



Minooka Fire Protection District  
*"A Culture of Excellent Service"*



Annual Report  
2024



## **INTRODUCTION**

The following is presented as the 2024 Annual Report for the Minooka Fire Protection District. This report summarizes the activities of the Minooka Fire Protection District throughout the 2024 calendar year. The statistical data contained within the report provides members of the community a snapshot of the activities and operations of our organization.

## **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 1800s.

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 Historical documents and accounts from local people indicate the original fire department was organized following two major fires that destroyed most of the downtown section of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 advanced 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.



### 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 2024 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 is 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.

At the end of 2024, Trustee David Clark resigned from his seat as a trustee to dedicate more time to the church and various community programs. Trustee Clark, prior to becoming a trustee, served as a volunteer firefighter, fire captain, and fire chief for the Fire District. As of 2024, Trustee Clark served the district for 50 years. We thank him for his service.

### 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 establishment 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 2024 Fire Commissioners:

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

#### Firefighter Pension Fund Board of Trustees:

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 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 2024 pension board members:

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

## **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, finance, planning, and human resources. They apply the ordinances and policies set by the Board of Trustees, carry 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



In 2024, our Executive Assistant, Sheri Gresham celebrated 25 years of service to the Fire District. Sheri is the longest serving full-time employee for the Fire District. Thank you to Sheri for her dedication to the Fire District and the community.

### **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 Fire District passed a FY2024 Budget. The board is also the levy authority for determining 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. Funds are also invested into capital expenditure account for future fire station construction and apparatus purchases.



# MINOOKA FIRE PROTECTION DISTRICT

Budget vs. Actual Summary

For the 12 Month(s) Ended December 31, 2024

100% of Fiscal Year

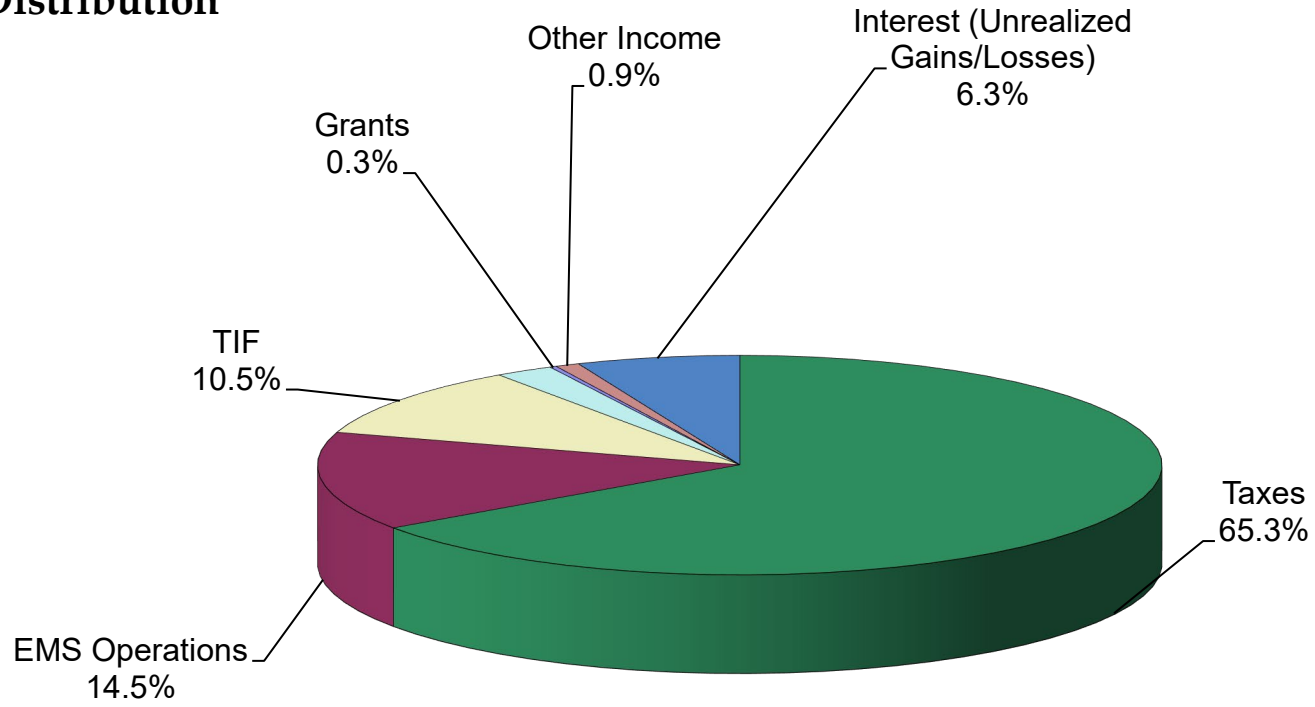
Account Description	Total Actual	Total Budget	% of Budget	Prior Year Actual
<b>REVENUE</b>				
Taxes	6,215,128	6,262,250	99.2%	5,673,375
EMS Operations	1,383,596	1,363,500	101.5%	1,345,251
TIF	1,001,550	1,007,000	99.5%	941,806
EDPA	213,824	193,000	110.8%	192,222
Grants	24,061	80,000	30.1%	250,050
Other Income	87,554	96,200	91.0%	80,253
Interest (Unrealized Gains/Losses)	596,738	402,144	148.4%	487,710
Transfer In	4,210,322	4,210,322	100.0%	766,112
Actual Revenues	13,732,774	13,614,416	100.9%	9,736,778
Budgeted Revenues	13,614,416			
% Diff	101%			
<b>OPERATING EXPENDITURES</b>				
Salaries and Wages	3,882,034	4,213,039	92.1%	3,564,244
Benefits	1,439,658	1,646,450	87.4%	1,411,580
Office Expense	29,791	38,800	76.8%	29,643
Contractual Expense	130,515	188,300	69.3%	206,945
Fire Commission	4,299	10,000	43.0%	2,676
Building	82,507	107,000	77.1%	71,224
Utilities	70,984	88,300	80.4%	67,981
Fire Operations	478,492	521,380	91.8%	560,427
Special Operations	18,531	19,300	96.0%	18,279
Education & Training	102,240	109,100	93.7%	48,794
Fire & Health Education	10,622	17,530	60.6%	11,771
Other	385,406	283,500	135.9%	196,684
Actual Expenditures	6,635,079	7,242,699	91.6%	6,190,247
Budgeted Expenditures	7,242,699			
% Diff	92%			
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>7,097,695</b>	<b>6,371,717</b>	<b>111.4%</b>	<b>3,546,531</b>
<b>CAPITAL EXPENDITURES</b>				
Debt Service	356,285	356,310	100.0%	362,285
Capital Expenditures	2,054,578	2,828,300	72.6%	477,479
Transfer Out	4,210,322	4,210,322	100.0%	766,112
Actual Expenditures	6,621,185	7,394,932	89.5%	1,605,876
Budgeted Expenditures	7,394,932			
% Diff	90%			
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>476,510</b>	<b>(1,023,215)</b>		<b>1,940,655</b>
BEGINNING FUND BALANCE	13,424,292			
ENDING FUND BALANCE	13,900,803			

# MINOOKA FIRE PROTECTION DISTRICT

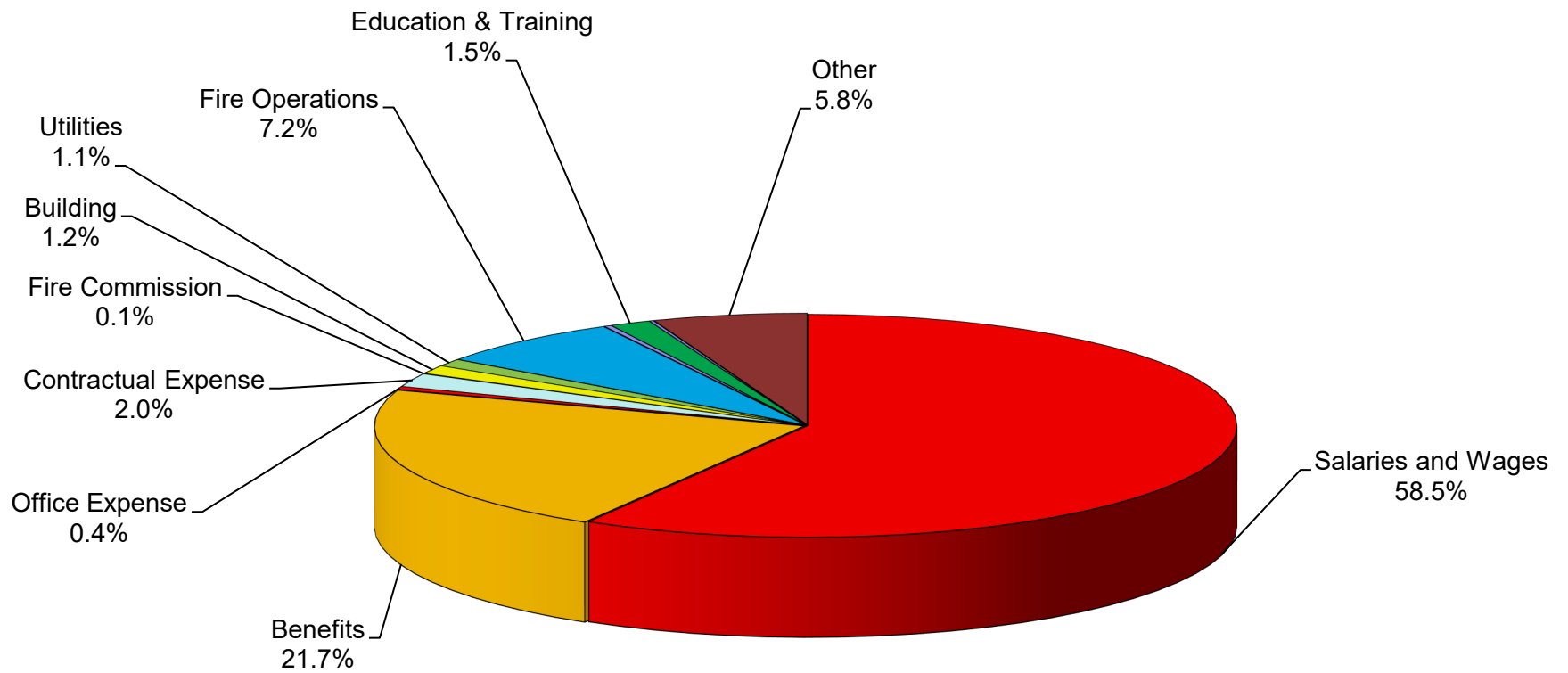
Budget vs. Actual Summary

For the 12 Month(s) Ended December 31, 2024

## Revenue Distribution



## Operational Expenditure Distribution



Accounting practices and financial health of the Fire District are reviewed annually by an independent auditor as required by statute.

### **Pension Funds**

In 2022, under the mandate by the State of Illinois, Minooka Pension Funds were transferred to the State of Illinois Fire Pension Investment Fund (IFPIF). IFPIF was created by statute and consolidated all downstate fire pension funds into one large fund. The local pension boards were required by law to transfer funds to the IFPIF and, as such, relinquish control of funds that are invested and dollars managed. The local pension board maintains control over local pension decisions and review of fund disbursements; however, they have no control over the investment process, which is now handled by the IFPIF group.

Pension Fund accounting practices are reviewed annually by an independent auditor. The pension fund board utilizes a third-party actuary to assess funding requirements. Minooka Firefighter Pension Fund is one of only a few pension funds in the State of Illinois that is 100% funded and has been for several years. Our local pension board provided excellent fund management for almost 25 years prior to funds being transferred to the IFPIF.

## **OPERATIONS:**

A significant event occurring in 2024 surrounding operations was an audit by the Insurance Service Office (ISO). ISO evaluates the capability of a community to protect properties against fire. It has been six years since ISO last visited Minooka when the community became a Public Protection Classification One; the best rating available for a community. In September of 2023, ISO evaluators visited the community and reassessed our community. There are many aspects to an ISO evaluation, including fire department operations, community water supply capability (Minooka and Channahon), telecommunications/dispatch, community risk reduction (inspections & education). The process for completion and maintenance of Public Protection Classification One continued into 2024 as some of the water supply features are continuing to be assessed.

In mid-2024, ISO notified the Fire District that we retained our ISO Class 1 Public Protection Class (PPC). Based on data received from ISO, there are only 502 Fire departments countrywide that have achieved Class 1 PPC and only 31 departments in Illinois. This is a huge achievement for our community and translates to savings to homeowners and business owners on their property insurance.

### **Personnel**

Minooka Fire Protection District is comprised of a combination of career, part-time firefighter/paramedics, as well as volunteer recruits and cadets. We also have a combination of full-time career and part-time support/office staff. The Board of Trustees, along with command staff, continue our volunteer and part-time program to offer opportunities to those who are interested in a career in the fire service. The Fire District





provides opportunities for volunteer recruits to attend the firefighter academy and become a certified firefighter. Part-time firefighters are provided opportunity for additional EMS training and on-the-job training to be prepared for a career position within the Fire District. 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.

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.

Line personnel are part of the operations of the District. Lieutenants and firefighter/paramedics are the personnel making the daily responses to emergencies. Our daily staffing target is eleven shift personnel on duty; however, with vacation days and sick leave these numbers can fall to eight. Operations 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.

In 2024, the Board of Trustees finalized the process of selecting and appointing the first battalion chiefs to the organization. Battalion chiefs are assigned one to each shift and serve as the shift commander and incident commander on many of the incidents in which the Fire District responds. They are responsible for supervising and managing the operations of both stations working together with lieutenants who are assigned to each station. New battalion chiefs completed a 40-hour class on command as well as a 160 hours orientation program that included administrative roles, incident management, and human resource coaching and management. Battalion Chiefs will go on shift in early 2025.





Lieutenants lead the daily operations to insure readiness to respond. Each lieutenant is the immediate supervisor to the firefighter/paramedics assigned to the station. Lieutenants are responsible for making sure the apparatus and equipment at their assigned station are in a ready state and to work with the battalion chief to correct any issues and to ensure operational efficiency.

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. 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.

In 2024, the State of Illinois Office of the State Fire Marshal awarded Firefighter Unit Citations for their professionalism and bravery in rescuing a victim of a house fire in 2023. Honored were Lt Mellen, Firefighter Paramedics Feinberg, Firefighter Paramedics Reilly, and Firefighter Paramedics VanDuyne.



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
- MABAS 15 Fire Investigations

## **EMS OPERATIONS**

EMS operations are a large part of what the Fire District does. More than 65% 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. Our coordinator is responsible for coordinating training, equipment, orientation, implementation of new standard medical orders, and overall general EMS operations.

**Then**



**Now**



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 event.

### **TRAINING**

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

In 2024, personnel within the organization participated in an average of 474 hours of training. This training included fire suppression, rescue, emergency medical care, leadership, incident management, and administrative professional development. Much of the shift training is completed while personnel are on-duty.

Our training division is led by a training coordinator who is responsible for planning and scheduling of training as well as providing instruction for some programs.



## FACILITIES

The administration of the Fire Protection District is operated from Fire Districts Headquarters – Station 1, located at 7901 E. Minooka Rd. The headquarters serve 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 facility house no administrative or support offices and serves as a response station only.

Administration continues to assess and monitor development in the north side of the Fire District where an additional station is planned.

All stations are supplied with emergency back-up power to operate in the event of a power failure. Both stations have residence facilities (bunkrooms, kitchen, and 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 2023, the Board of Trustees authorized a concept study for a new fire and EMS training facility that will be located at 1001 Twin Rail Drive, Minooka. The Fire District hired a construction manager to manage the project. Phase one of the project including site work and utilities was completed in 2024. In 2025 the training tower, which is a modular unit, will be constructed on the site. In the last quarter of 2024 and continuing in to



2025 the Fire District will complete a space needs and concept plan for an educational and instructor office building at the training center.

## **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 are maintained by fire apparatus mechanics known as an “Emergency Vehicle Technician (EVT). Minooka Fire District, Morris Fire District and Troy Fire District share a maintenance facility located in Morris and share the cost of two EVTs.

The Fire District is expecting delivery of a rescue pumper and advanced life support ambulance. The pumper has been on order since 2021 and the ambulance since 2022. Supply chain issues are affecting the delivery of major fire and EMS apparatus. In 2024, the Fire District purchased a new pickup truck to use as a utility vehicle for hauling various supplies and hauling trailers. This vehicle is also used as a plow truck to clear parking lots at the fire stations.



## 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. Matt Feinberg was hired as our Fire & Life Safety Inspector in January 2024.

The inspector conducts fire and life safety inspections on commercial and industrial facilities within the incorporate and unincorporated areas of the Fire District and provides courtesy home fire safety surveys. The inspector is responsible for overseeing our compliance software and following up on annual commercial cooking hood/duct extinguishing system. The inspector is responsible for final inspections of new installed fire alarms, sprinkler systems, and for occupancy inspections alongside the village or county building officer to make sure the facility is in compliance with fire code.

In 2024, we installed free smoke alarms for 2 residents (3 detectors installed)

### 2024 Inspection Statistics:

<b>Annual Inspection</b>	<b>Re-inspections</b>	<b>Code Enforcement(fines) Village</b>	<b>Duty Crew Inspections</b>	<b>Occupancy</b>	<b>Unground Flush Test</b>
205	199	4	169	13	2
<b>Hydrostatic Sprinkler Test</b>	<b>Fire Alarm Acceptance test</b>	<b>Hood acceptance test</b>	<b>Plan Review</b>	<b>Not Inspected</b>	<b>Fire Alarm Runs</b>
7	16	7	30	13	66
<b>Trouble Alarms</b>	<b>Supervisory Alarms</b>	<b>Fire Investigations</b>	<b>Special Inspections</b>	<b>Fire Drills</b>	<b>School Inspections</b>
29	22	43	22	8	6
<b>Compliance Engine</b>					
95%					

*Compliance Engine statistics are related to our compliance software that audits local business compliance to annual service and inspections of fire alarms, sprinkler systems, and restaurant extinguishing hoods.*





### **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.

### **Community Class Programs**

CPR (32 instructional sessions):	238 adults, 51 kids
Car Seats 9 installs:	10 adults
Babysitting Class (3 classes):	28 students
Fire extinguisher (2 classes):	23 adults

### **School Visits:**

Jan-May (2024)

Aux Kindergarten 6 classes – 120 students





Aux 1st grade 6 classes – 120 students  
Aux 2nd grade 6 classes – 130 students  
MES Kindergarten 5 classes – 90 students  
MES 1st grade 5 classes – 100 students  
MES 2nd grade 6 classes – 120 students  
MPC pre-k AM/PM – 290 students

Sept-Dec (2024)

Aux Kindergarten 6 classes + 1 Special needs class – 114 students  
Aux 1st grade 6 classes – 100 students  
Aux 2nd grade 5 classes + 1 special needs class – 120 students  
MES Kindergarten 5 classes + 1 special needs class – 110 students  
MES 1st grade 5 classes – 87 students  
MES 2nd grade 5 classes – 86 students  
MPC pre-K AM/PM – 290 students

Other Community Events:

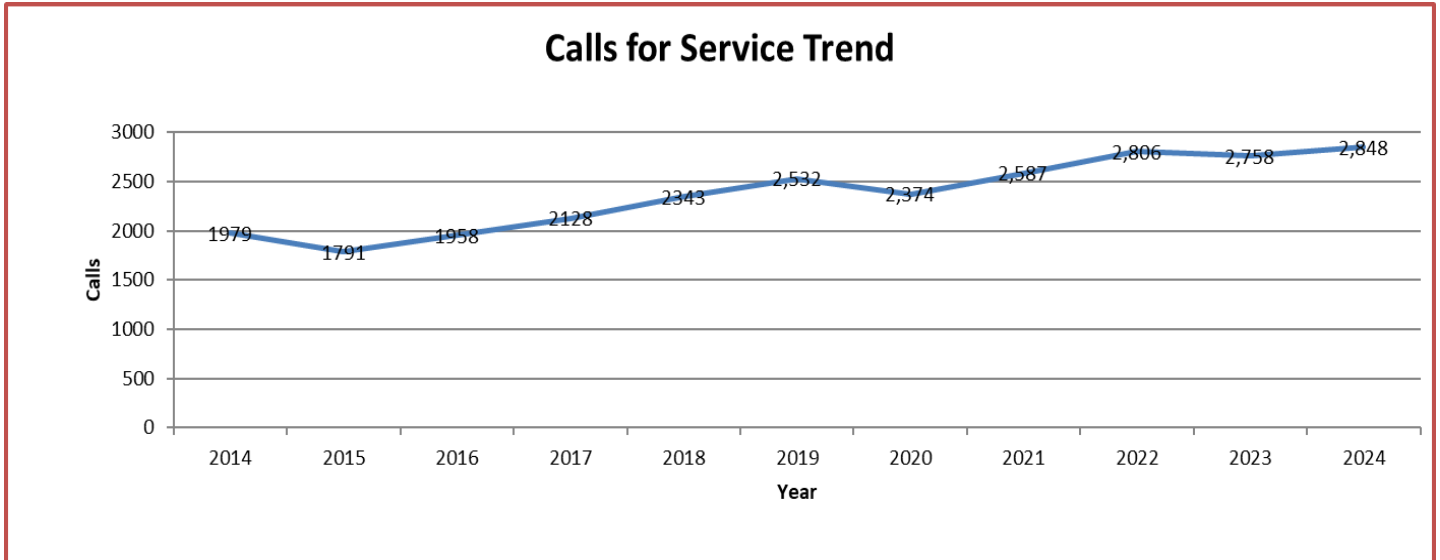
Minooka Jr. High activities event: 100 students  
Station tours: 105 school students  
Grundy County Health Senior Expo: 1,000+ adults  
Minooka Fest, Kids obstacle course: 60 Kids, 25 adults  
Touch a Truck Events (various throughout the year): 350 visitors  
Trunk or Treat – Aux Sable school 500 kids  
Trunk or Treat – Little Learners 100 kids  
Trunk or Treat – MPC 280 kids  
EDITH breakfasts: 4 winners and their families; pancake breakfast with the firefighters and ride to school in fire engine.



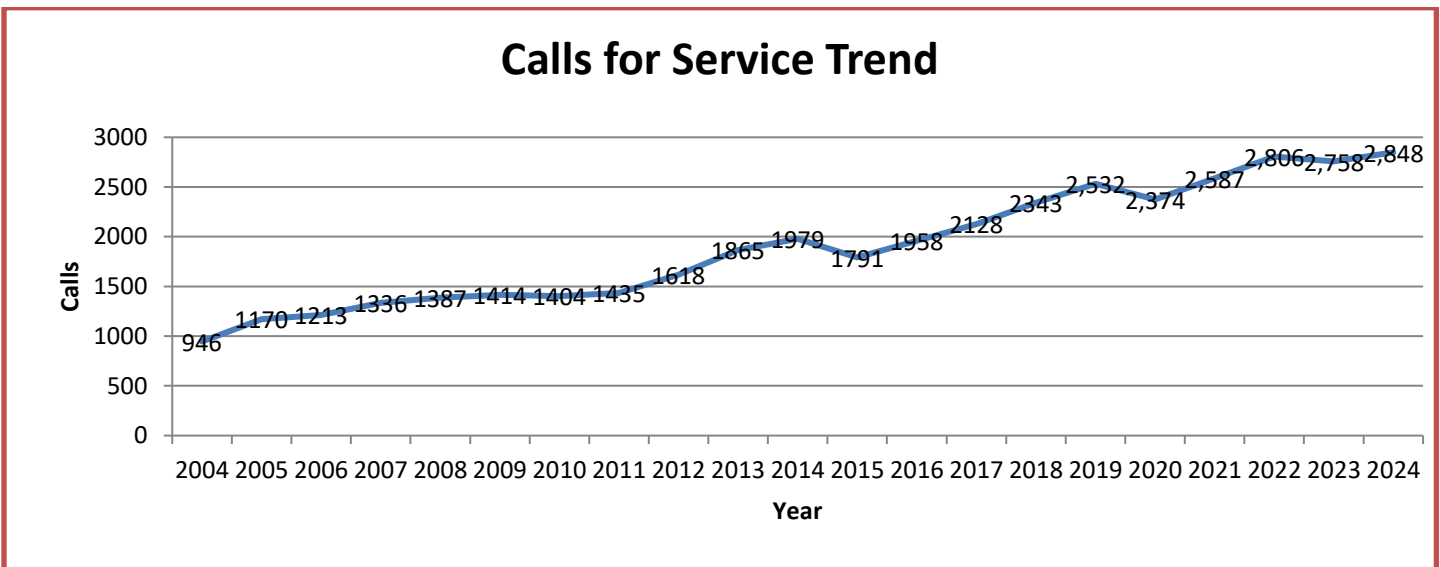
## RESPONSE STATISTICS

Minooka Fire Protection District responded to 2,848 calls for service in 2024. This represents an 3% increase in calls for services over 2023. The organization has experienced a 44% increase in calls for service over the past ten years.

### 10 Year Historical Call Trend



### 20 Year Historical Call Trend



**Breakdown of calls-for-service in 2024:**

Calls by Day of Week (Incidents by Day of Week/Shift)			
Monday	437	Friday	429
Tuesday	426	Saturday	383
Wednesday	406	Sunday	360
Thursday	428		2869

Calls by Station and District (Firehouse Codes 1 – 6 Out = Districts below) Monthly Incident County by Station and Incidents by District (Summary)							
Station 1	1550	Station 2	1037	Station 1 & 2	253	NA	8
District 1	1138	District 2	846	District 3			121
District 4	5	District 5	102	District 6 (I-80)			63
Out	565						
Not Reported	8	TOTAL	2848				

District	Fire 100s	STRUCF 111s	Medical 300s	Hazard 400s	Service 500s	Good 600s	Alarms 700s	
1	8	5	811	24	33	59	205	
2	1	1	725	18	23	22	60	
3	6	3	78	4	3	12	16	
4	0	0	2	1	0	1	1	
5	2	0	68	5	3	5	19	
6 (80)	10	1	35	1	0	16	0	
Out	8	54	78	4	37	381	2	
Total	35	64	1797	57	99	496	303	2851

Busiest month: August at 291 calls for service  
 Least busy month: February at 185 calls for service  
 Busiest time of the day: 2:00 p.m.  
 Least busy time of the day: 3:00 a.m.





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.

-END

