



Mokena Fire Protection District

Honoring the past - Embracing the future

MOKENA FIRE PROTECTION DISTRICT'S

TRUSTEE MEETING

December 10, 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, December 10, 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 Keyla Darwent.

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

MINUTES OF PREVIOUS MEETING, CORRECTIONS, APPROVAL

Craig Warning made a motion, seconded by Dennis Burkhardt, to approve the minutes of the November 12, 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 \$171,721.48 as presented. Motion passed with all ayes.

TRUSTEES' REPORT

Ken Blank wished everyone a merry Christmas and happy New Year.

Dennis Burkhardt wished everyone a merry Christmas, happy New Year, & safe holidays.

Craig Warning wished everyone a merry Christmas and happy holidays.

CALENDAR AND CHECKLIST

The review of all closed session Board of Trustee minutes is an agenda item later in this meeting.

FIRE MARSHAL'S REPORT

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

ASSISTANT CHIEF CAMPBELL'S REPORT

Update on the ambulance remount project:

- The Horton Module interior cabinets have been repainted.
- The oxygen plumbing and accessories have been replaced.
- The electrical outlets have been updated and replaced.
- The Horton Module has been prepped and it's now ready to be painted.
- The air conditioner unit has been delayed by two weeks.
- The bottom section of the interior stainless-steel walls was improperly made and was returned. The two new sections will be delivered in approximately two weeks.
- The new rear bumper is delayed and has a delivery date after the first of the year. Unfortunately, this has delayed the project approximately one month.

Truck 92 (Pierce) out of Station 2, was out of service due to a faulty right front brake chamber. The right front brake chamber was leaking due to a broken spring. Chandler Services replaced the right front brake chamber; it is now back in service. The approximate cost for this repair was \$700.

The bunk room project was completed on time with the station crews moving in on November 21st. The completion of this project was so successful due to the efforts and talent of the shift crew members that worked tirelessly on this project. MFPD would like to thank all the members that contributed to the success of this project.

Nederman has started the repairs on the vehicle exhaust removal system at Station 3. After they complete the repairs at Station 3, they will move to Station 1 and then on to Station 2. The cost of these repairs will be covered by Nederman.

Classic Carpet Care cleaned all the carpets and tile floor at Station 1. The approximate cost for this service was \$700.

The Board approved the following Class Requests:

- Adam Meyer Higher Education

This month's training calendar was reviewed by the trustee members.

FIRE CHIEF CIRELLI'S REPORT

The wiring authorization agreement with Old Plank Trail Bank, to remove Nancy Feigel and add Keyla Darwent as an authorized signatory, will be updated tonight. We only make wire transfers a few times a year.

Station #3's mortgage is paid off.

The MFPD has about \$490,000 of debt remaining as of January 1, 2025.

We were recently notified that our insurance broker, McCutcheon, has sold their firm to Diamond Brothers Insurance. The staff at McCutcheon is not expected to change, and they will remain in their Mokena office. Both Craig and Tim have ensured that we will see no changes, other than who the payment is made to.

All seven applicants passed the full-time firefighter application process; the final eligibility list has been posted.

The Board and The Chief have spoken over the past year or so, and based on the recommendation of the Decennial Committee, The Chief would like to work with Local 4270 on a proposal to implement Battalion Chiefs for the purposes of improved operational efficiency, 24/7 command presence, and

succession planning. The Board agrees to begin the process of working with Local 4270 in implementing Battalion Chiefs.

The Chief will be working with the clerical staff to develop an updated job description for the receptionist position. We hope to have this position ready to post by February.

The bunk room remodel project has been completed, and it turned out fantastic! We appreciate all three shifts for the great work they put into station 1's bunk remodel.

The annual employee recognition dinner will be held on Friday, February 21st at Jamo's Live. More details to follow.

The Chief would like to thank the Board of Trustees, the administrative staff, and the line personnel for the collective dedication, effort, and support over the past year. We've accomplished great things and are looking forward to another exciting year of organizational progress. Have a safe Christmas and a wonderful New Year. Our staff makes it fun to come to work.

MONTHLY INCIDENT REPORTS

The Trustees reviewed the monthly alarm reports for November.

APPROVAL OF THE FOLLOWING POLICIES

The Financial Resource Management manual was placed into policy format within Lexipol, and draft copies were distributed at the last meeting. The Chief has not received any questions or comments on them and would like to approve the following policies:

- Approval of policy 1600 - Statutory Requirements - Financial
- Approval of policy 1601 - Investment Policy
- Approval of policy 1602 - Internal Controls / Internal Financial Management
- Approval of policy 1603 - Accounts Receivable
- Approval of policy 1604 - Purchasing Policy
- Approval of policy 1605 - Purchases Using Federal Funds
- Approval of policy 1606 - Competitive Bidding and Requests for Proposals
- Approval of policy 1607 - Fund Balance Policy

Craig Warning made a motion, seconded by Robert Hennessy, to approve the policies listed above as presented. Motion passed with all ayes.

CORRESPONDENCE

None

REVIEW OF CLOSED SESSION MINUTES

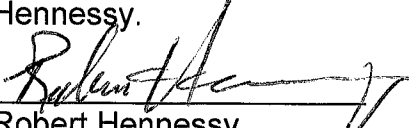
After a review of the closed session minutes, it was determined that there are no closed session minutes to be opened at this time. Craig Warning made a motion, seconded by Ken Blank, to not open any of the closed session minutes. Motion passed with all ayes.

CLOSED SESSION

None

ADJOURNMENT

The meeting was adjourned at 7:44 PM after a motion by Robert Hennessy.


Robert Hennessy
Secretary, Board of Trustees

Recording Secretary: Keyla Darwent