Trustees received a salary grade adjustment for Secretary Kathy Ferraro and have no questions at this time.

Craig Warning made a motion, seconded by Robert Hennessy, to approve the salary grade adjustment for Secretary Kathy Ferraro as presented. Motion passed with all ayes.

APPROVAL OF SALARY GRADE ADJUSTMENT – RECEPTIONIST KEYLA DARWENT

Chief Cirelli recommends the MFPD to set the salary grade for Keyla Darwent, Receptionist, to salary grade (L). The Trustees received a salary grade adjustment for Receptionist Keyla Darwent and have no questions at this time.

Robert Hennessy made a motion, seconded by Dennis Burkhardt, to approve the salary grade adjustment for Receptionist Keyla Darwent as presented. Motion passed with all ayes.

APPROVAL OF EMPLOYMENT AGREEMENT WITH FIRE CHIEF JOSEPH CIRELLI

Chief Cirelli has been working with attorney John Motylinski on a draft Chiefs Contract. The contract was reviewed and provided by John Motylinski. The Trustees received Fire Chief Cirelli's benefit agreement a few months ago and have no questions at this time.

Robert Hennessy made a motion, seconded by Craig Warning, to approve Fire Chief Cirelli's benefit agreement as presented. Motion passed with all ayes.

APPROVAL OF ACQUIRING UNMANNED AIRCRAFT SYSTEM (UAS) THROUGH USE OF GRANT FUNDING

As discussed at the last Trustee Meeting, we have grant funding available which can be used for a variety of communication and command and control functions, along with other expenses. Last Wednesday, May 8th, we had

an incident in which having a drone would have saved time and effort in attempting to find a man hit by a train. We had discussed the potential of acquiring a drone with some of the funding. After much research, we received a quote from MFE Inspection Solutions for a DJI Matrice 30T drone for a price of \$16,982.99. Chief Cirelli recommends allotting a total of \$20,000 from the available funds to be used for the purchase of this drone, to be used for pre-incident planning, emergency response, and public relations. The rest of the funds will be used to offset expenses related to communications (dispatch services, radio installations, etc).

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve acquiring an unmanned aircraft system through use of grant funding. Motion passed with all ayes.

APPROVAL OF LEXIPOL POLICY SERVICES

At our last Trustee Meeting, we discussed the services of Lexipol, a policy service. Chief Cirelli would like to get authorization to engage Lexipol at this time; Chief Cirelli would like to begin implementing some of the personnel policies as soon as possible. This will allow us to use the approved policies as reading material in future promotional exams. We can use a grant from IPRF to reimburse 25% of the cost (\$2,713) for a cost of approximately \$8,141.82. Chief Cirelli proposes beginning with the Annual Fire Policy Subscription (no implementation assistance).

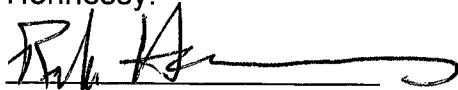
Robert Hennessy made a motion, seconded by Craig Warning, to approve Lexipol policy services as presented. Motion passed with all ayes.

CLOSED SESSION

None

ADJOURNMENT

The meeting was adjourned at 8:43 PM after a motion by Robert Hennessy.



Robert Hennessy
Secretary, Board of Trustees

Recording Secretary: Nancy Feigel