

Minooka Fire Protection District  
"A Culture of Excellent Service"



Decennial Efficiency Act Report

The Minooka Fire Protection District convened a Decennial Efficiency Act Committee (DEAC) in accordance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*

The DEAC for Minooka Fire Protection District includes:

- 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)
- Residents:
  - Lauren Offerman
  - Rob Schiffbauer
- Chief Executive Officer
  - Al Yancey, Jr., Fire Chief

The committee met on the following dates and in compliance with the Illinois Open Meetings Act:

June 13, 2023

September 12, 2023

February 13, 2024

All meetings were held pursuant to the notice requirements of 50 ILCS 70/20. Meetings were posted and when public were present at meetings, the chairman asked for input. Meetings were conducted in accordance with the Illinois Open Meetings Act.

Board of Trustees:

Minooka Fire Protection District is governed by a Board of Trustees under Fire Protection District Act of Illinois. Board members are residents of the fire district representing the three counties (Grundy, Kendall and Will) of the Fire District, proportionate with the population in those counties within the Fire District. By statute, each trustee is appointed to his/her position by the county board within the county they reside and serve terms outlined by statute. The Board of Trustees operates within the foundational rules and regulations that are derived from the Illinois Fire Protection District Act 70 ILCS 705/) with long standing adopted administrative

policy and enacts budget and levy ordinances per statute. The board adopts various ordinances and resolutions for purposes of budget, levy, fire code enforcement and operations of the fire district.

#### Commissioners:

Commissioners are appointed to by the Fire District Board of Trustees and serve three year terms as per Illinois statute. 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, and disciplinary action hearings. Commissioners are residents of the fire district and appointed by the board of trustees per statute.

#### 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 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 funds. Illinois consolidation of fire and police pension funds removed the pension board control of investments of member funds which the pension board opposed on the basis that it removes local control from what was a fully funded and properly managed pension fund. The Board is responsible for hearings and decisions related to firefighter pensions, fund actuarial, and disability determinations. The board operates under the authority of the Illinois Article 4 Firefighter Pension Fund Statute.

#### Administration

The administration of fire district includes the fire chief, a deputy chief, executive assistant and a part-time clerk. The administration is responsible for daily administration and operations of the fire district, including financial management and planning, operational efficiency and human resources. The District utilizes a financial consultant for accounting, accounts receivable and payable and utilizes an investment advisor. Administration is responsible for application of ordinances and policies set by the Board of Trustees as well as carrying out the duties directed within the fire commission.

#### Support

The support personnel of the fire district include fire inspectors, fire and life safety educator, and two emergency vehicle technicians. Minooka shares the cost of a fire & life safety coordinator with Channahon Fire District for community outreach/education. Minooka shares the cost two emergency vehicle technicians (EVT) with Morris Fire District and Troy Fire District. Both of these examples of shared resources demonstrates efficiency models of providing required services with costs shared across multiple agencies.

#### Fire Stations & Property

Fire Districts Headquarters – Station 1  
7901 E. Minooka Rd.  
Minooka, Illinois

Station #2  
28200 E. Rt. 6,  
Channahon, Illinois

Station #3 – Future site  
Wildly Rd.  
Minooka, Illinois

Training Center (in development)  
1001 Twin Rail Drive  
Minooka, Illinois

### 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 ordinance budget for budget and appropriations of funds for the fire protection district. The board of trustees is the levy authority for determine the amount of levy necessary to support the operations of the fire district. Budget hearings are conducted as required and recorded in meeting minutes. Truth in Taxation Hearings have occurred, when required by Illinois Statute. District's finances are audited annually by an independent auditing firm and annual financial reports are filed with the Office of the Illinois Comptroller. The daily accounting practices of the District is contracted to an outside comptroller. The fire chief, treasurer and accountant work together to manage the annual budget. The District maintains a purchasing policy as well as an investment policy. The Board reviews all purchases and fund transactions through a monthly financial report and bills list. Accountability of purchases is managed through administration, accountant and all bills are reviewed and approved by the board of trustees.

The fire district maintains a six-month fund reserve as recommended by the Government Accounting Standards Board (GASB). A capital projects plan is in place for major purchase along with budget forecast for financing future project.

### Personnel

Minooka Fire Protection District is comprised of around 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 that include cadets age 15 – 17 and recruits who are age 18 and above. The organization continues recruit volunteers, mostly from the high school, to provide a career path to firefighter and to provide additional personnel to the operations.

Lieutenants and firefighter/paramedics make the daily responses to emergencies. Our daily staffing average eleven personnel per shift; however, with vacation days and sick leave these numbers can fall to nine. Chief officers provide incident command. Off-duty personnel are authorized to return to work upon notification of active structure fires and technical rescue incidents.

The Fire District maintains a collective bargaining unit with the Illinois Association of Firefighters (IAFF) Local 4685. This collective bargaining unit contract includes career firefighters and lieutenants. In 2022, the Board of Trustees settled a contract with Local 4685. The term of the contract is 2021 – 2024.

Firefighters are required to be certified by the Office of the Illinois State Fire Marshal (OSFM) to respond to live fire suppression response and maintain their OSFM mandated continuing education. Paramedics and EMT's are licensed by the Illinois Department of Public Health with continuing education requirements set by the emergency medical system.

## EMS Operations

The Fire District EMS operations are directed through Morris Hospital Emergency Medical Services System and a project medical director. 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. 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. Equipment and supplies includes but is not limited to cardiac monitors connected to local hospital emergency departments, automatic CPR devices, and advance level medications. Power loading devices and cots helps to reduce the occurrences of paramedic back injuries.

## Training

Minooka Firefighters conduct training each week while on shift. Volunteers and cadets have weekly training at night. 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. The fire district also use outside instructors from FEMA, Illinois Fire Service Institute and other training organizations.

## Fire Apparatus Maintenance

The vehicles are 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's and facility. This partnership provides for more efficient turn-around of out of service apparatus, and results in significant savings in dollars to the District. Our shared fleet service center is located in Morris with costs for facility operations shared by the three fire districts.

## 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. Annually, the fire district inspects 90% of all commercial properties within the jurisdiction.

## Fire & Life Safety Education:

The F&LS Specialist is a shared employee with Channahon Fire Protection. This partnership provides a full-time public education instructor to both communities, resulting in safer communities. Programs include community education for CPR, AED, First Aid, Safe Babysitting, Exit Drills in the Home, Risk Watchers, and senior citizen safety education.

## Response Information

Minooka Fire Protection District responded to 2,758 calls for service in 2023. This actually represents a 1.7% decrease in calls from 2022. This decrease is an anomaly considering calls for service have increased 6 – 8%, with the exception of COVID year. Since 2013, the calls for service have increased 48%.

## **FINDINGS**

The committee reviewed and discussed many facets of the organization listed above. It is the findings of this panel that the fire district operates efficiently and effectively in delivering fire protection and emergency medical services to the people of the fire district. The fire district utilizes a capital spending plan and has been proactive in planning for the future protection needs of a growing community. The district acquired land for future fire stations and training facilities and continues to increase staffing to meet the growing community demands.

The Village of Minooka and Village of Channahon that is protected by the Minooka Fire Protection District is considered a Class 1 Public Protection Class. The Public Protection Classification is an objective, countrywide standard that evaluates public fire protection services and capabilities. Only 29 fire departments in Illinois and 498 countrywide have achieved Class 1 Public Protection Classification.

The fire district has intergovernmental agreements and shared resources agreements with other fire districts and municipalities to share resources. The District works together with the building departments of the Village of Channahon and Village of Minooka for advancement in buildings codes and code enforcement for a safer community. The fire district works together with school districts, townships, park districts and library districts to improve the quality of life and safety of the community.

It is the findings of this committee what while there is always room for improvements, Minooka Fire Protection District is providing responsible fire and EMS services to the people of the fire district.

Recommendation include regular updates on staffing plans, regular reviews and updates to administrative policies and operating procedures, and regular updates to strategic planning process.