



**FIRST FIRE PROTECTION DISTRICT OF ANTIOCH TOWNSHIP
(Admin Bldg.) 438 Orchard Street, Antioch, IL. 60020**

September 11, 2024

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order by Trustee Dvorak at 5:00 P.M. 438 Orchard Street, Antioch, IL.

ATTENDANCE

The Following Trustees were present, Trustee Dvorak, Trustee Ruth, Trustee Ebert, Trustee Dalgaard via zoom, Trustee Liebert absent, Attorney Flaherty via zoom, Chief Cokefair, Office Mgr. Lori Kikos, guest Ed Lavin from Sawyer Falduto to present.

PUBLIC COMMENT

Kris Shepard representing Hurricane on the Chain on the 21st & 22nd of September thanking the FFPD for their help with an ambulance crew standing by at the Sandbar.

GUEST SPEAKER

Presentation of Fire Districts Investments by Edward Lavin, with Sawyer Falduto, looking at interest rates and the election in the coming weeks and months. Market does better post-election. Trustee Ebert would like to look at the vehicle replacement program with the chief to make investment decisions.

MINUTES

Trustee Dvorak presented the District Minutes of August 14, 2024. Trustee Ebert motioned, second Trustee Ruth, to approve the District Minutes of August 14, 2024, as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert, Dalgaard 1 absent

NO: 0

THE MOTION CARRIED

TREASURERS REPORT

The Treasurer report was presented by Trustee Ebert see attached. Trustee Ebert noted the Chevy Tahoe vehicle 2199 sold at the Obenauf auction in the amount of \$10,400, the monies need to be moved from the 405-money market account at Heartland to the Schwab vehicle replacement account. A motion was made by Trustee Ruth second Trustee Dvorak to approve the September 11, 2024 Treasurer's Report and to move the monies to the appropriate account at C. Schwab as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert, Dalgaard, 1 absent

NO: 0

THE MOTION CARRIED

AUTHORIZE PAYMENT Trustee Dvorak reviewed the bills list and asked if there were any comments or questions. Trustee Ruth asked about the Ambo 2142 accident, Chief noted that district paid for it not the insurance company as we just started with this insurance carrier.. A motion was made by Trustee Ruth second Trustee Dalgaard to approve the district bills September 11, 2024 in the amount of \$335,806.79 for the First Fire Protection District A/P \$149,033.88 debited from the 403 accounts for payroll/tax liabilities for a total of \$484,840.67 and transfer funds from the corporate Fund Money Market Account #016624-05 to the checking account #5105015431 at Heartland Bank in the amount of \$355,000, to cover payment of account payables for September 11, 2024, as audited by the district board as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert, Dalgaard 1absent

NO: 0

THE MOTION CARRIED

COMMITTEE REPORT None

ATTORNEYS REPORT Attorney Flaherty noted he would like to see the trustees at the conference next week, and to please start thinking about getting ready to address the levy which will be at 3.4% also Lori please put on the agenda for next month Next month Preparing an Ordinance Levying and Assessing Taxes of The First Fire Protection District of Antioch Township

CHIEF COKEFAIR review of attached Chief's Report.

CHIEF COKEFAIR

Discussion Items

Construction Project Update – Station 1 & 2 running even, move in date end of October. Moving vehicles next week to west side of building to tear out alley way for two weeks. Floors down appliances are due hopefully November 1st crews in their new quarters. New phones installed and new security cameras and door access, waiting for live hook up. Station 2 roof done, 27 pieces rotted wood that needed replaced, moved on to station 3 roof. Current admin office space through March of 2025. Trustee Ebert asked if there would be any media output on station 1 completion, chief noted probably at pancake breakfast in September 2025. Deep Lake Road project is back on the table 2025-2026 should be done, only option temporary road from station 2 to round about build, 3-month project when school closes in the summer. Administrative Assistant search rescinded offer



**Antioch Fire Department and the
First Fire Protection District of Antioch Township**

Inter-Departmental Memorandum

To: Trustees of the First Fire Protection District of Antioch Township
From: Jon Cokefair, Fire Chief
Date: Friday, September 06, 2024
Re: Fire Chief's monthly status and information report

PERSONNEL Items of interest

New Paramedics: Anthony Avilla-Arellano, Leonel- Rodriguez- Vasquez
Certifications: Steve McDaniel's Fire Investigator

August Anniversaries

FF/EMT Tim Peistrup – 22 years
FF/PM Angelina Innamorato – 1 year
FF/EMT James Spivey – 1 year

Support Services Anniversaries

None

New Hires-

None

New Hire Support Services

None

Resignations

None

Leave of Absence

None

Return to Duty

None

Moved to Support Services

None

Facilities

Station 1

Still forward progress, slowly but surely.

Fixed 2 garage doors.

Station 2

The outbuilding is up, and they are working on the electricity.

Station 3

Having some issues with the ejector pump for sanitation. Working with our plumber to get this fixed.

Fixed 1 garage door.

Other

Continue to have weekly meetings with Camosy and FGM.

Station Renovation

We continue to meet with FGM and Camosy Construction. This meeting is with the site superintendent and the project coordinator.

Proposed Schedule:

Station 1 Phase 1 Completion in October 2024

Station 2 Completion in October 2024

Estimates

August 2024 - \$750,000

September 2024 - \$650,000

October 2024 - \$500,000

November 2024 - \$350,000

Deposit on Furnishings.

Construction Expenditures to date:

<u>Company</u>	<u>Expenditure Total</u>
Camosy	\$ 3,110,602.00
Re Allen	\$ 7,700.00
FGM	\$ 684,237.43
Storage Facility	\$ 39,975.00
Office Facility	\$ 26,000.00
ABT	\$ 3,700.00
Warehouse Direct	\$ 72,539.56
Feathershark	\$ 39,937.38
Fees	\$ 3,652.00
Total	\$ 3,988,343.37

Vehicle Information

2142	To Wrif.s for repairs
2123	PM sevice
2131	Monthly inspection and switch for the jocky pump
2121	Check out the primer pump, order a new on Door sensor wire fixed
2173/80	PM service
2190	Rear tires : sensors replace.Order a new hub cap

Monthly Mileage

	July		Monthly Total
2140	130,795	132,151	1,356
2141	80,350	82,058	1,708
2142	5,199	6,933	1,734
2149	181,043	182,995	1,952
2121	11,662	11,969	307
2123	40,551	41,095	544
2125	77,098	77,908	810
2126			-
2163	25,441	25,611	170
2131	19,296	19,555	259

Training

The Training Division worked on a new layout of training to meet the needs of OFSM and OSHA requirements in quarterly layout. The quarterly layout was rolled out at the end of January, giving members the ability to see their progress and know what training documents / activities need to be recorded and mimicked by Fire manager.

Training Hours-

August- 1783

2024- 13,083hours

Notable Trainings August

- Review with Honor Guard on a possible save. More to follow

Daily / Weekly Training

- Back to basics with both EMS and Fire training
 - o Water supply
 - o Nozzles and hose loads

Fire Prevention

94- Inspections

21-Re Inspections—16 Complied

State Mandated School Fire Inspections-

WC Petty

Antioch Upper

Hillcrest

MKM

High School

1---Fire Investigation

Ash Pallet- Re Inspect

Spring Lake Marina- Occupancy Final

The Café- Fire Alarm Final

High School- Fire Alarm and Sprinkler Finals

Ash Pallet—Fire Alarm Test

Fire Station 1—Hydro Test for sprinkler system

Active Shooter Drill

Safety Meeting

Officer Meeting

Critique of Fire

Freedom Of Information Act Requests

	<u>EMS</u>	<u>FIRE</u>
August	4	4
2024	23	29

28 PARAMEDICS/ 40 EMT'S (7 PARAMEDIC STUDENTS)
FULL ARRESTS/DOA @ 3

August



Incident Type Report (Summary) Fire

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
111 - Building fire	1	0.32%	250,000.00	100,000.00	350,000.00	100.00%
113 - Cooking fire, confined to container	1	0.32%	0.00	0.00	0.00	0.00%
150 - Outside rubbish fire, other	1	0.32%				
151 - Outside rubbish, trash or waste fire	1	0.32%				
Total: 4		Total: 1.27%	Total: 250,000.00	Total: 100,000.00	Total: 350,000.00	Total: 100.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
300 - Rescue, EMS incident, other	5	1.59%				
321 - EMS call	197	62.54%				
322 - Motor vehicle accident with injuries	11	3.49%				
324 - Motor vehicle accident with no injuries	3	0.95%				
342 - Search for person in water	1	0.32%				
Total: 217		Total: 68.89%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
411 - Gasoline or other flammable liquid spill	1	0.32%				
412 - Gas leak (natural gas or LPG)	2	0.63%				
444 - Power line down	4	1.27%				
Total: 7		Total: 2.22%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	3	0.95%				
511 - Lock-out	2	0.63%				
553 - Public service	1	0.32%				
554 - Assist invalid	3	0.95%				
561 - Unauthorized burning	1	0.32%				
571 - Cover assignment, standby, moveup	8	2.54%				
Total: 18		Total: 5.71%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
611 - Dispatched and cancelled en route	11	3.49%				
622 - No incident found on arrival at dispatch address	1	0.32%				
651 - Smoke scare, odor of smoke	1	0.32%				
671 - HazMat release investigation w/no HazMat	1	0.32%				
Total: 14		Total: 4.44%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
730 - System malfunction, other	3	0.95%				
733 - Smoke detector activation due to malfunction	2	0.63%				
735 - Alarm system sounded due to malfunction	6	1.90%				
736 - CO detector activation due to malfunction	2	0.63%				
740 - Unintentional transmission of alarm, other	4	1.27%				
743 - Smoke detector activation, no fire - unintentional	2	0.63%				
744 - Detector activation, no fire - unintentional	3	0.95%				
745 - Alarm system activation, no fire - unintentional	31	9.84%				
746 - Carbon monoxide detector activation, no CO	2	0.63%				
Total: 55		Total: 17.46%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 315		Total: 100.00%	Total: 250,000.00	Total: 100,000.00	Total: 350,000.00	Total: 100.00%

FIRE Calls 98 EMS Calls 217 PCR's Written 217

Structure Fires –

8/25/2024 26142 Marie Pl. Estimated Loss \$350,000

L211 was first on scene of the structure fire. Crew noted fire coming out of the c-side door of the building and smoke coming from both stories. LCSO deputy informed the crew that everyone was out of the building and sitting in the neighbor's driveway and advised that they did not need medical attention at this time. D/C Cook told the crew that he did a 360 and to take the line to the c-side of the building. Crew grabbed the skid load and brought it to the c-side. Crew again noted heavy fire coming out of the c-side door of the building. (Pic Below)

August



NFIRS Run Data Report - Day of Week

Day of Week	Number of Incidents
01 - Sunday	47
02 - Monday	47
03 - Tuesday	36
04 - Wednesday	39
05 - Thursday	38
06 - Friday	54
07 - Saturday	54
Total: 315	

Action Items

None

Discussion Items

Construction Project Update
Deep Lake Rd Project 2025-2026 Update
Administrative Assistant search update.
Lake Com Update
Audit update
2025 Election
Chief Search Update and Discussion

SAVE THE DATE: Illinois Fire Service Conference - September 15 - 18, 2024 in Peoria
All are registered. Rooms at Four Points by Sheridan.

Please contact me with any questions or concerns.

Respectfully
Submitted
Jon
Cokefair
Fire Chief



Fire Chief Hiring Timeline

October -November 2024	Develop a criteria for the New Chief. Process Recommended by Illinois Fire Chiefs – Resume, Letter of interest, Assessment Center that includes Group Problem Solving, Financial/Budgeting Presentation, Writing Exercise, Structured Oral Interview and lastly Board interviews. Salary, Benefits, Hours, Perks. This will assist in the building of advertising and brochures.
December 2024	Info to be submitted to Illinois Fire Chiefs to create the advertising campaign. They will create a first look at material and present it to the Board.
January 8 th 2025	Board action on approval of Advertising Material
February 3, 2025	Illinois Fire Chiefs to begin advertising. Resumes and Letters of interest due by March 14, 2025
Week of March 31, 2025	Illinois Fire Chiefs to proctor Assessment Center
April 9, 2025	Illinois Fire Chiefs to present to the Board a list of candidates and discussion on Interviews.
April, 30, 2025	Special Board meeting to hold interviews of desired candidates.
May 14, 2025	Board Action on desired candidate and direction given to Illinois Fire Chiefs of offer of employment.
July 7, 2025	Start date of New Chief
July 9, 2025	Swearing in of new Fire Chief at Board Meeting

Qualifications

Experience in Transition to Full-time/Traditional Fire Department

Good Knowledge of the Staffing for Adequate Fire and Emergency Response Grants (SAFER)

Strong Financial background

Strong in Community Relations

Bachelor's degree from an accredited college/university with a major in Fire Science, Business Administration, Public Administration, or related field, or equivalent and relevant experience.

Experience working at the rank of Deputy Chief, with at least eight (8) years of experience with a comparable size fire district. (Career)

EMT-B

Chief Fire Officer

Ultimately someone to get us to the next level, a career department.

**FIRST FIRE PROTECTION DISTRICT.
TREASURER'S REPORT
September 2024-2025 Meeting
August Statements**

CORPORATE ACCOUNT

Beginning Balance:	209,079.58
General Checking Account # 016624-01 1.76% interest August	168.81
Disbursements: August 2024 A/P Corporate Account	(549,248.39)
Receipts: Transferred from 405 Account to Checking August A/P 2024	340,000.00
Total	-

CORPORATE ACCOUNT CHECKING

Beginning Balance:	238,675.06
General Checking Account # 5105015431 August Interest	0.52
Disbursements: August 2024 A/P Corporate Account	(201,732.94)
Receipts: Transferred from 405 Account to Checking	
Total	36,942.64

PAYROLL ACCOUNT

Beginning Balance	81,391.89
General Payroll Account # 61000054-2	
Receipts: Transfer to Payroll Checking acct. August 16	80,000.00
Receipts: Transfer to Payroll Checking acct. August 30	65,000.00
Disbursements:	
Disbursement: IMRF July	
Disbursements: Direct Deposit August 2, 2024	(2,253.99)
Disbursements: Payroll Tax August 2, 2024	(51,731.80)
Disbursements: Howard Simon Fee August 2, 2024	(19,544.13)
Disbursement: Chief Insurance August 2, 2024	(904.83)
Disbursements: Pension Fund August 2, 2024	(250.00)
Disbursement: 457 Plan August 2, 2024	(404.29)
Disbursements: Direct Deposit August 16, 2024	(352.78)
Disbursements: Tax Deposit August 16, 2024	(50,921.25)
Disbursement: Howard Simon Fees August 16, 2024	(19,406.62)
Disbursement: Chief Insurance Direct Deposit August 16, 2024	(32.87)
Disbursement: Cook Pension Fund August 16, 2024	(250.00)
Disbursement: 457 Plan August 16, 2024	(404.29)
Disbursements: Direct Deposit August 30, 2024	(118.50)
Disbursements: Tax Deposit August 30, 2024	(53,457.38)
Disbursement: Howard Simon Fees August 30, 2024	(20,203.90)
Disbursement: Chief Insurance Direct Deposit August 30, 2024	(32.87)
Disbursement: Cook Pension Fund August 30, 2024	(250.00)
Disbursement: 457 Plan August 30, 2024	(404.29)
Disbursement: 457 Plan August 30, 2024	(1,001.56)
Ending Balance:	4,466.54

STATE BANK OF THE LAKES

MaxSafe	134.09
Closed Account deposited monies into Heartland Bank	(134.09)
State Bank of the Lakes Max Safe account Balance	
Total	-

HEARTLAND BANK

Money Market Account # 01662405 interest 5.38%	
Beginning Balance:	2,272,573.87
Receipts: August 2024-2025	
Heartland Bank August Interest	5,718.53
CPR - August 6, 2024 cash 3 people	120.00
Department of Veteran Affairs Reimbursement Metro Ems Ambo Runs	21,454.00
Fire Report	
Fire Inspection ck#'s 1022,3675,2205,2051,2482482,3484669228,1504,5145	400.00
Fire Inspection ck#'s 13259,18943,240352,34783,1915,300001206,10078,6633	400.00
Fire Inspections ck#'s 719189,2469	100.00
Fire Inspections ck#'s 2423,2087,316839,183122	250.00
Replacement Tax / PTAB/ CE Recapture Misc Treasury Deposit	1,309.96
Property Tax Fire Tax Year 2023	99,820.19
Property Tax EMS Tax Year 2023	99,819.71
State Bank of the Lakes account closing ck #5500040321	134.09
Sale of Assets Obenauf 2013 Tahoe & 2015 Ambo Ck 32311	17,577.69
Social Security Tax Year 2023	3,186.06
Tower Lease AT & T October Ck# 3325621930	1,361.25
Tower Lease T-Mobile September Ck# 096585 & 096704 October	2,281.31
Total	2,526,506.66

HEARTLAND BANK

Disbursements 405 Account: August 14, 2024 A/P	(340,000.00)
Disbursements 405 Account: August 16, 2024 Payroll	(80,000.00)
Disbursements 405 Account: August 30, 2024 Payroll	(65,000.00)
Disbursement 405 Account: August 5, 2024 transferred to Sawuer Falduto acct. 091 & 2731	(1,028,777.00)
Ending Balance:	1,012,729.66

HINSDALE BANK & TRUST MAX SAFE ACCOUNT
 Ambulance Billing Deposit and Credits August 2024
 Ending Balance:

438,683.95
 123,936.00
562,619.95

Sawyer Falduto Asset Management

CUSIP: 61690DGZ5

C.Schwab Vehicle Reserve #6495-2731

Beginning Value

417,572.04

Change in Value of Investments August

1,029.80

Monies transferred from Heartland Sale of Assest

28,777.00

Total 447,378.84

C.Schwab Operational Reserve #3738-0941

Beginning Value

1,789,826.80

Monies transferred from Heartland Bank

1,000,000.00

Change in Value of Investments August

9,182.79

Total 2,799,009.59

C.Schwab Non Vehicle Reserve #5482-0712

Beginning Value

102,121.31

Change in Value of Investments August

176.03

Total 102,297.34

Ending Balance All C. Schwab Accounts:

Total 3,348,685.77

BERNARDI SECURITIES ASSET BOND FUNDS

Various Investments & Maturities #6BR-170796

6,868,126.37

Interest August Dividends and Other Income

29,198.22

Payouts:

FeatherShark Invoices 33242 August 1, 2024

-13,203.57

Wire Transfer Fee

-20.00

Abt Electronics order #'s 0814401DLXN & 0814401DLZW

-3,700.00

Wire Transfer Fee

-20.00

Chicago Title Payments for Camosy B1Q8152C003735

-378,561.00

Total Bernardi Securities Bond Fund

6,501,820.02

Total Reserves w/o Bernardi Securities

Total 4,928,501.92

Total All FFPD Funds

Total 11,430,321.94


 Chris Ebert, Treasurer

DISTRICT BUDGET

Total Budget for FY1 2024-2025

9,616,221.00

Total Expended as of September 11, 2024

2,966,627.92

Total Unexpended as of September 11, 2024

6,649,593.08

CHIEF COKEFAIR

Lake Com – three board meetings looking for executive board member. Audit update – final draft is supposed to ready the week of September 23rd.

2025 election coming up Trustee Liebert, Trustee Ebert, Trustee Dalgaard need to file November 14 here at the office.

Three more paramedics passed just an update.

GMET payment due for October 50% goes back to state quarters 3 & 4 from 2023 and quarters 1 & 2 for 2024 total about \$320,000.

Medicare cost reposting was due, filed for May of 2023-2024 pulled numbers all certified and filed.

Chief search -see attached wanting to have a chief sat by July 2025. Chief and board meet sometime in October to discuss final document to give Illinois Fire Chiefs and vet in November and advertise by December. Resume, letter of interest and IFC will vet the assessment. Trustee Ebert asked about the incoming and outgoing the district will have two sworn chiefs, Chief noted IFC are looking into writing the document. Attorney Flaherty noted Chief Cokefair would become chief emeritus. Trustee Ebert asked about milage and what all is covered for the conference. Chief noted reimbursed .61 per mile, and food per day save receipts and district reimburses.

TRUSTEE DVORAK

None

TRUSTEE RUTH

Any further correspondence from Ms. Horton, Trustee Dvorak no

TRUSTEE DALGAARD

NONE

TRUSTEE EBERT

NONE

TRUSTEE LIEBERT

ABSENT

NEW BUSINESS

NONE

OLD BUSINESS

NONE

PUBLIC COMMENT

NONE

EXECUTIVE SESSION

None

ADJOURN

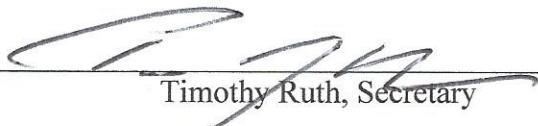
Trustee Ebert made a motion, second by Trustee Ruth, to adjourn the meeting at 5:47 pm as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert, Dalgaard, 1 absent

NO: 0

THE MOTION CARRIED



Timothy Ruth, Secretary