



Minooka Fire Protection District

"A Culture of Excellent Service"



Annual Report

Fiscal & Operational Year

2018

INTRODUCTION

The following is presented as the 2018 Annual Report for the Minooka Fire Protection District. This report summarizes the activities of the Minooka Fire Protection throughout the 2018 year. The statistical data contained within the report provides members of the community a snapshot of the activities and operations of our organization.



ORGANIZATION

IMPORTANT NEWS

Minooka Fire District in top 1% of Nations Fire Departments

A significant development occurred in 2018 which needs to be called out in the introduction of this report. In 2018, Minooka Fire Protection District received an Insurance Classification of Class 1 for the Village of Channahon and the Village of Minooka. Previous to 2018 the District rating within the two village limits was a class 3 & 4, respectively. A Class 1 rating is a rating achieved by less than 1% of the Nations Fire Departments and is gained through the proactive approach to fire protection and prevention by the Fire District.

The District also improved the rural insurance classification. This rating is for the areas where the Fire District is required to haul water to the scene by water tenders because there are no fire hydrants. This rating improved from a Class 6 to a Class 4.

What this means is improved savings to property insurance when located within the Minooka Fire Protection District.

Organizational Structure

In 1966, following a statutory required election procedure and judicial certification of the election procedure Minooka Fire Protection District was deemed and organized fire protection district under the statutes of the State of Illinois. The legal 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 Historical documents and accounts from local people indicate the original fire department was organized following two major fires that destroyed most of downtown section of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.

In the 1800's fires were extinguished by bucket brigades, as well as horse and people drawn fire apparatus. In the lobby of the headquarters fire station you can view one of the original hose carts used by the Minooka Volunteer Fire Department. Today's fire service is much different in terms of fire apparatus and the way we extinguish fires as well as the expanded services offered by the modern fire protection district.

Today Minooka Fire Protection District personnel are equipped with some of the most advance apparatus, equipment and skills that are available. We have advanced technology to help firefighters more effectively rescue people, save lives and protect property.

Minooka Fire Protection District is rated a public protection Class 1 Fire Department by the Insurance Service Office (ISO) in the hydrant supplied areas and a Class 4 in the non-hydrant areas where water is required to be hauled by water tender. ISO Class 1 is the best rating available from ISO.

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 2018 Board of Trustees:

- Dan Roberts, President (Kendall County)
- Raymond Underhill, Vice President (Grundy County)
- David Clark, Secretary (Grundy County)
- Angela Robinson, Treasurer (Grundy County)
- Jason Baron, 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 2018 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 who are elected by the pension fund participants.

The following are the 2018 pension board members

- Al Yancey, President
- Gerald Nellessen, Secretary

- Angie Robinson, Treasurer (District Treasurer)
- Brian Mellen
- Ken Briley
- Kyle Symons

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. Chief officer conduct both administrative and respond to emergency incidents as part of the operations of the District.

Al Yancey, Jr. Fire Chief
Brad Sprague, Deputy Chief - Operations
Bill Collins, Deputy Chief
Sheri Gresham, Executive Assistant
Brandy Malone, Clerk/Reception

In addition to administrative roles, the fire chief and deputy fire chief are also responsible for incident 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.

Our command staff are involved in other regional, state and national programs and initiatives. Chief Yancey is the president of the regional mutual aid association known as MABAS Division 15. MABAS 15 (Mutual Aid Box Alarm System) facilitates and monitors mutual aid efforts across Grundy County, far southeast Kendall County, and western Will County to identify resources available to respond to major incidents; MABAS is activated on most structure fires, as well as all specialized rescue incidents within the MABAS Division 15 footprint.

Chief Yancey is also a Director with the Illinois Fire Chiefs Association, assigned to volunteer and combination department representation; he was appointed to this position by the Association President after serving as a volunteer and combination officer committee chairman for twelve

years. In 2018 Chief Yancey was elected to the Board of the Volunteer and Combination Officers Section of the International Association of Fire Chiefs.

Deputy Chief Sprague is involved with specialized teams within MABAS providing command support and participating in the incident command team. DC Sprague is also very involved in educating firefighters, police officer and tow truck operators on traffic incident management around Illinois.

Facilities:

The administration of the Fire Protection District is operated from Fire Districts Headquarters – Station 1, located at 7901 E. Minooka Rd. The Headquarters serves as the home to our administrative offices of the fire chief, deputy chief and administrative staff. This is also the location of monthly meetings of the Board of Trustees.

Station #1 also is home to the training classrooms 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. This is also the location of the office of the EMS Coordinator and fire prevention and community outreach.



Station #2 is located at 28200 E. Rt. 6, Channahon, near the industrial plants on U.S. Route 6. 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. The facilities house no administrative or support offices and serves as a response station only.

All stations are supplied with emergency back-up power to operate in the event of a power failure. Both stations have residence facilities (bunk rooms, kitchen, locker room) for the staff

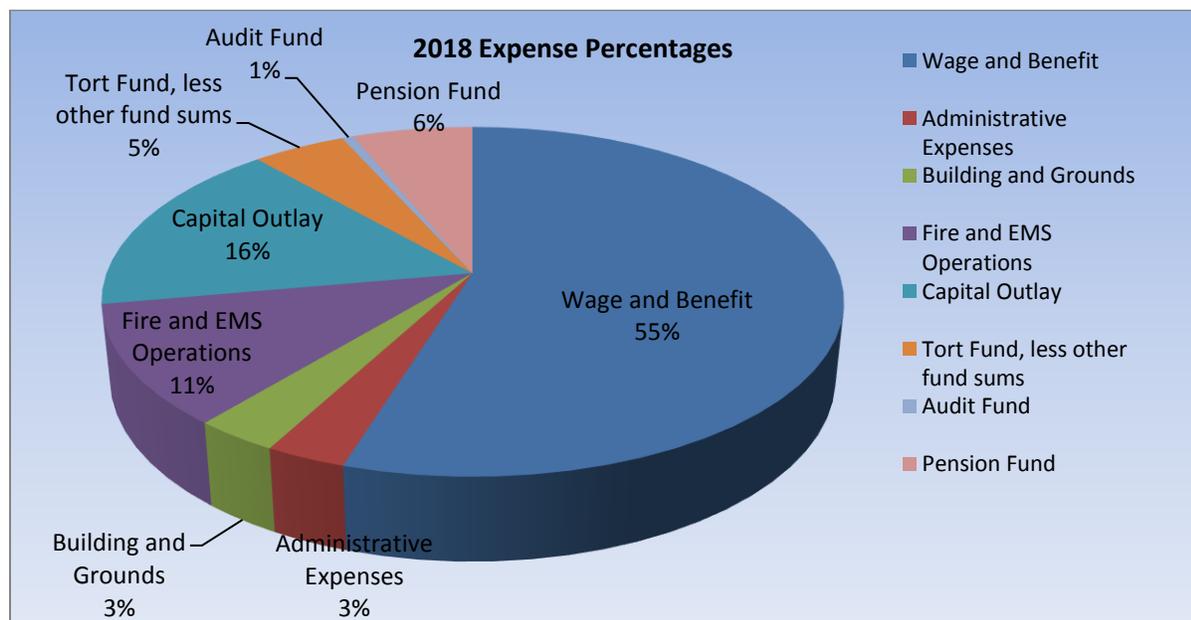
working 24/7 from the station. Each station also has an exercise facility for firefighters to maintain their cardiovascular and muscle strength. All stations are secured for the safety of the staff as well as the readiness of the Fire District to respond.

In 2018 the District completed a lighting upgrade to both Stations. In 2009 when the new headquarters station on Minooka Road was built the project included LED lighting throughout all of the building, including the parking lot lights; however, the high bay lights and the lights mounted to the building and along the sidewalk were not LED, due to technology not available for these lights. Last year through a ComEd energy incentive, all of the remaining Station #1 lights that were not already LED are now LED. Station #2 did not include any LED lighting prior to 2018; however, again, through a ComEd energy incentive all lighting is LED. The total LED energy project costs equaled \$59,644.00; however, after ComEd incentives the cost to the Fire District was just \$21,653.00, with a return on investment for the Fire District at 1.5 years.

Budget and Finance:

The Fire District operates as a special form of government for the purpose of fire protection, rescue and emergency medical services. For this reason, the Board of Trustees pass and annual budget that is independent of any other government entity and levy taxes to support the operations of emergency services. Other income to the fire district beyond taxes includes ambulance user fees, grants and various educational and pre-building review fees.

The 2018 Fire District Budget Appropriations were \$5,653,907.00. The following outlines where funds are allocated:



Wage and Benefit	\$ 787,374.00	\$ 1,786,183.00	\$ 526,056.00		\$ 3,099,613.00
Administrative Expenses	\$ 75,700.00	\$ 96,200.00	\$ -		\$ 171,900.00
Building and Grounds	\$ 89,856.00	\$ 89,856.00	\$ -		\$ 179,712.00
Fire and EMS Operations	\$ 360,730.00	\$ 243,144.00	\$ 26,250.00		\$ 630,124.00
Capital Outlay	\$ 316,229.00	\$ 607,129.00	\$ -		\$ 923,358.00
Pension Expenditures				\$ 347,000.00	\$ 347,000.00
Audit Expenditures				\$ 33,200.00	\$ 33,200.00
Tort Expenditures			\$ 269,000.00		\$ 269,000.00
Total 2018 Expenses	\$ 1,629,889.00	\$ 2,822,512.00	\$ 821,306.00	\$ 347,000.00	\$ 5,653,907.00

The fire district maintains a reserve fund as recommended by the Government Accounting Standards Board (GASB), to provide sufficient funds for operations of the District should revenue not become available.

OPERATIONS:

Line personnel 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 this is what we refer to as “operations”

Our operations 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 ensure 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. In 2018 the District hired additional firefighter/paramedics and increased staffing between two stations to ten 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.



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 Emergency Medical Services Coordinator is responsible for the primary coordination of EMS within the Fire District. 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.

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).



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.

A big emphasis in 2018 has been for our EMS crews to receive additional training and education on how to triage and handle a mass casualty situation. The Fire District began the work of a more formalized implementation of a Rescue Task Force (RTF). Our organization has participated in past year drills to evaluate the ability of local fire, ems and police in a response to a mass active shooter. Deputy Chief Sprague sits on a regional committee to formulate guides and operating procedures for RTF responses.

Our major emphasis for operations in 2018 was the development of rescue task force. The rescue task force (RTF) is a group of firefighters that deploy into a hostile environment with police to rapidly care for the wounded. During 2018 many hours were spent training personnel in the operations of RTF, equipping our personnel and apparatus with the necessary supplies and equipment to deploy if necessary.

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.



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 presented by and at the National Fire Academy and The Emergency Training Center in Emmitsburg, Maryland. The National Fire Academy

provides a wide range of advanced education for fire officers without cost for the class with many travel expenses reimbursed by the Department of Homeland Security.

In 2018 our training emphasis surrounded more technical level training in areas of rescue. We conducted additional training with local police departments to understand roles and responsibilities during joint agency operations.

In 2018 staff of the fire district completed a cumulative total of 13,389 hours of training and education.

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.

In the early fall of 2018 our EVT, Dave Meadows left the fleet maintenance bureau for a job in Florida. The partnership chiefs began the process of hiring a replacement. In December 2018 the partnership hired Benjamin Petro to be our new EVT.

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 uses 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.

In 2018 we took delivery of a new ambulance. The 2018 Ford/Horton is replacing a 2008 Ford/Horton ambulance. The new ambulance with equipment cost totaled \$290,000.00.

PREVENTION



Inspection Services:

The Fire District employ's one fire inspector who is responsible for routine inspection of businesses and commercial facilities. Rodney Bradberry serves as our inspector and plan reviewer.

In 2017 we started a courtesy home safety inspection program that provides homeowners with valuable tips on how to protect their family and property from fire. We encourage homeowners to call the Fire District anytime to schedule a home fire safety survey. Low income families who cannot afford a smoke detector or carbon monoxide detector can contact the Fire District for assistance with detectors and installation.

Our firefighter crews also conduct inspections, conducting what we call "company inspections". Company inspections allow our crews to interact with local business owners and help them correct fire code violations and safety concerns. The company inspections also provide our personnel with the opportunity to review the layout of buildings and any hazardous conditions that may exist so as to determine the best course of action for rescue and fire suppression should a fire occur.

2018 Fire Inspections:

- *334 annual inspections*
- *69 Plan reviews*

2018 Smoke detector and CO detector program:

- 10 Home smoke detector installations
- 5 Home carbon monoxide detector installations

Fire & Life Safety Education:

The F&LS Specialist is a shared employee with Channahon Fire Protection. Time within each jurisdiction is 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.

The Fire District wants to thank the Channahon and Minooka School District for their continuing partnership that allows us to provide valuable fire and life safety education to children. This education comes back into the homes through children reminding parents to check smoke detectors, practice escape plans, establishing safe meeting places and understanding the need to prepare. It has also resulted in lives saved through educating children who know how to react during a medical emergency either through first aid or by simply calling 911.

Our Fire & Life Safety initiative includes presentations at community group events, homeowner associations as well as the Minooka Summerfest. F&LS Education Wilson is available to present at groups by contact the Fire District.

2018 Educational Programs:

- *CPR education:* 154 adults were taught CPR
63 Children were taught CPR
- *Car seat checks and install:* 38 car seat installations and instructions
- *General safety education (homeowners assoc. civic groups, etc.)*
269 Adults
1,816 children
- *School educational sessions:* 11 Programs (once per month)
 - 1091 children
 - 62 adults
- *Total Public Attendance:* 568 Adults
2991 Children (approx. 25% of the District population)



Other activities of education and information include the Fire District Twitter account as well as continuing to provide regular fire and life safety information through our Facebook page and our web page at www.minookafire.com

RESPONSE STATISTICS

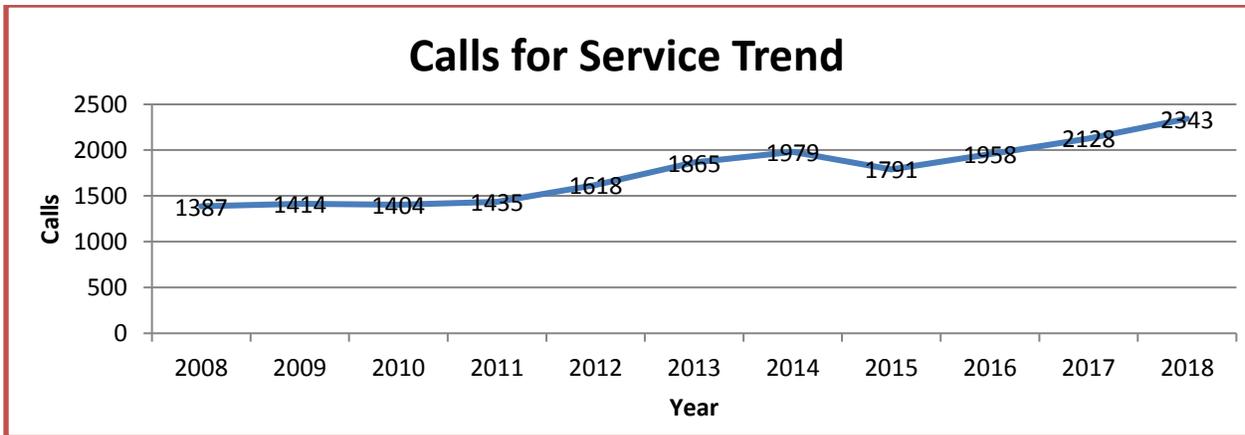
Minooka Fire Protection District responded to 2,316 emergency calls in 2018 which represents an 10% increase in calls for service over 2017. The Fire District calls continue to increase annually as population of the District increases.

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/Rescue	1,537	66%
False alarms/activation of alarms	261	11%
Good Intent (Cancelled while enroute)	250	11%
Service Call (cover other departments, assist police, etc.)	141	6%
Fire (some type of fire extinguished)	74	3%
Hazardous Condition (gas leaks, carbon monoxide, etc.)	52	2%
Other	27	1%



Busiest Month: January (246)
Slowest Month: April (168)
Busiest Day: Wednesday (361)
Slowest Day: Saturday (290)
Average calls per day: 6



Our command staff (chief officers) responds to major incidents within the District and surrounding Districts. Command staff are 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.

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 serve trends. Command staff also attends educational sessions at the United States National Emergency Training Center in Maryland.

-END