



Minooka Fire Protection District

"A Culture of Excellent Service"



Annual Report 2021

INTRODUCTION

The following is presented as the 2021 Annual Report for the Minooka Fire Protection District. This report summarizes the activities of the Minooka Fire Protection throughout the 2021 year. The statistical data contained within the report provides members of the community a snapshot of the activities and operations of our organization.

2021 continued to challenge our organization with the COVID-19 Pandemic. The year presented high and low points occurring as the result of new variants, new information on effects, symptoms, quarantines, etc. We continued with a great amount of planning, preparation and adjustments to what some might refer to as a “new norm”.

Our organization was met with challenges of continuing quarantines as paramedics became exposed to COVID positive patients as well as off-duty exposures. We addressed staffing shortages as well as unusual overtime shifts for personnel as we all worked through it. Thankfully we did not have any employees become seriously ill with the virus.

ORGANIZATION

HISTORY:

In 1966, following a statutory required election procedure and judicial certification of the election procedure Minooka Fire Protection District was deemed an 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 Historical documents and accounts from local people indicate the original fire department was organized following two major fires that destroyed most of downtown section of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 available. Advanced technology in emergency medical service field equipment helps firefighters provide patients with the highest level of care while enroute to the hospital. Rescue and firefighter equipment is advancing regularly as well to provide for improved rescue operations of people trapped in vehicles, as well as technical rescue such as water, below grade, confined space and high angle.

Minooka Fire Protection District is rated a public protection Class 1 Fire Department by the Insurance Service Office (ISO). Class 1 is the best rating possible and has been achieved by only approximately twenty-five other fire departments in Illinois (out of more than 1,200).

Response Area:

The Fire District services a 38 square mile area, with an estimated population of 16,000. The response area includes heavy industrial, logistics warehousing, commercial and residential (single, and multifamily units). The District includes responses to areas of Interstate 80, the Illinois River, and multiple railroad systems.

The Fire District protects all of the incorporated area of Village of Minooka, with the exception of one residential subdivision. The Fire District also is responsible for protection of the Village of Channahon within Grundy County. The Fire District lies over portions of three counties (Grundy, Kendall and Will).

GOVERNING AUTHORITY

Board of Trustees:

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 2021 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. The Board of Trustees are responsible for creating policy for administration of the fire district, as well as setting the budget for fire district operations. The board adopts ordinances and resolutions for purposes of fire code, and operations of the fire district.

Fire Commissioners:

In addition to the Board of Trustees, the Fire District has an appointed Board of Fire Commissioners. The commissioners are responsible for the establishing of eligibility lists for firefighter hiring, as well as promotional lists for the promotion of fire officers at various ranks. 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 2021 Fire Commissioners:

- George Lindemulder, Chairman

- Al Skwarczynski, Secretary
- Jeff Hanley, Commissioner

Firefighter Pension Fund Board of Trustees:

The Firefighters of Minooka Fire Protection District participates 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 pension board is the fiduciary of the pension fund. The Board is responsible for conducting hearings and making decisions related to firefighter pensions, fund actuarial, and disability determinations; all within the authority of the Illinois Article 4 Firefighter Pension Fund Statute.

The following are the 2021 pension board members

- Al Yancey, President
- Gerald Nellessen, Secretary
- Angie Robinson, Treasurer (District Treasurer)
- Eric Larson
- Ken Briley
- Kyle Symons

ADMINISTRATION

The administration of fire district includes the fire chief, a deputy chief, executive assistant and a part-time clerk. The administration is primarily responsible for budget and finance, planning, and human resources and applying the ordinances and policies set by the Board of Trustees, carrying out the duties directed within the fire commission authority as well as daily administration/operations of the organization.

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

Fire Chief Al Yancey has over 33 years of experience in the fire service. He also serves as a Director with the Illinois Fire Chiefs Association, assigned to volunteer and combination department representation, is a Director with the Volunteer and Combination Officers Section of the International Association of Fire Chiefs, serves as president of the Mutual Aid Division 15 (Grundy County and southwestern Will County), and member of the Western Will County Communications Center (WESCOM) chief operating board. Chief Yancey is also involved and participates in the mutual aid incident support/command team.

Deputy Chief Sprague has over 36 years of service to the fire district. DC Sprague is involved with specialized teams within MABAS Division 15, providing team co-leadership for water rescue, participating in the mutual aid incident support/command team, and coordination of regional hostile environment rescue task force deployment. DC Sprague is also closely 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, fire prevention & education and training programs and EMS coordinator. The station also provides residential facilities for firefighter/paramedics working 24 hours shifts. Station #1 includes our training classrooms that can seat up to 60 people.



MINOOKA FIRE STATION #1- HEADQUARTERS

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.

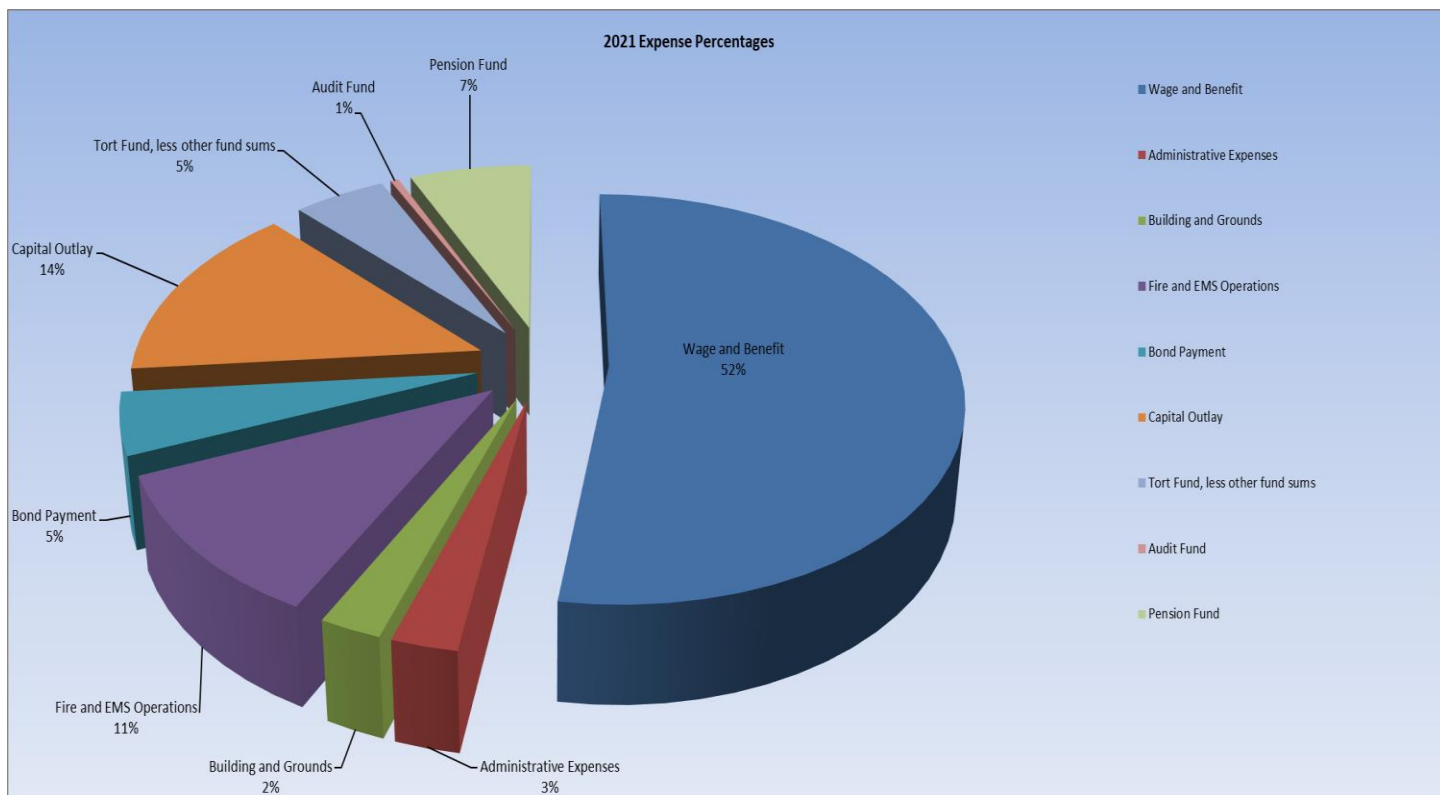
All stations are supplied with emergency back-up power to operate in the event of a power failure. Both stations have residence facilities (bunk rooms, kitchen, locker room) for the staff working 24/7 from the station. Each station also has an exercise facility for firefighters to maintain their cardiovascular and muscle strength. All stations are secured for the safety of the staff as well as the readiness of the Fire District to respond.

Budget and Finance:

The fire district operates under Illinois Statute as a special form of government for the purpose of fire protection, rescue and emergency medical services. The Board of Trustees pass an annual budget for the operation of the fire protection district and emergency medical services. The board is also the levy authority for determine the amount of levy necessary to support the operations of the fire district. Other income to the fire district beyond taxes includes ambulance user fees, federal Medicare/Medicaid, corporate and federal grants and various educational and pre-building review fees.

The fire district maintains a six-month fund reserve as recommended by the Government Accounting Standards Board (GASB), to provide sufficient funds for operations of the district should revenue not become available or be delayed. The accounting practices and financial health of the fire district are reviewed annually by an independent auditor.

<u>2021 Expenses</u>		
Wage and Benefit		\$3,864,050.00
Administrative Expenses		\$190,000.00
Building and Grounds		\$178,500.00
Fire and EMS Operations		\$827,054.00
Bond Payment		\$358,560.00
Capital Outlay		\$1,058,500.00
Tort Fund, less other fund sums		\$368,500.00
Audit Fund		\$33,200.00
Pension Fund		\$488,714.00
<u>Total 2021 Operating Expenses</u>		<u>\$7,367,078.00</u>



Wage and benefits are the largest percentage of budget expenses at nearly 60% (wage & benefits and pension). Capital outlay for capital projects is the next largest expenses for 2021 with the following projects completed: purchase of a new ambulance, and related equipment; two new cardiac monitors, automatic CPR device, remodeling of the kitchen facilities at Station #1, replacement of a roof top heating and air conditioning unit at Station #1, painting and repairs at our old fire station at 413 Mondamin, and security upgrades at Station #1 and Station #2.

The Minooka Firefighters Pension Fund is reviewed annually by an independent auditor as well as by a third-party actuary. The actuarial reports that the Minooka Pension Fund is essentially 100% funded. The fiduciary and policy matters of the Minooka Firefighter Pension Fund is the responsibility of the Minooka Firefighters Pension Board.

OPERATIONS:

Minooka Fire Protection District is comprised of fifty personnel, which is a combination of career and part-time firefighter/paramedics, and career and part-time support/office staff, as well as volunteer firefighters.

Volunteers are still and integral part of our organization. Many organizations in our area no longer have a volunteer firefighter program; the Board of Trustees along with Chief Yancey and Deputy Chief Sprague plan to continue providing volunteer opportunities for many years to come to all those wanting to enter the fire service, an opportunity to begin their journey. Volunteer firefighters who remain engaged in the organization, participate in training and programs to become a highly qualified career firefighters one day. The goal of the

fire district is to provide young people an opportunity to be a volunteer firefighter, part-time firefighter and then enter the career service. This is the best possible journey for young people beginning their fire service career.

Volunteer firefighters take the same training journey as career firefighters. The fire district provides opportunities for them to attend firefighter academy and become a certified firefighter.

The fire district offers opportunities for 15 – 17 year olds as well through the cadet firefighter program. Cadets participate in many of the training opportunities as the firefighters who are over 18. This is a great opportunity for kids who are thinking about the fire service. Cadet service gives them the opportunity to experience the fire service, and make an educated decision about their career path.

The fire district employs part-time firefighter/EMT/Paramedics. Many of these part-time employees come from our volunteer recruit program or are career firefighters in other organizations looking for opportunities near their hometown. These opportunities can lead to a contract firefighter/paramedic position and as well as career positions with Minooka Fire District.

The deputy Chief of operations, six lieutenants and firefighter/paramedics comprise of the operations division of the District. Each of these people plays an integral role in the efficiency of our daily operations. Often times the lieutenants serve as the incident commander and manage incidents that are usually single station responses.

Line personnel are part of the operations of the District. Lieutenants and firefighter/paramedics are the personnel making the daily responses to emergencies. These personnel are responsible for daily readiness of facilities, apparatus and equipment to be ready to respond whenever called upon.

In addition to the administrative roles, the fire chief and deputy fire chief are considered command staff. Chiefs respond to incidents to provide command and incident management to the emergency, especially those incidents that include 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 and meet the objectives of the strategies set by the command staff.

The Deputy Chief serves as the immediate supervisor to the six lieutenants. Each lieutenant is the immediate supervisor to the firefighter/paramedics assigned to the station and shift. Two stations are staffed 24/7/365 with an average daily staffing of ten personnel with the deputy chief and chief responding to escalated incidents. In addition to responding to emergency calls, the personnel on duty participate in training exercises, safety inspections of businesses, cleaning, and inspection, as well as minor maintenance on stations, apparatus and equipment, as well as physical fitness.

Our firefighter/paramedics are the 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 and the majority of shift personnel are paramedics, some at EMT-B level.



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. More than 75% of our responses are medical or rescue driven activities. Our EMS Operations falls within the Operations Division of the Fire District. The Fire District Emergency Medical Services Coordinator is responsible for the coordination of EMS between the EMS system hospital and the Fire District. Lt. Brian Mellen serves as our EMS Coordinator. Our coordinator is responsible for coordinating training, equipment, orientation, implementation of new standard medical orders, and overall general EMS operations.

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. Paramedics use standing medical orders (SMO) established by a Regional EMS System designated by the Illinois Department of Public Health (IDPH) to deliver medical services on a daily basis. While in the field our

paramedics are able to contact the emergency department physicians for additional guidance, as needed. 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.

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. We also carry automatic cardiopulmonary resuscitation devices that are automated to perform CPR while paramedics work at providing additional medical care for a patient who is in cardiac arrest.

The Fire District works with other neighboring fire departments and police departments for Rescue Task Force (RTF) operations. Our organization has participated in past year drills to evaluate the ability of local fire, ems and police in a response to a mass casualty/active shooter events. Deputy Chief Sprague sits on a regional committee to formulate guides and operating procedures for RTF responses.

TRAINING

Our Training Division is led by Lieutenant Mike Hermes. Lt. Hermes is certified by the Illinois State Fire Marshal as an Advanced Technician Firefighter, Fire Investigator, Fire Officer II, and Training Program Manager.

Minooka Firefighters conduct training each week while on shift. Our volunteers and cadets conduct their training on Wednesday nights.

Training includes emergency medical care continuing education, rescue, fire suppression, driver training, hazardous materials, technical rescue operations, and incident command. Much of our training is provided by our fire officers and firefighters who are trained in technical operations; however, we also use outside instructors from FEMA, Illinois Fire Service Institute and other training organizations.



While training was delivered much different in 2021, we still continued our training and educational program. In 2021, 322 different courses were delivered to our personnel. The District training totaled 25,772 hours cumulative across 64 members comprised of career, contracted, part-time, volunteer and cadets. Each active member averaged 407 hours of training.

2021 was a particularly interesting year because of COVID 19 and adapting training to the “new normal” that we were dealing with.

Achievements

In 2021 the training division achieved the following for the employees of the Minooka Fire Protection District:

- Every line firefighter was brought up to the OSFM Rope Operations
- The Minooka Fire District brought in a new recruit group of 12 prospective firefighters
- 8 recruits obtained their OSFM Basic Operations Firefighter certification
- 4 employees obtained their open water SCUBA certifications
- New projectors were installed in the training room
- Obtained approval from OSFM to conduct a Company Fire Officer Program at Minooka fire

In 2021, training was delivered to:

- 35 Paid/Career Firefighters
- 2 POC
- 22 Volunteer Firefighter Recruits/Cadets
- 5 Civilian Employees

Overall Fire Training Provided by Outside Agency Requirement

- Insurance Service Office required training – 83% of overall training
- OSHA – 32% of overall training
- IDPH/EMS System – 10% of overall training**
- Internal/Local required trainings(MM) – 9% of overall training

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). Ben Petro serves as the 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. In 2021 the three partner fire districts agreed to an expansion of the fleet maintenance facility, to accommodate additional vehicle inside at one time. Future planning for the fire apparatus maintenance division includes additional EVT staff.

PREVENTION

Inspection Services:

The Fire District employs one fire inspector who is responsible for routine inspection of businesses and commercial facilities as well as fire alarm and sprinkler plan review and approval.

We conduct commercial and industrial fire safety inspections for code compliance. Our inspector also offers courtesy home fire safety surveys. Commercial/industrial fire safety inspections are conducted to make sure commercial/industrial properties are compliant with the latest adopted fire codes.

Commercial/industrial property owners are required by law to comply with the fire and life safety codes adopted in the jurisdiction and our inspections make sure those facilities are compliant. Often times compliance is gained by pointing out the problem and explaining the reason a correction is needed; however, in some cases property owners do not comply and then, as a final step, a citation can be issued.

Our home fire safety survey is a courtesy program. These are conducted at the request of the homeowner and provides homeowners with valuable tips on how to protect their family and property from fire. We encourage homeowners to call the Fire District 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.

The inspector is also responsible for overseeing our compliance software and following up on any commercial hood/duct extinguishing system that has not had its annual inspections. The inspector is responsible for following-up with the business to make sure the suppression systems for cooking is compliant.

In mid-2021 our current inspector left the job for another position. The fire district partnered with Plainfield Fire Protection District – Fire Prevention Bureau, to continue inspectional services, plan reviews, etc. In December of 2021 the Board of Trustees authorized the hiring of a new fire inspector, Mrs. Mary Ludemann, who started January 3, 2022.

Fire & Life Safety Education:

The F&LS Specialist is a shared employee with Channahon Fire Protection. The Fire District thanks 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.



2021 continued to present real challenges in providing public education. While businesses and schools were opening, many did not want visitors or conduct any close proximity employee training.

Through 2020 – 2021, Firefighter Cindy developed virtual programs and safety related games for the kids to play...*Hunt for kitchen hazards, Hot vs Cold, and Toys vs Tools*. In 2020, Firefighter Cindy introduced the Firefighter Cindy bitmoji to help teach the lessons and that proved to continue to be useful in 2021.



2021 EDUCATIONAL PROGRAM ACTIVITIES

Type Class	Attendance
CPR Students:	154 adults (23 CPR classes)
Car seats installation:	20
Babysitter Training:	12 students

Schools Visits:

Jan-May 2021 were virtual visits. Approx. 140 hours spent with the kids)

Sept-Dec 2021 were in-person for MES & MPC. Aux Sable continued with virtual

Aux 1st grade 5 classes – approx. 100 students

Aux 2nd grade 6 classes – approx. 120 students

MES 1st grade: Jan-May 5 classes – approx. 100 students (Virtual)

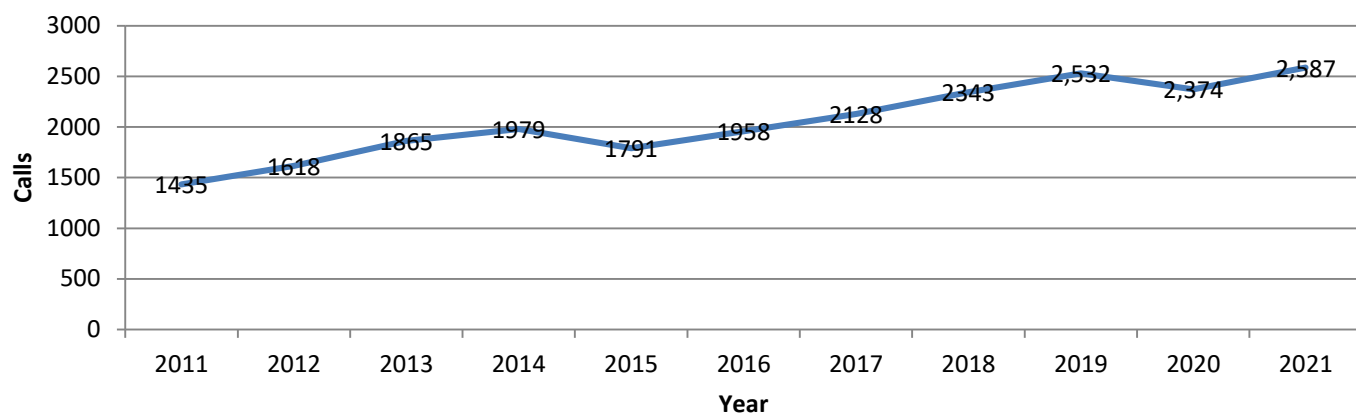
Sept-Dec 6 classes – approx. 120 students (In-person)

Sept-Dec 5 classes – approx. 125 students (in-person)

RESPONSE STATISTICS

Minooka Fire Protection District responded to 2,587 calls for service in 2021. This represents an 9% increase in calls for services over 2020. Our call volumes have trended at between 8 – 10% annually when reviewing the past three years. There is the factor of the COVID shutdown which caused calls for service to drop by 6% when people were not out. The organization has experienced an 80% increase in calls for service over the past ten years.

Calls for Service Trend



Station #1 is busiest station, responding to 1,421 calls for service (single station response). This station is the primary responder to the central and northern parts of the fire district, a line roughly north of a line at Misty Creek Drive in Minooka to Rt. 52 east to the DuPage River, and West to Brisbin Road.

Station #2 responding to the remaining portion of the District, responding to 875 calls for service (single station response) south of a line at Misty Creek Drive to the Illinois River, east to Bell Rd. and West to Tabler Road.

The Fire District responded to 60 incidents on I-80. The Fire District responded to 556 calls outside of our District, providing automatic response or mutual aid response to our neighboring fire protection districts. Minooka, Channahon, Troy and Morris Fire Protection Districts work closely together, responding together within each jurisdiction to provide proper personnel for safe and effective operations.

Incident Type Summary By District (Incident Summary by Incident Type)									
District	False	Fire	Good Intent	Hazard	Overpressure	Rescue	Service	Special	Total
1	198	21	42	36	0	751	17	0	1065
2	44	10	13	10	0	647	22	1	747
3	9	5	4	6	1	67	1	0	93
4	2	0	0	0	0	1	1	0	4
5	12	1	7	2	0	30	8	1	61
6 (80)	0	5	15	0	1	39	0	0	60
Out	3	43	382	3	0	74	52	0	557
Total	268	85	463	57	2	1609	101	2	2587

Reference:

False are those calls to fire alarms where no problem was found, accidental activation

Fire are those calls where an active fire existed and required firefighter intervention to extinguish.

Good intent calls are those calls where someone believed there was an emergency and no problem existed.

Hazard are those calls where a hazard such as gas leak, power lines down, etc. existed and required attention.

Overpressure are those calls involving over pressurizing of a vessel.

Rescue are calls involving emergency medical service being provided (medical, traumatic injury, etc.)

Service are those calls where someone needed assistance such as lock-out, water shut off, etc.

Special are those calls where specialized services are needed.

- 62% of our calls for service are primarily emergency medical service response.
- 21% of our responses are responding automatic aid or mutual aid to neighboring departments. These responses are pre-arranged agreements whereas our department provides an engine company or ladder company to neighboring fire districts that require additional support on a fire alarm or structure fire.
- October was the busiest month of the year with 243 calls for service.
- 3:00 p.m. was our peak busiest time with the peak period of time being essentially 1:00 p.m. – 5:00 p.m.
- Ambulance 1325 was the busiest unit in operation, responding to 1,117 calls for service.

Minooka Fire Protection District continues to progress in service advancements as demands for service increase. We continue to plan for the future to provide proper staffing, training for the staff, as well as apparatus and equipment to continue to deliver excellent service to the citizens of Minooka Fire Protection District.