



Minooka Fire Protection District  
Annual Report  
Fiscal & Operational Year  
2016

## **INTRODUCTION**

The following is presented as the 2016 Annual Report for the Minooka Fire Protection District. This report summarizes the activities of the Minooka Fire Protection throughout the 2016 year. The statistical data contained within the report provides members of the community a snapshot of the activities and operations of our organization.

## **ORGANIZATION**

In 2016, Minooka Fire Protection District celebrates 50 years of service as a fire protection district, organized under Illinois Statute. In 1966, following a statutory required election procedure and judges certification of the election procedure and therefore deeming Minooka Fire Protection District an organized fire department in the State of Illinois. The organization of the Minooka Fire Protection District followed a long history of fire department operations that dates back to the late 1800. Records and documents reflect that the first organized group of people forming a fire brigade was around the 1890's. Local farmers, business owners and town people constituted the local volunteer fire department. Historical documents and accounts from local people indicate the original fire department was organized following two major fires that destroyed most of downtown section of Minooka.

Minooka Fire Protection District is rated as a Class 4 Fire Department by the Insurance Service Office (ISO) within the Village of Minooka, and a Class 3 Fire Department within the Village of Channahon. ISO Class 1 is the best. Why the difference? It is related to the local municipal water supply capabilities to provide water during a fire. If one area of the Fire District is serviced by a municipal water service that has more storage, volume and capacity to supply the needed fire flow then the classification is affected.

The Fire District has a considerable area where municipal water service is not provided, i.e. hydrants, thus requiring the Fire District to haul water to the scene of a fire. Minooka Fire District rating in these areas is an ISO Class 6 for hauled water ability.

Classifications translate into insurance savings for homeowners and commercial businesses. The lower the number the better the insurance rates.

## **GOVERNING AUTHORITY**

Minooka Fire Protection District consists of approximately 38 square miles within the counties of Grundy, Kendall and Will. Minooka Fire Protection District is governed by a Board of

Trustees under Fire Protection District Act of Illinois with board members representing the three counties of the Fire District proportionate with the population in those counties within the Fire District. The following are the 2016 Board of Trustees:

- Dan Roberts, President (Kendall County)
- Raymond Underhill, Vice President (Grundy County)
- David Clark, Secretary (Grundy County)
- Angela Robinson, Treasurer (Grundy County)
- Douglas Thompson, Trustee (Will County)

By statute, each trustee is appointed to his/her position by the county board within the county they reside and therefore represent. Trustees serve three year terms.

In addition to the Board of Trustees, the Fire District has a Board of Fire Commissioners whose responsibility it is to establish eligibility lists for firefighter hiring, and promotions and to recommend hiring and promotion to the Board of Trustees. The Board of Commissioners is responsible to conduct disciplinary hearings and recommendations as necessary by the Illinois Firefighters Disciplinary Act. Commissioners are appointed by the Board of Trustees, and must reside within the boundaries of the Fire Protection District. The following are the 2016 Fire Commissioners:

- George Lindemulder, Chairman
- Al Skwarczynski, Secretary
- Jeff Hanley, Commissioner

The Firefighters of Minooka Fire Protection District participate in the Illinois Article 4 Pension code, commonly known as the Downstate Firefighters Pension Fund. The pension fund board is a five-member board consisting of two members appointed by the president of the fire district board, one is a retired firefighter who is a participant in the fund, and two active members of the pension fund. The following are the 2016 pension board members

- Al Yancey, President
- Gerald Nellessen, Secretary
- Angie Robinson, Treasurer (District Treasurer)
- Brian Mellen
- Ken Briley
- Ryan Sievers

## **ADMINISTRATION**

Minooka Fire Protection District is comprised of forty-five personnel that include part-time and full-time employees, volunteer firefighters, as well as volunteer cadet and recruit firefighters. The organization includes varying divisions of function that include administration, operations, prevention and support services.

The administration of fire district mainly includes the fire chief, deputy chief, administrative assistant, and clerk. The administration is primarily responsible for budget and finance, planning and human resources.

Al Yancey, Jr. Fire Chief  
Brad Sprague, Deputy Chief - Operations  
Bill Collins, Deputy Chief  
Sheri Gresham, Administrative Assistant  
Megan Castagnoli, Clerk/Reception

In addition to administrative roles, the fire chief and deputy fire chief are also responsible for incident the response. During incident response the fire chief or deputy chief will take command of a multi-department response or a complex incident. The incident commander is responsible for managing the overall incident so that the proper resources are assigned to effectively control the incidents

The Fire Districts Headquarters is located at 7901 E. Minooka Rd. The Headquarters serves as the home to our administrative offices, training programs, and serves as the emergency operations center for command and coordination of large and complex incidents occurring in the Village of Minooka and the Fire Protection District.



Station #2 serves as a response facility for the southern areas of the fire district, including the U.S. Route 6 industrial corridor and is equipped with an ambulance and engine.

## **OPERATIONS:**

Line operations are those employees who are, as the category implies, on the line. These are the supervisors and firefighter/paramedics making the daily responses to emergencies, and maintaining the facilities, apparatus, and equipment in a ready status, to respond whenever called upon.

Our line leadership consists of Deputy Chief of operations, six lieutenants and firefighter/paramedics. Each of these people plays an integral role in the efficiency of our operations.

The Deputy Chief serves as the supervisor immediately in charge of all six lieutenants to insure that operations are ready for response and that each of our three shifts, while working separate days, operates in a uniform and efficient manner for optimal delivery of service to the community.



Our stations and station staff are supervised by a lieutenant. The lieutenant is the immediate supervisor of all of the firefighter/paramedics assigned to the station. Currently, between two stations, our staffing is nine (9) firefighter/paramedic/EMT's on duty 24 hours per day. The lieutenant is responsible for making sure all personnel, apparatus, equipment and facilities assigned to him are in a ready state to respond. The lieutenant is the direct mentor, leader and coach for the line firefighter/paramedic and is directly responsible for making sure the firefighter/paramedic has the tools necessary for a safe and effective shift and also is responsible from time to time to deliver training and education to his crew of firefighters. On the incident scene the lieutenant is the direct supervisor of his group of firefighters, referred to as a "company". The lieutenant leads his company of firefighters in fire suppression, rescue or medical activities they are assigned by the incident commander.

Our firefighter/paramedics are those personnel that are working at the tactical level of each incident; operating the apparatus, handling the hose, rescue tools, and delivering medical care at the scene of incidents and in the ambulance. Our firefighter/paramedics are trained in many levels of medical care, fire suppression and rescue. All of our firefighters are State of Illinois certified firefighters with many achieving the highest level of firefighter certification of Advanced Technician Firefighter (formerly known as Firefighter III).





Many of our firefighters also have advanced rescue certifications in specialized rescue to participate in one or more of specialized teams of the Fire District. Minooka Fire District is a member of the following regional teams:

- MABAS 15 Water Rescue (surface, ice, swift, and underwater)
- MABAS 15 Technical rescue (confined space, trench, collapse, and high angle)
- MABAS 15 Hazardous Materials
- MABAS 15 Incident Management

### **EMS OPERATIONS**

EMS operations are a large part of what the Fire District does. Over 70% of our responses are medical or rescue service. Our EMS Operations falls within the Operations Division of the Fire District and primarily managed by the Deputy Chief of Operations. The Fire District maintains also has an Emergency Medical Services Coordinator who is responsible for the primary coordination of EMS within the Fire District, making sure the EMS operations are functioning within the protocols provided by our EMS System.

The Fire District EMS operations are directed through Morris Hospital Emergency Medical Services System. Our paramedics operate under the guidance and direction of a Medical Doctor at Morris Hospital, using protocols established by a Regional EMS System designated by the Illinois Department of Public Health (IDPH).

Our coordinator is responsible for ensuring that medics are provided the necessary EMS equipment and education to provide the highest level of care in the field. Beyond the initial licensing of paramedic, Minooka Fire District Paramedics also receive specialty certifications in Advanced Cardiac Life Support (ACLS) and Pediatric Trauma Life Support (PTLS) and several other levels. Each ambulance is staffed with two paramedics.



Minooka Ambulances are equipped with state of the art life support equipment; including cardiac monitors connected to local hospital emergency departments where doctors can immediately read patient conditions and prepare the emergency room to begin treatment of the patient once the ambulance arrives.

In late 2016 the Board of Trustees approved the purchase of three new, state of the art cardiac monitors. These monitors cost \$35,000.00 each. The Zoll X series monitors provides the paramedic with even more information on the patient vital signs while treating the patient enroute to the hospital. These monitors are also transmitting important information to the doctor in the emergency room so decisions about the patient can be made by the doctor and directed to the paramedic as well as making the emergency room staff better aware of the patients needs in order to provide more definitive care in a more efficient amount of time. In many cases these monitors can lead to decisions of sending patients directly to cath labs, bypassing the emergency room stop so that immediate care can be given to cardiac blockage.

## **TRAINING**

Our Training Division is led by Lieutenant Donald Mefferd. Minooka Firefighters conduct regular training each week. Training includes emergency medical care continuing education, rescue, fire suppression, driver training, hazardous materials, technical rescue operations, and incident command.





In 2016 our firefighters participated in live fire training at an acquired structure donated by a developer. Firefighters were able to use an actual house, slated for demolition, to conduct several real smoke and fire condition evolutions. Acquired structures are the best way to train our firefighters. Training buildings, etc. are great tools; however, the ability to place firefighters inside actual house floor plans and have them execute rescue and fire suppression evolutions is as close to the real thing as is possible. At the completion of the evolutions series the District burned the structure down for one final evolution on fire control.

We use outside instructors from other fire departments and organizations. Annually, we have firefighters who travel to the Fire Department Instructors Conference in Indianapolis where they receive both hands on and classroom instruction from well know instructors from around the United States; personnel attending the Conference are expected to return and share their new knowledge with the remaining department personnel.

Members of our command staff attend classes at the National Fire Academy and The Emergency Training Center in Emmitsburg, Maryland. The National Fire Academy provides a wide range of high level education for fire officers without cost for the class with many travel expenses reimbursed by the Department of Homeland Security.

In 2016 Minooka Fire Protection District purchased a new web based training program called Target Solutions. Target Solutions allows more effective training regiments for our personnel as well as providing for better tracking of training and educational hours conducted by each employee.

**Total Classes:** 1,247 educational sessions were delivered to employees across all shifts and employee classification.

**Total Training Hours:** 8,665 hours of training

Morris Hospital EMS System guides our annual emergency medical education. EMT's and paramedics receive additional advance education in subject of trauma, pediatrics and cardiac care on an annual basis.

## **SUPPORT SERVICES - FLEET**

The fire and rescue operation of the Fire District is accomplished using multiple types of vehicles. Our fleet of vehicles includes ambulances, fire engines, ladder truck, heavy rescue, water tender, specialized rescue vehicles, and staff cars.

All of our fleet is maintained by a fire apparatus mechanic known as an "Emergency Vehicle Technician (EVT)". Minooka Fire District partners with Morris Fire Protection District and Troy Fire Protection District to maintain our own in-house EVT. The EVT is responsible for service and repair of all of the fire apparatus and vehicles owned by the Fire District.

Our fleet service center is located in Morris and is a facility shared by the three fire districts. This facility is equipped with the necessary tools and technology to properly service fire apparatus and get it returned to service in an efficient amount of time.

Our fleet service program is an example of government working together and sharing the cost of an important and necessary program within the Fire District. Our mechanic use a service vehicle to travel to each station to work on apparatus as well as response to major incident scenes to provide mechanic services to fire apparatus that may be having difficulty during heavy workloads.

### **The Fire Engine**

The primary workhorse of the Fire District's fleet is the fire engine. The fire engine is the apparatus you primarily see on the road. An engine, or pumper as it is sometimes referred, is the vehicle that carries some water to the fire as well as a large compliment of hose and various equipment.

In city operations the fire engine connects to a fire hydrant which supplies water through the on-board pump and then pumps water out to the hose used by firefighters to attack the fire. When working in a rural area with no hydrants, the pumper works off of hauled water supplied by either a tender or a portable tank that is placed on the ground and resupplied by shuttling tenders.



The fire engine is the first out of the station to any reported fire whether it is a structure fire, car fire, etc. Minooka Fire Engines are also staffed with paramedics and equipped with advanced life support (ALS) medical supplies. This staffing arrangement allows the fire district to serve multiple medical calls at once by responding a paramedic engine first, in advance of what might be a distant ambulance, to provide immediate advanced care prior to the ambulance arrival to transport.

In 2016 the Board of Trustees approved the purchase of a new fire engine costing the Fire District \$633,000.00.

Minooka Fire Districts fire apparatus and rescue vehicles are equipped with a wide variety of fire suppression and rescue equipment to properly address the immediate needs of rescue such as the case may be with people trapped in vehicles as the result of a vehicle crash.

## PREVENTION



### Inspection Services:

At the beginning of 2016 our Fire District suffered a big loss by a death in our fire service family. Fire Inspector Joe Casella passed away after a long, courageous battle with cancer. He is greatly missed by all at Minooka Fire District.

Due to the loss of Inspector Casella our 2016 inspection services slowed. Inspections continued on a basic level during the first half of 2016, prioritizing life safety issues around the Fire District and conducting new business occupancy inspections. In August the Fire District hired a new inspector, Rodney Bradberry. Inspector Bradberry has done a great job catching up our inspections during the last half of 2016.

Our firefighter crews continue to conduct small business annual inspections to maintain compliance and safety in various places of business and also to gain familiarization with facilities.

### Fire Inspections:

- 191 routine inspections
- 113 Plan reviews (272 hours) activities

As part of our prevention and preparedness program, in November of 2016 the Fire District purchased a new pre-planning software program. This program provides critical information about commercial and multi-family buildings in the District. Lieutenants making the initial response to the incident will be able to access important building information for pre-arrival intelligence. The incident commander will be able to quickly obtain information necessary for more efficient control of the larger incident as well as comprehensive information on the entire building and related.

#### Fire & Life Safety Education:

The F&LS Specialist is a shared employee with Channahon Fire Protection so time within each jurisdiction split roughly 50/50 throughout the year. Fire & Life Safety Education is led by Cindy Wilson. Cindy has been our F&LS Educator since 2007. In 2016, our Fire & Life Safety programs provided safety education to 1,135 children in Minooka Fire District most of which is through our regular visits and educational sessions in the Minooka School District. The Fire District and School District has enjoyed a long history of partnering together to provide safety education for Minooka's school children. We believe this education has a great impact on our community safety and low fire incident rate. Through the years we have heard from many parents who tell us their child reminds them to check the smoke detectors, practice exit drills and designate a safe meeting place.

#### 2016 Educational Programs:

- 29 CPR educational sessions
  - 192 Adults
  - 32 Children
- 23 Car seat checks and installs
- 47 General population educational sessions
- 23 School educational sessions.
- 5 Smoke detector installs
- Public Educational Session attendance:
  - 1,552 adults
  - 1,135 children





Other activities of education and information include the Fire District opening a Twitter account as well as continuing to provide regular fire and life safety information through our Facebook page as well as [www.minookafire.com](http://www.minookafire.com)

## **RESPONSE STATISTICS**

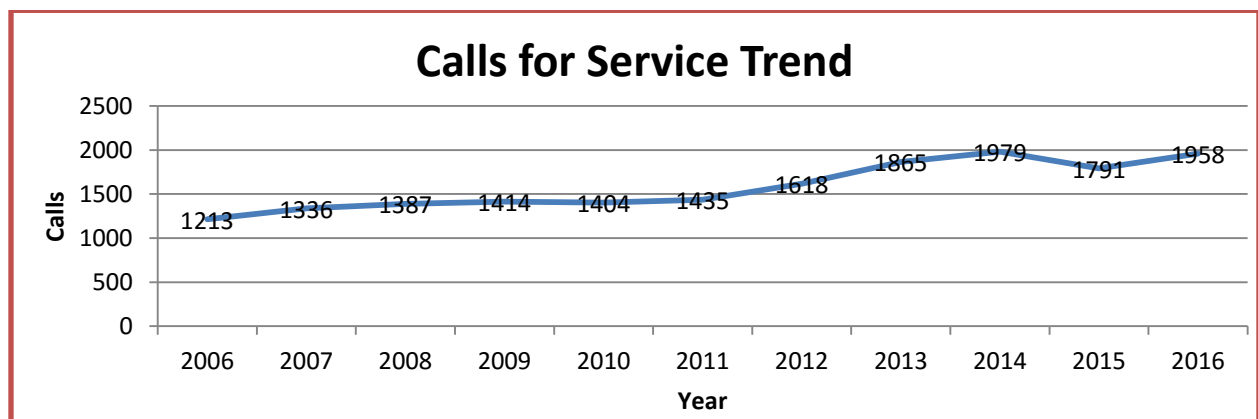
Minooka Fire Protection District responded to 1,860, calls which represents a 3.9% increase in calls for service over 2015. The Fire District calls increase each year. In ten years our calls for service have increase 50%.

In order to get an effective number of firefighters to the scene of an initial alarm of a structure fire, Minooka Fire Protection District uses “automatic aid”. Automatic aid is a process that neighboring departments are dispatched at the same time as Minooka to reports of structure fires (and to some automobile crashes, depending on the location). Minooka has automatic aid response arrangements with Channahon Fire District, Troy Fire District and Morris. Through these automatic aid responses Minooka is able to bring between 14 and 18 firefighters and command staff to the scene of a structure fire. Minooka reciprocates this service by responding auto aid to Channahon, Troy and Morris.



### Alarm Type Statistics:

Type Call:	Calls:	Percent (rounded)
Emergency Medical Service	1,207	63%
False alarms/activation of alarms	242	12%
Good Intent (dispatched and cancelled while enroute)	228	12%
Service Call (cover other departments, assist police, etc.)	147	8%
Fire	76	4%
Hazardous Condition (gas leaks, carbon monoxide, etc.)	55	3%
Other	3	<1%



<b>Busiest Month:</b>	June (196)
<b>Slowest Month:</b>	April (144)
<b>Busiest Day:</b>	Friday (323)
<b>Slowest Day:</b>	Sunday (251)
<b>Average calls per day:</b>	5
<b>I-80 Calls:</b>	49



Our command staff (chief officers) is trained to the highest level of National Incident Management System (NIMS) as designated by the Federal Emergency Management. This includes Advanced Incident Command and General Staff.

Our command staff personnel participate in NIMS training on an annual basis. Chief Yancey is the chief in charge of the Mutual Aid Box Alarm Systems Incident Management Team, where Deputy Chief Sprague also serves as a team member.

Our chiefs attend conferences and seminars to increase their skills and knowledge and to remain up to date on current events and fire service trends. Command staff also attends educational sessions at the National Emergency Training Center in Maryland.

Fire Prevention staff participate in annual conferences and regular seminars and training sessions to improve their skills in inspection, education, community outreach, plan reviews and code enforcement.