

MOKENA FIRE PROTECTION DISTRICT

FISCAL YEAR 2020 IN REVIEW



August 11, 2020



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Fire Chief / Administrator's Fiscal Year 2020 in Review Report

Fire Chief / Administrator Howard Stephens

This edition of the Fiscal Year in Review Report includes highlights of the Fiscal Year achievements that correlate to our budget, strategic planning goals and objectives. In the following pages I have listed items completed in relation to the Strategic Plan and additional items that were either completed or implemented that are not directly related to the Strategic Plan. As you read the remainder of the "Fiscal Year 2020 in Review", it will become apparent that the District has accomplished many of its goals as established in the Strategic Plan to reach this vision. As in previous years, the "Fiscal Year 2020 in Review" contains reports from the various functions within the District outlining their accomplishments and statistics.

To ensure the District's overall administrative succession planning remains consistently strong and viable, Assistant Fire Chief Richard Campbell is now handling all the daily operational duties for the District, while Assistant Chief Joseph Cirelli is handling approximately 85% - 90% of the administrative side of the house. The District has experienced continued success with the decision to secure third-party accounting oversight and third-party payroll oversight.

The last half of the FY proved to be a trying time for all of us at the Mokena Fire Protection District (MFPD) as well as everyone across the globe. The COVID-19 pandemic stressed the local Emergency Medical Services (EMS) resources, as well as the Personal Protective Equipment (PPE) supply which was used by our Paramedics on a daily basis. When PPE supplies were dwindling, the MFPD asked the community for assistance in hopes to bolster our PPE supplies. The community we all enjoy understood the request and stepped up to provide what was needed. That sense of community support is what assisted the MFPD paramedics during the difficult times of the COVID-19 pandemic. As a reminder, COVID-19 is still threatening the health of the area. Wash your hands regularly; disinfect all working areas regularly; disinfect all homes and vehicles regularly; wear a mask; stay safe; keep everyone safe.

I would like to take this opportunity to thank the Board of Trustees and the members of the MFPD for their support and PRIDE during the past year as we continue to plan for and make great cost cutting and professional strides in the upcoming years. I also thank the community for supporting the MFPD daily.

This year the MFPD was able to enter into several cost saving agreements with various suppliers and/or governmental bodies. The following is a short synopsis of the different agreements which enabled the District to realize an overall cost savings:

- The District realized a reduction in its annual electrical supply cost by entering into an electrical aggregation agreement with Direct Energy.
- The District realized a reduction in its annual natural gas supply cost by entering into a natural gas aggregation agreement with Vanguard Natural Gas.

- The District realized a reduction in its annual paper supply cost by entering into a group purchase agreement with surrounding Fire Districts.
- The District realized a reduction in its annual fuel cost by entering into a group purchase agreement with the Frankfort Township Road District.

The following are notable events that transpired during FY 2020:

- May 2019: after 20 years of service to the Mokena Fire Protection District, Trustee Kenneth Lenz (pictured on left below) did not run for re-election; Trustee Dennis Burkhardt (pictured on right below) replaced Trustee Kenneth Lenz



- July 30, 2019: Former Fire Chief Fred Rauch passed away.



- July 31, 2019: Lieutenant Joseph Shefcik retired after 21 years, 4 months of Full-Time service and 27 total years of service to the Mokena Fire Protection District (Volunteer and Full-Time combined).



- August 13, 2019: Engineer Tim Boomsma was promoted to the rank of Lieutenant and Firefighter Pete Cantore was promoted to the rank of Engineer.



- August 15, 2019: Fire Commissioner Paul Coverick retired from the Mokena Fire Protection District after 23 years of service.



- October 8, 2019: Steve Hoblin was appointed as Fire Commissioner for the Mokena Fire Protection District; to finish out the vacated term of Paul Coverick.



- December 11, 2018: Firefighter Ryan Bennett retired from the Mokena Fire Protection District with a Duty-Disability.



- February 10, 2020: Kirk Blank (pictured on left below) and Demetrius Nolan (pictured on right below) were both hired as Full-Time Firefighters for the Mokena Fire Protection District.



STRATEGIC PLAN

LONG RANGE PLAN (5-Year) POLICY GOALS

Project No. 20-1 Fire Accreditation Annual Compliance Report. The District completed and filed our annual Fire Accreditation Compliance Report on February 1, 2020. This report was approved on February 20, 2020.

Project No. 20-2 Review and Revise Standard of Coverage Response Times. In FY 2020 Response time data was tabulated to reflect a 90% fractal percentage.

Project No. 20-3 Review, Revise, Approve, Publish, and Distribute the Strategic Plan. The Strategic Plan was revised and adopted during FY 2020.

Project No. 20-4 Conduct Full-Time Eligibility Test. The District, in conjunction with Manhattan Fire Protection District, Frankfort Fire Protection District, Homer Township Fire Protection District, and the New Lenox Fire Protection District, conducted the Full-Time Eligibility Test and posted the Final Eligibility Register on December 17, 2019.

Project No. 20-5 Conduct Engineer Promotional Exam. The District conducted the Engineer Promotional Exam and posted the final promotional list on May 6, 2020.

Project No. 20-7 IPRF Grant. The District applied for the IPRF Grant and received the grant funds in January 2020.

Project No. 20-8 Evaluate External Relationships. The MFPD has remained active with our external partners. We have regularly attended Mokena Chamber of Commerce

meetings, the Village of Homer Glen Public Services and Safety committee meetings, and the Village of Mokena planning and development group meetings.

An evaluation of the existing relationships that MFPD has with our external partners has proved to be positive. The list of and interaction with our external partners are appropriate for the MFPD.

Project No. 20-9 Laraway Communications Center PSAP. The Mokena Fire Protection District remained active and committed in supporting Laraway Communications Center (LCC) in improving their provided level of service. Any issues that the Mokena Fire Protection District experienced have been reported to LCC through their notification procedure.

Project No. 20-10 Legal Issues. The MFPD was named in an Equal Employment Opportunity Commission (EEOC) claim on June 5, 2019; the EEOC dismissed this claim on June 24, 2019 by stating that “Based on its investigation, the EEOC is unable to conclude that the information obtained establishes violations of the statutes.”

The MFPD was named in a lawsuit filed with the United States District Court Northern District of Illinois on August 19, 2019; the United States District Court for the Northern District of Illinois Eastern Division issued a Memorandum Opinion and Order on March 9, 2020 stating that “...Defendant Mokena Fire Protection District’s Motion to Dismiss (Dkt. No. 10) is granted. Plaintiff” “Complaint (Dkt. No. 1) is dismissed with Prejudice.”

On January 2, 2020, the MFPD filed a Petition to Intervene with the Mokena Fire Protection District Firefighters’ Pension Fund, in an upcoming Pension Hearing; the Mokena Fire Protection District Firefighters’ Pension Fund approved the MFPD’s intervention on March 3, 2020. The MFPD is currently waiting for a date of a Pension Board Hearing.

The MFPD was named in an EEOC claim on January 27, 2020; the MFPD is currently waiting on any additional information from the EEOC about this claim.

Project No. 20-11 Evaluate Replacement of Mobile and Portable Radios. The 800 Mhz. portable and mobile radios were evaluated by the MFPD’s Communications Coordinator. On October 12, 2018, the MFPD’s Communications Coordinator recommended the 800 Mhz dual-band radios. The MFPD is presently awaiting notification on a grant for the radios.

Project No. 20-12 Fire Station Security. The MFPD is working closely with the Mokena Public School District 159 to inherit their one-year old security system which will allow for keyless FOB entry and limited entry, as well as video capabilities. The MFPD is also working closely with a specialized glass and door vender for more robust windows and doors.

CAPITAL PROGRAMS

Project No. 20-01 Station 3 Loan Payment. The District budgeted and made the loan payment for Fire Station #3 in December of 2019.

Project No. 20-02 Maintenance Vehicle. The District did not develop plans for the replacement maintenance vehicle.

Project No. 20-03 Replacement Ambulance. The District created specifications for the re-chassis of the 2007 Horton Ambulance onto a Freightliner Cab and Chassis. This project was let out to bid and awarded to Alexis Fire Equipment. The estimated completion of this project is January 2021.

Project No. 20-04 Update Extrication Equipment. The District budgeted and paid for phase 2 of the Extrication Equipment upgrade.

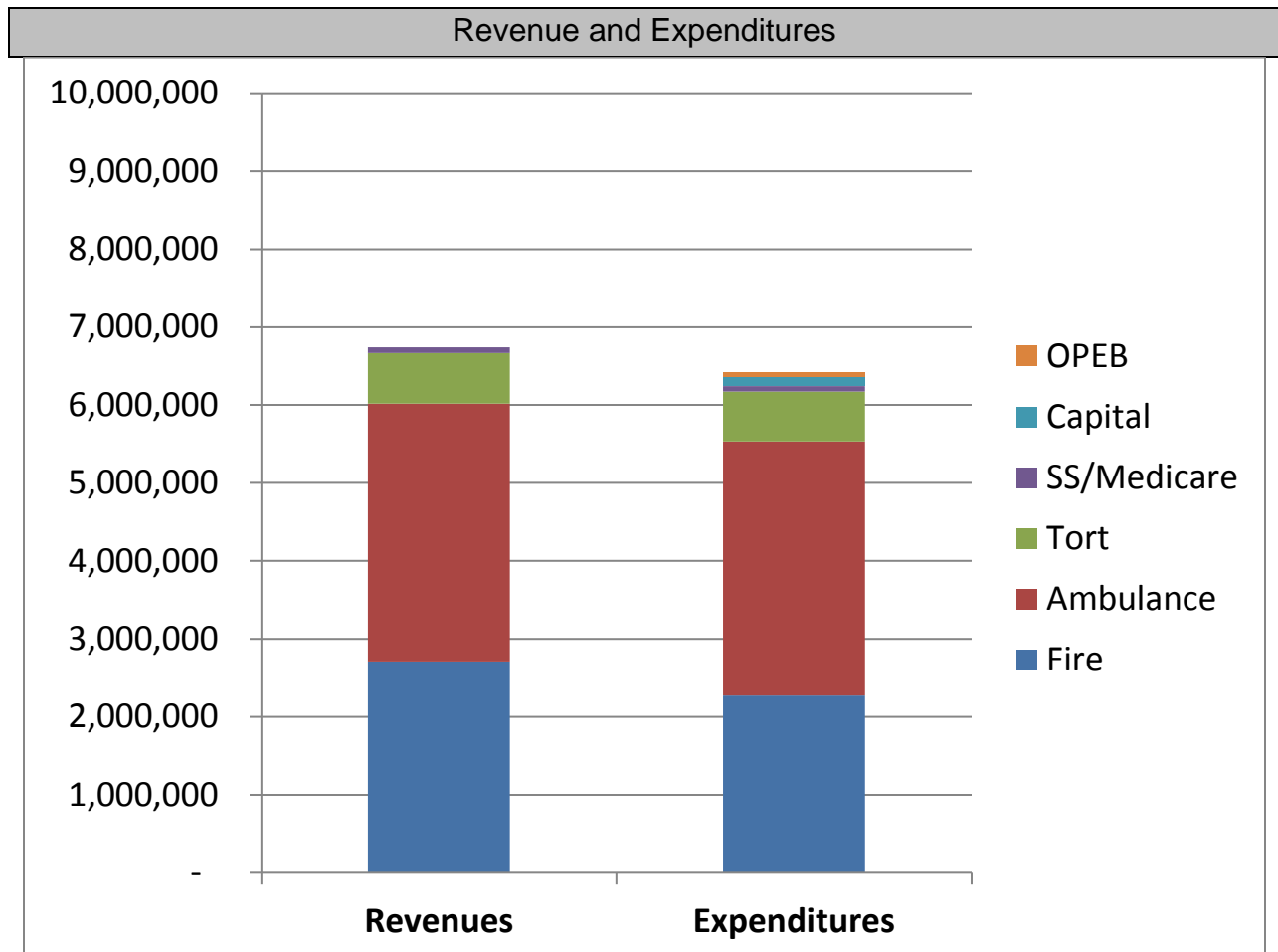
ADDITIONAL PROGRAMS/ACHIEVEMENTS:

- ❖ Participated in several community parades
- ❖ Participated in several drive-by, stay-at-home celebrations
- ❖ The District continued to offer preventative maintenance to outside agencies
- ❖ The District continued sending out information on Twitter
- ❖ The District continued with the replacement program for the extrication equipment
- ❖ Worked with Will-County 9-1-1 with the new CAD system as well as the new PSAP consolidation

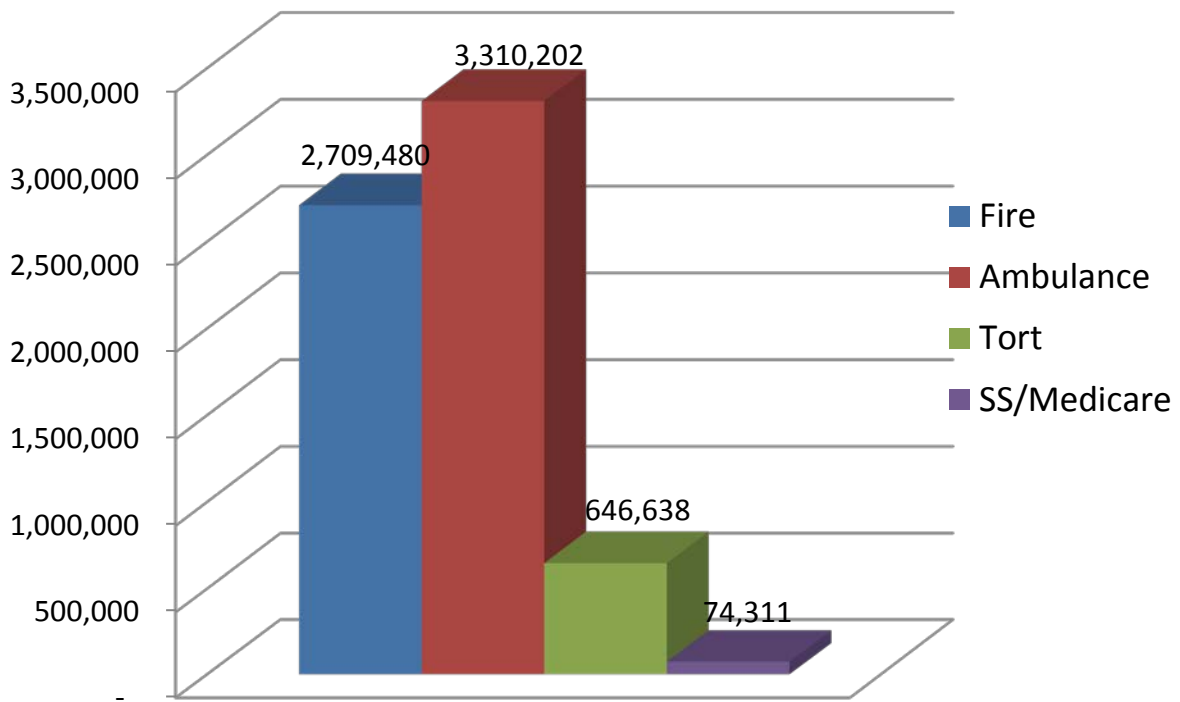
FISCAL FINANCIAL REPORT

The Mokena Fire Protection District is a government entity operating under the authority of the State of Illinois Fire Protection District Act. The District has the ability to levy property taxes and collect fees for certain services. During FY 2020, the District had total combined expenditures of \$6,426,436. District revenues totaled \$6,740,631 with 84% (\$5,645,698) generated by property taxes.

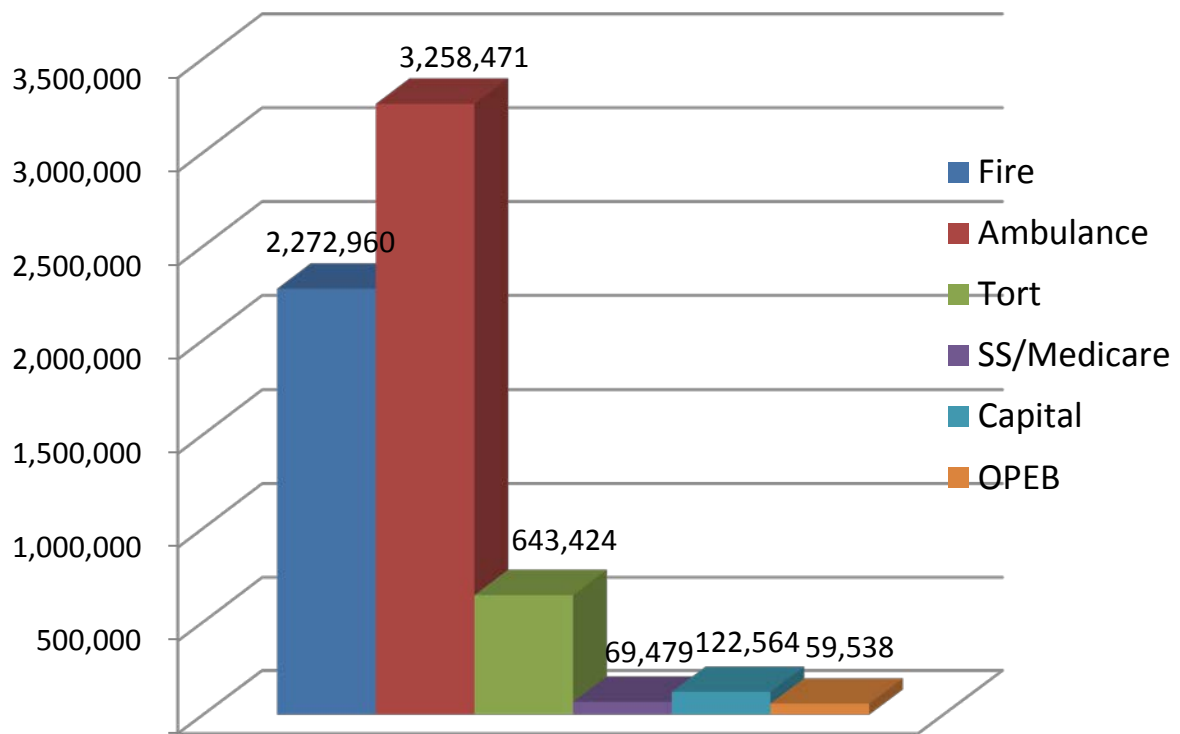
At the end of FY 2020, the District had a combined Fund Balance of more than 31%. *The District strives to maintain a recommended minimum Fund Balance; i.e. – enough to fund District operations for 1-3 months in case of a financial emergency.* In Fiscal Year 2019, the District put in place a fund balance policy to maintain its reserve levels at best practice ratios.



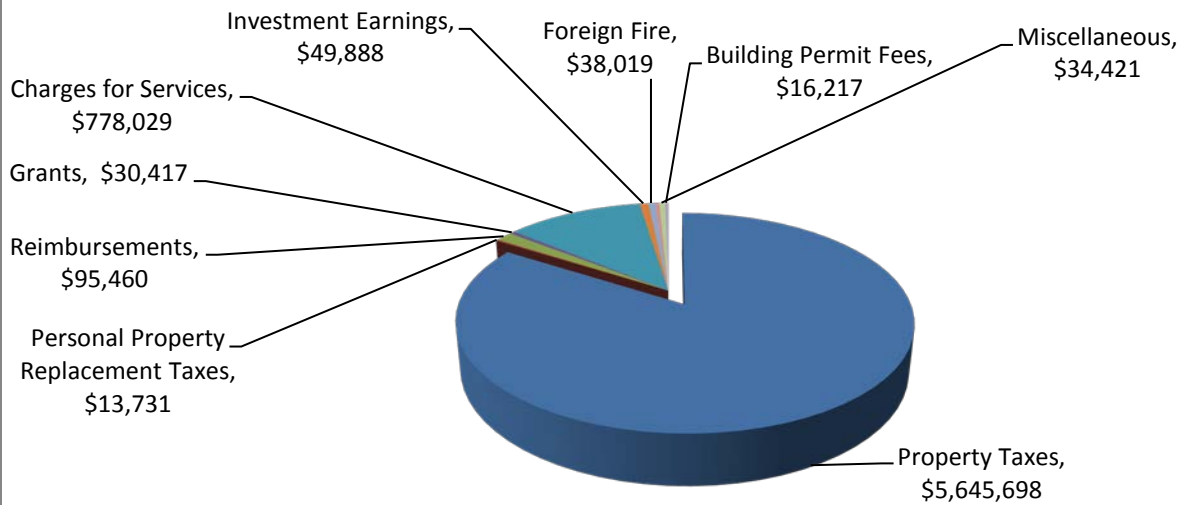
Revenues by Fund



Expenditures by Fund

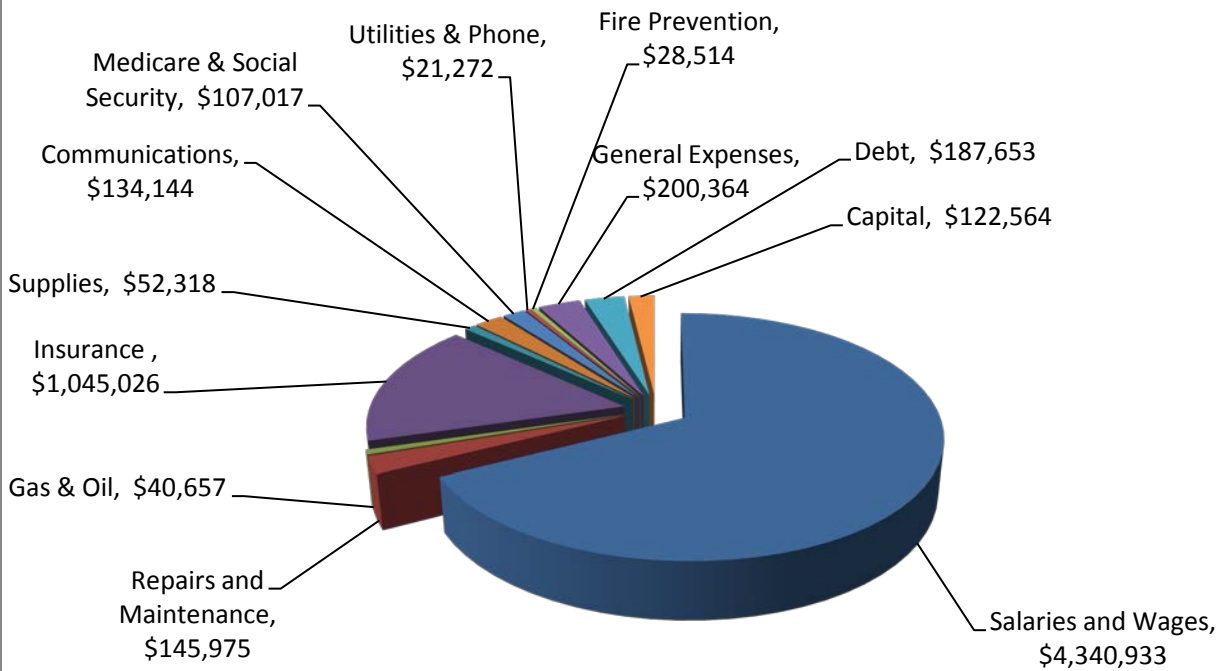


Revenues by Source



In Fiscal Year 2020, total revenues decreased .2%. Property taxes increased 3.7% and charges for services decreased 11.5% from the previous year. Operating expenditures decreased about .5% while salaries and wages increased .4%.

Expenditures by Type



Assistant Fire Chief / Deputy Administrator's Fiscal Year 2020 in Review Report

Assistant Fire Chief / Deputy Administrator Joseph Cirelli

Dispatch/CAD

The MFPD contracts through the Laraway Communications Center (LCC) to provide dispatching services. LCC is the Public Safety Answering Point (PSAP) that answers 9-1-1 calls within the MFPD. Over the past year, LCC has been working on improving service levels, staffing and infrastructure challenges. In support of their effort, the MFPD has been active participants in various committees, subcommittees and projects.

The LCC occupies leased space within the Will County Sheriff's building. The building was constructed and occupied in 2017. Since occupancy, several significant deficiencies have been noted including lack of redundant electrical feeds, inadequate or improperly ventilated backup generators, ineffective sound management in the radio room, lack of physical vehicle barriers, among other items. The MFPD has actively supported the LCC Executive Director's efforts in resolving these issues through Will County. A third-party assessment is scheduled to be performed in 2020 which will outline facility challenges.

The MFPD joined in partnership with the East Joliet, Frankfort, New Lenox, and Manhattan Fire Protection Districts in engaging the Wescom PSAP in a feasibility study. This study was commissioned to determine if it would be feasible for the partner agencies to move dispatching services from LCC to Wescom. The study determined that it was not in the best interest of either Wescom or the partner agencies to move forward with any additional efforts.

The Will County Emergency Telephone Systems Board (ETSB) upgraded the version of CAD to include an updated mobile client. All mobile computers were upgraded to Windows 10. The MFPD deployment model was reviewed and updated with new run cards in CAD.

External Relationships

The MFPD has remained active with our external partners. We have regularly attended Mokena Chamber of Commerce meetings, the Village of Homer Glen Public Services and Safety committee meetings, and the Village of Mokena planning and development group meetings.

To expand our notification and communication with the Mokena Police Department, we implemented a method for the command staff of both organizations to be automatically notified of certain incidents, such as a structure fire or active shooter. This supports establishing a unified command early into an incident.

MFPD has partnered with the Mokena School District 159 and Mokena Police Department in monthly crisis team meetings.

MFPD has participated in full-scale nuclear exercises at the Dresden and Braidwood nuclear power plants. These exercises are held at the Will County Emergency Operations Center.

MFPD partnered with Frankfort, Homer Township, New Lenox, and Manhattan Fire Protection Districts in conducting a consortium application and testing process for full-time personnel. By partnering with our neighboring agencies, we were able to attract a larger pool of potential candidates while saving money.

Records Management

The MFPD has used Firehouse Records Management System (RMS) since the early 1990's. This RMS has outlived its life and usefulness to the MFPD. After researching several RMS's, MFPD joined with Frankfort, New Lenox and Manhattan in subscribing to the Imagetrend RMS. The partnership allowed for the purchase of this RMS at a significantly reduced cost while offering features that were not previously available.

Grants

In 2018 MFPD applied for two FEMA Assistance to Firefighters Grants (AFG). As an individual agency, the MFPD applied to the AFG grant for the purchase of Self-Contained Breathing Apparatus (SCBA) and a regional grant for the purchase of P25/800mhz mobile and portable radios. Although the grant for the purchase of the radios was not awarded, we were awarded a grant for the purchase of the SCBA. This grant provides \$196,000 of federal funding for the purchase of SCBA.

In 2019, the MFPD again partnered with neighboring agencies for the purchase of P25/800mhz mobile and portable radios and submitted an individual grant for the replacement of 12-lead cardiac monitor/defibrillators. We are awaiting the decision on both grants.

The MFPD applied for and was awarded grant funding through the Illinois State Fire Marshal's office for the purchase of three P25/800mhz portable radios.

The MFPD applied for and was awarded a \$5,000 grant from Enbridge Pipeline for the purchase of P25/800mhz pagers.

Assistant Fire Chief / Operations

Fiscal Year 2020 in Review Report

Assistant Fire Chief Richard Campbell

During FY 2020 the Mokena Fire Protection District was faced with the COVID-19 pandemic. The District developed an Incident Action Plan (IAP) in order to limit the risk to the personnel and community; communication between personnel was paramount. The District established daily virtual meetings in order to keep information flowing while limiting risk. MFPD also met virtually with surrounding hospitals, senior living facilities, and governmental agencies in order to collaboratively meet the needs of the community. The response to EMS calls included additional proactive measures to limit the exposure to the community and personnel. A comprehensive employee screening was implemented twice a day. A thorough cleaning program was instituted for the fire stations including the purchase of decontamination sprayers to be used on the ambulances following patient transport. The District collaborated with Will County EMA, Will County Health Department, and MABAS 19 to procure personal protective equipment. The MFPD community also stepped in to aid in the PPE shortage by donating masks and other essential items. It has been an incredible experience to see the dedication of the many agencies, community members, and personnel working together to meet the challenge of this pandemic.

According to the MFPD vehicle replacement plan, based on the age of the vehicle, the 2007 International ambulance is due to be replaced. MFPD completed a cost analysis between purchasing a new ambulance and remounting the 2007 Horton module onto a new Freightliner chassis. Due to the cost savings, it was determined that for a second time, MFPD will be remounting the ambulance. Alexis Fire will be performing the remounting work on the new ambulance which will take approximately six months. During this time, Alexis Fire will be providing the MFPD with a loaner ambulance in order to maintain four ambulances in the District.

The 2009 Alexis/HME Engine was due to be moved to reserve status in FY 2021; however, due to the mechanical and suspension issues, after a thorough cost analysis, MFPD decided to replace the engine. MFPD has accepted a bid proposal from Pierce Manufacturing. The new engine will be built under the Build My Pierce (BMP) program. This program builds stock engines which allows the District to save approximately \$100,000. The estimated delivery date of this new engine is March 2021.

The FDA announced in September 2019 the discontinuation of all cardiac monitors that do not meet the new premarket approval (PMA) by February 2021. Due to the new requirement, MFPD purchased four Zoll series cardiac monitors for the ambulances and four Zoll AEDs for the fire apparatus. This was an unexpected cost of \$141,000. MFPD has applied for grants to reimburse the District for this cost.

I would like to thank the Board of Trustees, Chief Stephens, and Assistant Chief Cirelli for the support they have given throughout the year. I would like to acknowledge the commitment from the members of the MFPD in supporting the community during the COVID-19 pandemic.

Division of Human Resources & Administrative Services

Administrative Assistants Nancy Feigel and Kathy Ferraro

An outside payroll company continues to provide the bi-weekly payroll, secure online access for all employees, employee W4 and bank routing self service center, federal and state payroll filing and annual W2 preparation and filing. An outside accounting firm continues to provide monthly accounting review, Fiscal Year end reporting and audit preparation, as well as W2 review.

Board packets are prepared for the Board of Trustees for their monthly meeting. Included in their packet is financial information including all receipts, disbursements and a reconciliation form; in FY 2020 there were no unexplained variances.

The District continues to work closely with the banking and IT systems and takes additional steps to enhance the security of the District's banking needs and funds. The administrative secretaries work closely with a third party billing company to manage ambulance and accident billing.

In an ongoing effort to provide added convenience and flexibility to students attending community education classes, we are continuing to accept class sign-up and online bill pay; this is accessed through the MFPD website. Unfortunately, with the COVID-19 pandemic, all public education events were cancelled beginning mid-March through the end of the Fiscal Year.

After receiving annual approval from the Illinois State Archives Local Records Unit, appropriate documents were shredded and a certificate of destruction received for our files.

The two administrative secretaries continue to work together to ensure redundancy is in place in the event an unexpected absence is brought upon the MFPD staffing. This is to ensure that everything will continue to run seamlessly in case of the absence of either secretary.

Congratulations to the following members who received service pins for their years of service to the MFPD:

One Year

FF/PM Dan Reimer

Five Years

FF/PM Chris Buchan

Ten Years

FF/PM Adam Meyer

Fifteen Years

Assistant Chief Rick Campbell

Lt. Tim Boomsma

Lt. Erik Moeller

Eng. Mike Dreger

Eng. John Swanson

Twenty Years

FF Tom Murray

Twenty-five Years

Lt. Todd Newton

Thirty Years

Lt. Tom Hug

Thirty-five Years

Lt. Mark Sickles

Forty-five Years

Trustee William Haas

Division of Emergency Medical Services (EMS)

Firefighter / Paramedic Brian Crabtree

Engineer / Paramedic Tim Wiencek

Engineer / Paramedic Mark Rojek

The EMS Division has concluded another busy Fiscal Year in Emergency Medical Services (EMS). Our ongoing commitment to training, both advanced and routine, continues to surpass the minimum requirements of IDPH and the Silver Cross Emergency Medical Services System. This will continue into the next Fiscal Year as new training methodologies are explored.

Engineer Rojek is responsible for supply inventory, ordering, and re-stocking EMS supplies. Engineer Rojek has done a fantastic job making sure the supply room is always well stocked for contingencies. Thank you to Engineer Wiencek for assisting with various aspects of the quality assurance process and stepping into the coordinator role during the opening of the COVID-19 pandemic.

Training: Silver Cross Emergency Medical Services System continuing education (CE) program assures that all EMS personnel achieve the required 100 hours for re-licensure every four years. The system also offers various EMS classes to providers such as Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Computer based CE is delivered through MOODLE, which consists of a monthly PowerPoint and quiz that delivers 2.5 hours of CE each month. Along with the Silver

Cross Emergency Medical Services System CE, in house training supplements the required CE hours. The annual requirements for EMS continuing education per IDPH and the Silver Cross Emergency Medical Services System are being met and exceeded by as much as two times the required training hours. This is an example of our commitment, by both the District and its personnel, to superior EMS service. These hours are achieved by on-shift training, as well as members participating in off-shift trainings. All members participated in an annual CPR recertification. Out of 35 fire suppression members, 34 are Licensed Paramedics. All full-time MFPD EMS personnel are Licensed at the Paramedic level.

Equipment, Supplies & Maintenance: All cardiac monitors and automatic external defibrillators (AED's) were serviced and tested by an outside vendor. The Mokena Fire Protection District EMS Division is also in the process of upgrading its cardiac monitors and AEDs to the latest models in order to continue providing the highest level of patient care.

Licensing & System Requirements: Our current roster has 34 paramedics. All MFPD paramedics with licenses up for renewal met the required 100 hours of CE training. All four ambulances were re-licensed. All ALS non-transport vehicles were self-inspected and re-licensed.

The majority of calls that Mokena Fire Protection District responds to are classified as EMS. This percentage grows when factoring in calls such as carbon monoxide or auto accidents that result with a patient being transported.

COVID-19: By the end of the current Fiscal Year, we at Mokena Fire Protection District have also been affected by the pandemic of COVID-19. As of the end of April, MFPD has not experienced any staff becoming infected. This can be attributed to the EMS division's steadfast determination to stay up to date with the CDC and IDPH guidelines for PPE usage. For the first time in the history of the District, PPE donations were being accepted from residents. We are very humbled by the generosity of the citizens we protect in making sure that their Fire Department is as prepared as possible to help in any emergency. Thank you to the public for assisting us in this manner.

Looking forward: As the Fiscal Year closes; the EMS division will continue to look for ways to improve and protect the citizens of not only our Fire District, but anywhere else we may be called, no matter the emergency. This will be accomplished through proper training, equipment, and care.

Fire Prevention Bureau

Lieutenant Mark Sickles

Inspections & Construction

The MFPD currently has 1,091 active files for businesses/buildings within its jurisdiction. Of these files, 114 are preplan reference files or open files that are not occupied yet and have not been inspected. This leaves 977 files that are subject to inspection for the Fiscal Year.

Due to the COVID-19 outbreak, all but occupancy inspections were suspended in March 2020. To that end, between the Fire Prevention Bureau (FPB) and Company Inspections, 553 general inspections, 86 occupancy inspections (12 new occupancies, 74 re-occupancies), 7 for-cause inspections, and 241 follow up inspections were conducted for a total of 887 total inspections for the Fiscal Year. 646 of the available 977 files were inspected in either general, occupancy, or for cause inspections which equates to an 66% completion rate.

Of the 86 occupancy inspections, 74 (86%) were existing construction occupancies that were vacated and re-occupied, 12 (14%) were new construction occupancies where no other business existed there before. 62 (72%) were in the Village of Mokena, 18 (21%) were in the Village of Orland Park, 4 (5%) were in the Village of Frankfort, and 2 (2%) were in Will County.



One carnival was inspected by the FPB at the Mokena Park District for Halloween Hollow on 10-18-19. (14 rides and 2 food vendors). Five food vendors were inspected for Halloween Hollow and fireworks stand-by on the Yunker Barn Property on 10-19-19.

Four new construction projects were started in FY 2020:

Opus Development Company LLC, Bldg-B
8905 187th St.
VoM
111,600 sq/ft warehouse

Opus Development Company LLC, Bldg-A
8905 187th St.
VoM
152,400 sq/ft warehouse

Orland Investors LLC
18450 116th Ave.
VoOP
72,000 sq/ft NC

First Street Properties LLC
19133 104th Ave.
VoM
5,100 sq/ft new construction

Village of Mokena	3 (75%)
Village of Orland Park	1 (25%)
Village of Frankfort	0 (0%)
Will County	0 (0%)

New construction buildings that were either partially or completely approved for occupancy in FY 2020 were the following:

Burger King
9647 191st St.
VoM
3,444 sq/ft Restaurant

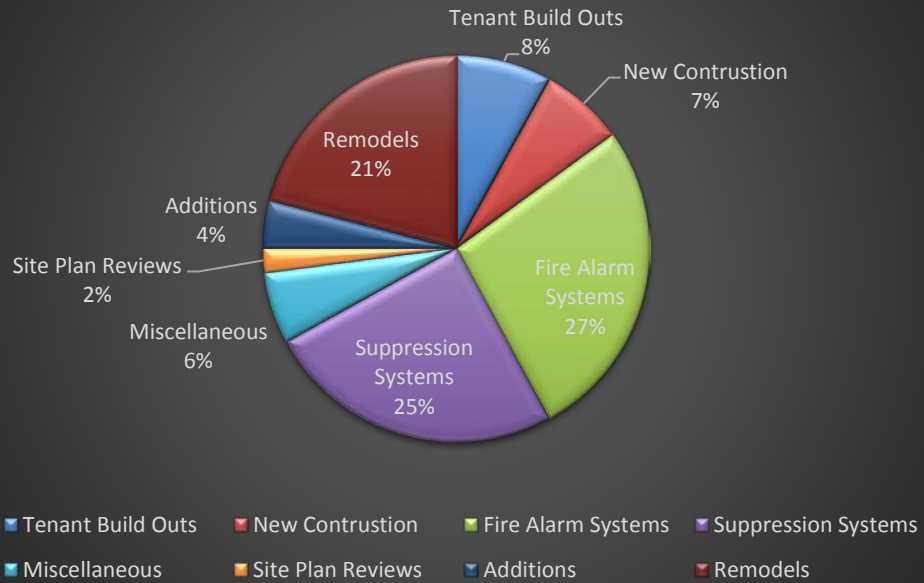
Mokena Wolf Road LLC, Bldg-2
18781 90th Ave., Suites A-L
VoM
40,000 sq/ft Multi-Tenant Industrial

Plan Reviews

A total of 100 plan reviews were conducted in the Fiscal Year and break down as follows:

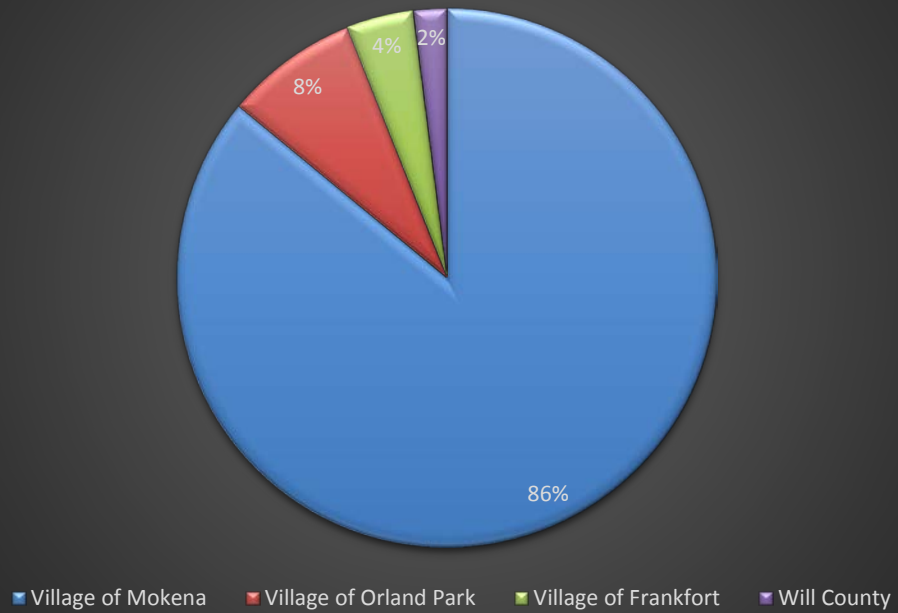
Additions:	4	Remodels:	21
Fire Alarm Systems:	27	Site Plans:	2
Miscellaneous:	6	Suppression Systems:	25
New Construction:	7	Tenant Build-Outs:	8

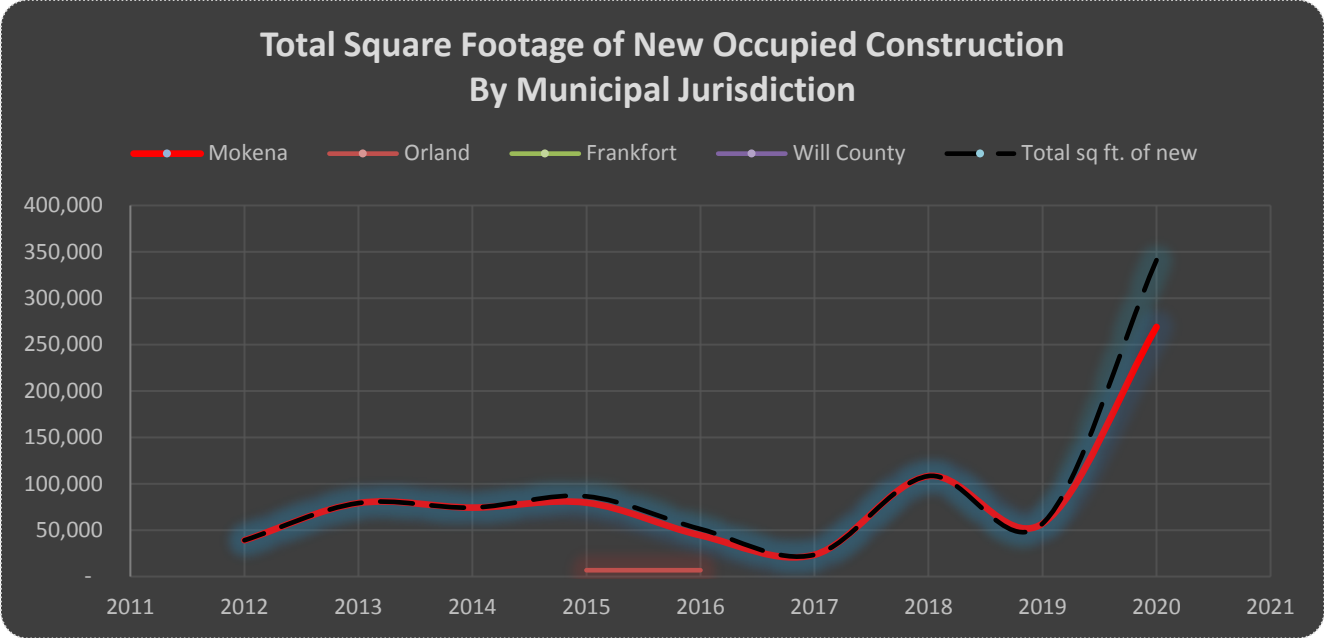
Plan Review - FY 20



Village of Mokena	86 of 100 (86%)
Village of Orland Park	8 of 100 (8%)
Village of Frankfort	4 of 100 (4%)
Will County	2 of 100 (2%)

Location of Plan Reviews - FY20





Fire Incident Pre-Plans

The FPB continues to create, maintain and update the pre-plan drawings as necessary.

Fire Prevention

To ease the burden on the staff, the fire prevention programs were spread out this year over a period of 11 weeks instead of 6 weeks. The schools and duty crews were receptive to the changes which took some of the pressure off the crews and the FPB. Admittedly, spreading the programs out did allow for a smoother operation in presenting programs and simultaneously running the FPB operations.

Schools: 2019 Fire Prevention Campaign

Number of Students	3,061
Number of Programs	79
Number of Program Dates	24
Programs per Date	3.29
Students per Date	127.5
Students per Program	38.7
Total Hours of Instruction	55
Hours of Instruction per Date	2.29
Hours of Instruction per program	.70
Total Spent on Handout Materials:	\$5,168.55
Average Expenditure per Student:	\$1.69

We continued our smoke detector giveaway program for Kindergarten and 8th Grade students. Kindergarten students were given their first smoke detector and 8th Grade students were given smoke detectors to replace the smoke detectors that they received

in Kindergarten. This is based on the recommendations that a ten-year-old smoke detector should be replaced.

457 smoke detectors were given out to students this Fiscal Year.

Public Education

CPR/ AED Classes

30 sessions
341 participants
11.36 participants per session

Basic First Aid

3 sessions
19 participants
6.3 participants per session

Senior Luncheons

1 date (9-9-19)
1 session
49 participants
49 participants per date
49 participants per session

*Due to the COVID-19 outbreak, the May 2020 program was cancelled in accordance with the State of Illinois guidelines.

Ride to School

*Due to the COVID-19 outbreak, all rides to school were cancelled in accordance with the State of Illinois guidelines.

Station Tours

2019 - 4 tours
50 participants
12.5 participants per tour

*Due to the COVID-19 outbreak, there were no station tours conducted in the 2020 half of FY 2020 in accordance with the State of Illinois guidelines.

Family Fun Day

1 date (6-8-19, 1200-1400 hours)
Approximately 330 participants

Fire Extinguisher Training

1 session
11 participants
11 participants per session

Pancake Breakfast

1 date (10-6-19, 0730-1200 hours)
Approximately 500 attendees

Fire Safety Presentations

1 session
30 participants
30 participants per session

Baby Sitting Clinics

2 sessions
4 dates
48 participants
24 participants per session

Block Parties

2019 - 11 attended

*Due to COVID-19 outbreak, no block parties were scheduled or attended in the 2020 half of FY 2020 in accordance with State of Illinois guidelines.

Parades

2019 - 4 attended

*Due to COVID-19 outbreak, no parades were scheduled or attended in the 2020 half of FY 2020 in accordance with State of Illinois guidelines.

Drive by Parades

In FY 2020, the Mokena Fire Protection District attended 65 requested drive by parades to continue in spreading goodwill to our customers during the COVID-19 stay at home guidelines issued by the State of Illinois.

Health Fairs/Business Expos

2019 - 2 attended

Food Truck Fridays

In 2018, the Will County Forest Preserve began a new program called Food Truck Fridays during the summer months at various forest preserve locations throughout Will County where food truck vendors were open at the locations for 2 ½ hours from 5:00-7:30 pm.

In 2019, the Hickory Creek Forest Preserve was included in the rotation on June 14th, July 12th and August 9th. The FPB inspected each one of the food truck vendors for fire safety issues such as fire extinguishers, fixed system tags, electrical issues, propane tank usage etc.

Keep the Wreath Red

Once again, our “Keep the Wreath Red” program was a success. All bulbs on the wreath remained red during the December holiday season. No holiday decoration related fires were reported between December 1 and January 1, so all the bulbs remained red.

Fire Investigations

We continue to support and participate in the MABAS 19 Fire Investigation Team (M-19) and the South Suburban Fire Investigation Task Force (TF). While all Mokena investigators are active on the Mokena response, they may or may not be active on all the different teams and levels.

In FY 2020, 37 fire investigation requests were made by MABAS 19 and/or Task Force participating departments (Back half of 2019 = 26 & Front half of 2020 = 11). Of the 37 requests, 9 (27%) were responded to by a Mokena Fire Investigator.

In FY 2020 there were five fires investigated in the Mokena Fire Protection District. 5-Structure Fires & 0-Vehicle Fires (5-Accidental and 0-Incendiary). Of the five investigations, one was a team call out (MABAS-19) and four were in-house investigations handled by MFPD investigators.

It should be noted that two of the fires included sprinkler system activations that controlled the spread of and / or extinguished the fires. One fire was a single head activation and the other was a three head activation. In both cases, all systems designed, installed and tested successfully did their jobs as intended.

Division of Training

Lieutenant / Paramedic Richard Gotter

Firefighter / Paramedic Chris Buchan

FY 2020 had many positive changes and opportunities to its training program. A total of 14,665.20 hours of fire suppression training and 1,969 hours of EMS training, totaling 16,634.20 hours were conducted. That's a 19.36 % decrease vs. FY 19.

MFPD has been fortunate to use the Tinley Park Fire Department's training facility on 183rd Street for the purpose of testing two new SCBA packs from MSA and Drager to find the perfect fit for MFPD members for overall safety and functionally. The trainings conducted at Tinley Park's facility have proven to be invaluable to the MFPD, allowing a means for practical training evolutions that would otherwise be unavailable.

MFPD conducted a 5-day (40 hours) training academy for two new firefighters hired in February 2020. This academy consisted of OSFM training guidelines, SCBA skills, vehicle extrications, ground ladders and fire hose evolutions at Frankfort Training Facility. We included EMS training and practical skills during the week. MFPD instructors from all ranks were used to complete the academy trainings.

MFPD sent three members to Orland Rescue Task Force class (RTF) last Fall. These three members have taught the material and techniques learned to MFPD members over the last several months. MFPD will also be training with the Mokena Police Department later in 2020 on RTF.

Mutual Aid trainings continued with neighboring Fire District's throughout the year. Topics focused on rural water operations concentrating on operations of the first and second units on a fire scene. MABAS 19 Training Committee continued to schedule "Light n Fight" practicals at Orland Park and Frankfort training facilities. These mutual aid companies work together at "Light n Fight" and are conducted with live fire scenario base. The working companies complete multiple training objectives. These "Light n Fight" trainings last for 4-5 hours and allow all on-duty personal to attend.

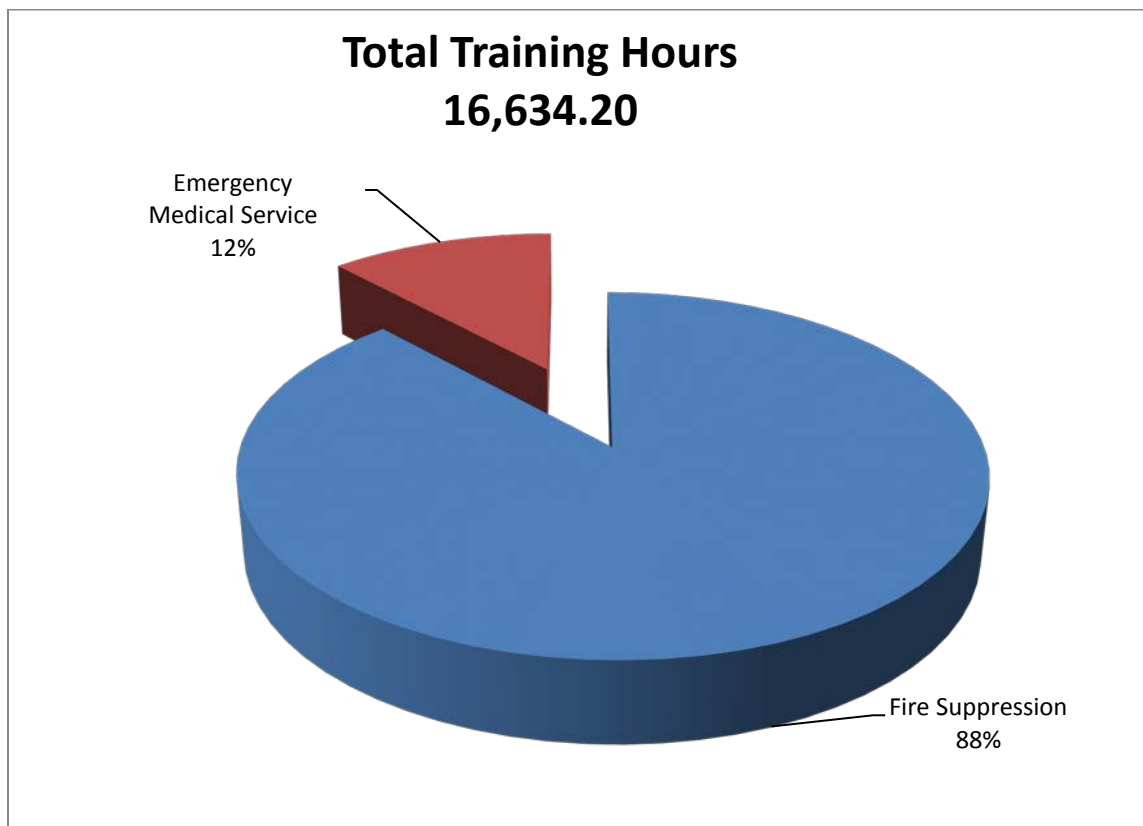
Target Solution training program was managed throughout the year by the MFPD Training Coordinator. This program simplified the delivery of training to all MFPD personnel. Target Solutions provides hundreds of prepared courses, covering critical EMS training, emergency vehicle operations and NFPA approved contents. It also tracks all training hours in one location for ISO and Accreditation. It allows other MABAS 19 Districts using Target Solutions to share trainings with MFPD.

Goals obtained for FY 2020

- Continued to monitor and evaluate companies during tower trainings.
- Continued to incorporate advanced FF trainings.
- Continued to promote mutual aid drills.
- Monitored the new OSFM renewal requirements for Rope Ops and HazMat Ops.
- Managed Target Solution program for tracking individual training completed, mandatory, and make-up drills.
- Managed required monthly defensive driving training program.
- Continued with the 3-year training program schedule.
- Conducted Blue Card Refresher course hours during quarterly Officer Meetings.
- Delivered Officer training every month.
- Maintained an active role in MABAS 19 Training Committee.

Goals for FY 2021

- Continue to monitor and evaluate company trainings.
- Have companies train on basic fire hose evolutions.
- Continue to expand training tower practical trainings.
- Continue to promote mutual aid drills.
- Refine the mentoring program for preparing Engineers to step up to Lieutenants.



Active Member Certification Survey
State of Illinois – Fire Marshal’s Office Certification and other Certifications
Achievements of all active members in FY 2020

Structural Collapse Operations

Firefighter Adam Meyer

Trench Technician

Firefighter Michael Hullinger

Rope Technician

Firefighter Michael Hullinger

Fire Service Instructor I

Firefighter Adam Meyer

Fire Service Vehicle Operator

Firefighter Todd Conwell

Rescue Specialist-Confined Space

Engineer Kenneth Berger

Firefighter Michael Hullinger

Fire Officer I

Engineer Pete Cantore

Engineer Adam Shefcik

Engineer Michael Dreger

Engineer Michael Laney

Firefighter Christopher Buchan

Fire Officer II

Engineer Mark Rojek

Engineer John Swanson

Firefighter Stewart Romadka

Child Safety Seat Re-Certification

Lieutenant Thomas Hug

Blue Card Re-Certification

Chief Howard Stephens

Engineer Mark Rojek

Fire Investigator Re-Certification

Fire Marshal Mark Sickles

Open Meetings Act Re-Certification

Chief Howard Stephens

Division of Small Equipment and Hose

Lieutenant / Paramedic Erik Moeller

- Purchased 2 cases of class A&B foam sticks.
- Moved forward with our rescue tool program by outfitting Truck 92 with 100% battery powered extrication tools.
- Completed a replacement program for our vehicle mounted hand lights.
- During the month of May, the Fire District conducted our annual hose testing. Duty personnel tested one truck, three engines and the extra hose stored at the three stations, approximately 15,900 feet. There were a few lengths of different sizes of hose this FY that needed additional service and repairs. The tested hose was logged into the firehouse program.
- We continue to use the Tru fuel program with all our small tools

Division of Apparatus Maintenance

Engineer / Paramedic Mike Dreger

Engineer / Paramedic Ken Berger

Engineer / Paramedic Eric Kobialko

Firefighter / Paramedic Adam Meyer

This FY we have stayed busy in apparatus maintenance. We continue to service Mokena, Tinley Park, Oak Forest, and Manhattan vehicles. Numerous service calls were made to the customer's location as well as the vehicles being brought to our repair facility. We have completed all our pump, vehicle generator, and aerial testing this FY. Brake inspections have been completed on all our fire vehicles and ambulances and budgeted for future repairs.

The ground ladders were tested in the fall by CFS inspections and all passed. The ground ladder maintenance program continued. This is beneficial in keeping the ladders in good shape and avoids us from failing ground ladder testing.

We have been repairing the gas powered small tools, station generators, lawn equipment, and snow removal equipment belonging to MFPD. We have noticed a lot less carburetor issues since we have switched to the pre-mixed canned fuel. A hydraulic drive motor on the lawn mower at Station 2 was replaced. All of the station generators and air compressors have been serviced as well.

Oil samples are tested at an independent lab from every oil change. The lab tests for metals, coolant, fuel and other contaminants in the engine and oil viscosity. We now have enough data to tell the health of our vehicles.

Three maintenance personnel attended a training by AC Delco that covered starting and charging systems, brake noise, and refrigeration system repair and diagnosis. The class

was very informational and opened the door for us to pursue additional training opportunities with AC Delco.

Some of the larger repairs completed this year:

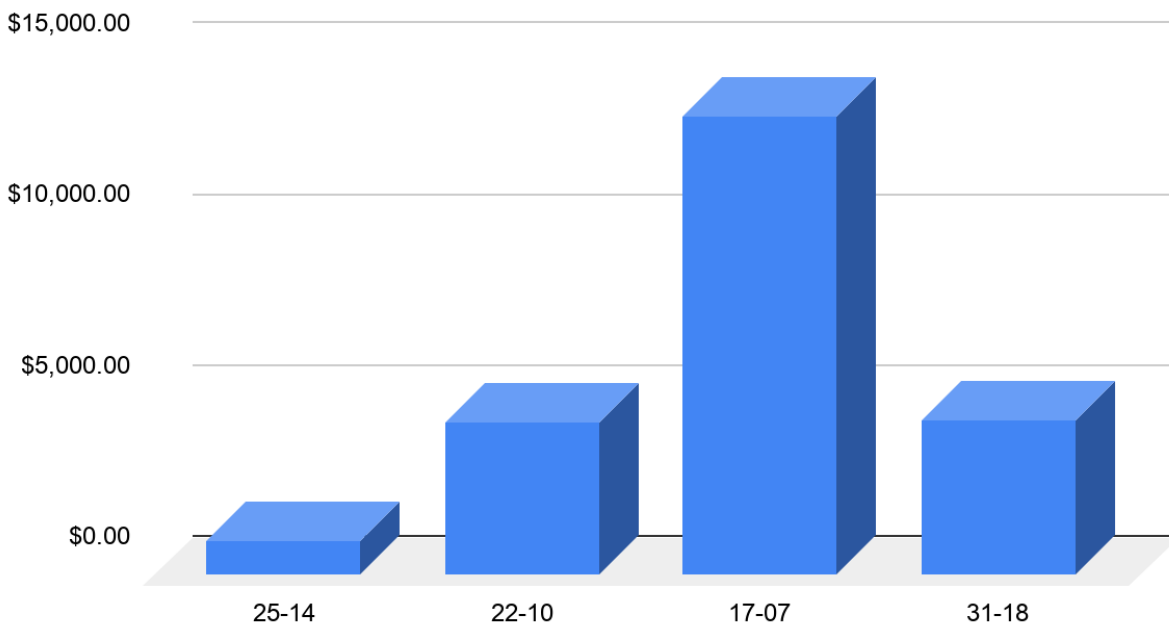
Truck 92 (19-08) failed the aerial test due to the water flow meter on the waterway being inoperable. Everything else relating to the pump and aerial ladder passed without issue. A new flow meter was installed, UL came out and the aerial inspection passed. Truck 92 had the air conditioning repaired under warranty last summer. The vehicle had a check engine light on, caused by the EGR valve. The valve was replaced. Four new tires were installed on the rear of the vehicle. The rear suspension on the vehicle was completely rebuilt or replaced due to a beam cracking.

Engine 93 (20-09) was sent out to Alexis for rear spring hanger repairs. The pump housing mounts were found to be cracked and were repaired by Chandler Services Inc. The vehicle's air compressor was replaced this FY.

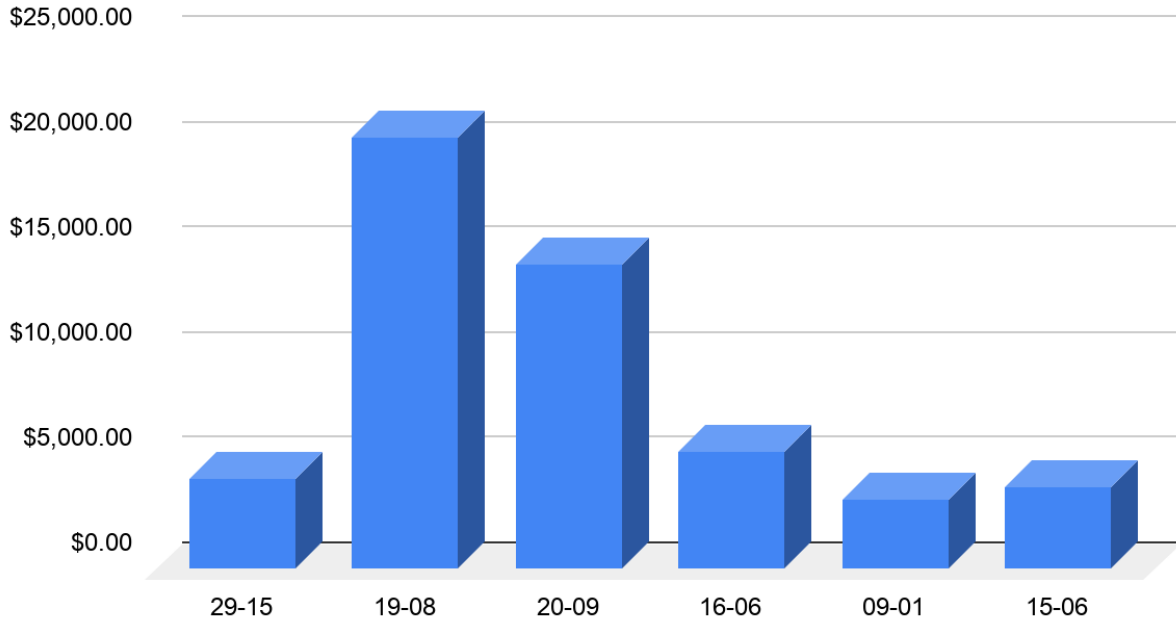
Ambulance 92 (22-10), Ambulance 93 (31-18) and Engine 92 (16-06) had the rear air bags replaced this FY. A replacement schedule is being implemented to hopefully prevent breakdowns throughout the year.

We have been busy working with Alexis Fire on remounting the ambulance box from 17-07 onto a new Freightliner chassis. The vehicle should be going out for repair soon.

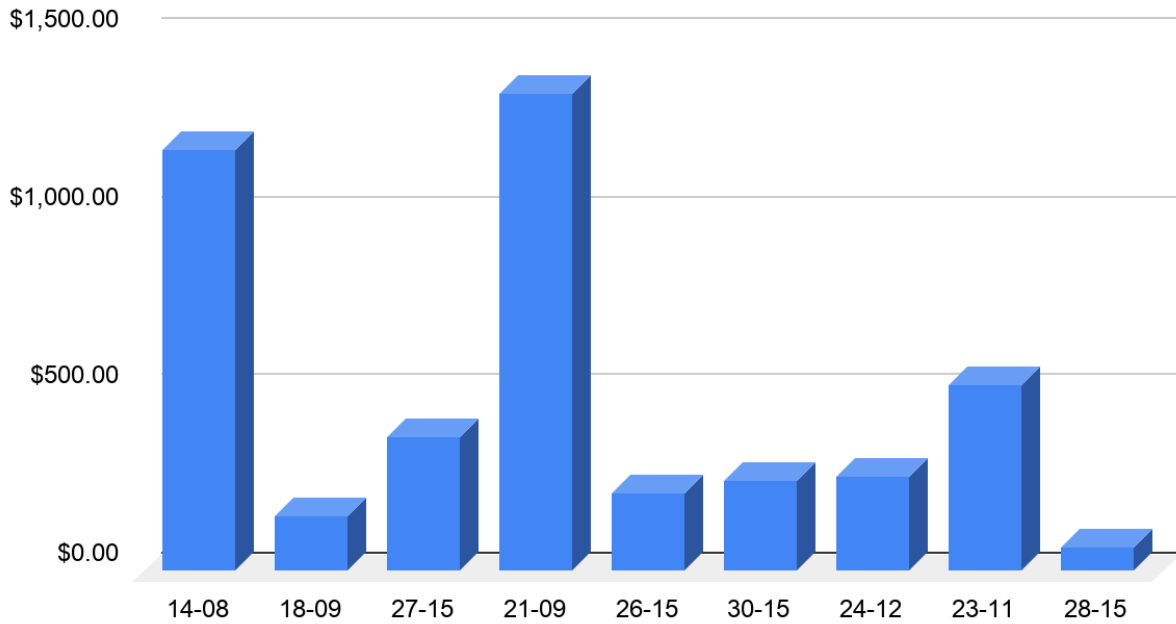
FY 2020 Ambulance Maintenance Costs



FY 2020 Suppression Vehicle Maintenance Costs



FY 2020 Staff and Support Vehicle Maintenance Costs



Division of Buildings and Grounds Maintenance

Firefighter / Paramedic Mike Hullinger

FY 2020 in building maintenance a few projects were completed:

- The air conditioner at Station 1 was replaced and moved from the side yard to its current position up on the retaining wall closer to the building.
- Gutters were added on the North and South sides of the building at Station 1.
- More outlets were added in the bay to make things easier for the pancake breakfast.

Current goals for 2021: Continue preventative maintenance at all stations.

Division of Protective Gear

Engineer / Paramedic Mark Rojek

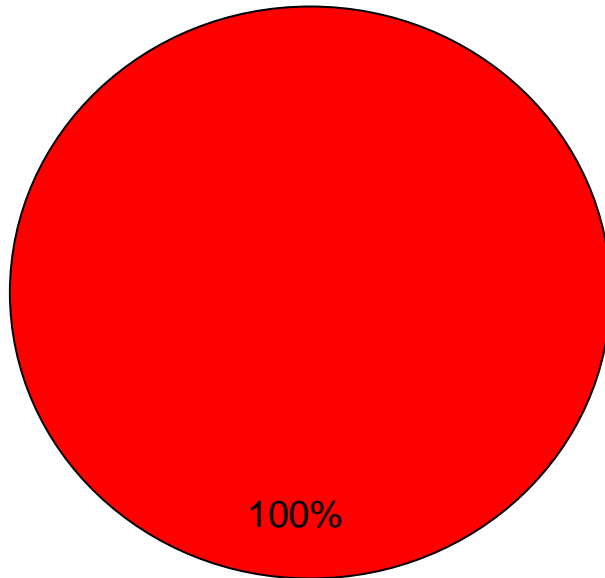
The protective gear program had 100% of front-line bunker gear cleaned, inspected, and repaired by our third-party factory warranty repair company.

Five sets of bunker gear were purchased to replace gear that was getting close to the end of its manufacturer recommended service life and some that was damaged in a chemical spill at a fire. Each year that we are able to purchase more gear will help us improve our rotation of bunker gear and move more of the older gear to reserve status.

The current goals for FY 21 include:

- Purchase at least four more sets of bunker gear.
- Continue the third-party inspection/repair process.
- Apply for any grants that become available.
- Self-assessment to increase NFPA 1851 Compliance.

BUNKER GEAR



Inspected/Repaired to NFPA 1851

Division of Clothing

Firefighter / Paramedic Adam Meyer

Engineer / Paramedic Mark Rojek

In FY 2020 the Division of Clothing was able to maintain our current station clothing to the required levels. Employees continued to use the electronic work notice program to inform the Division of their needs. The Division of Clothing is currently operating within budget.

During FY 2020 lead times on clothing has continued to decrease. The Division of Clothing has worked to keep common items in stock for a quick turnaround.

In FY 2020 the Division of Clothing has experienced issues with backordering of several uniform items. The Division of Clothing discovered the required 100% cotton or NFPA 1975 equivalent is not as readily available and supply issues are common as many manufacturers are getting away from the 100% cotton standard. The Division of Clothing is constantly looking into different vendors for better options.

The Red T-shirt Program continues to be a success. Every Friday members wear a red t-shirt in support of our troops.

Division of Self Contained Breathing Apparatus (SCBA)

Firefighter / Paramedic Chris Buchan

FY 2020 brought another successful year to the Division of SCBA. All members were tested for proper fitting of their Self-Contained Breathing Apparatus (SCBA) masks, and all of our air packs were tested to ensure they work properly.

Throughout FY 19 the Division of SCBA, along with A/C Campbell and A/C Cirelli, worked on a grant to replace our aging SCBA's with new ones. In September of 2019, the Mokena Fire Protection District's grant application, submitted under the Grant Programs Directorate's FY 2018 Assistance to Firefighters Grants (AFG), was approved for award. The purpose of the AFG program is to protect the health and safety of the public and the firefighting personnel against fire and fire-related hazards. The total grant budget approved is \$205,875.00; which is broken down as follows:

- \$196,071.42 in Federal funding.
- Mokena Fire Protection District is required to contribute funds equal to or greater than 5% of the Federal funds awarded, or \$9,803.58.

In specific, the AFG grant will allow the Mokena Fire Protection District to replace its current inventory of aging SCBA's which were previously purchased through the 2003 FEMA AFG.

The Mokena Fire Protection District's 2018 Strategic Plan indicated that the current SCBA's were to be evaluated to determine how the current NFPA standards would improve the overall safety for the Mokena Fire Protection District's firefighters; this evaluation aided in the overall creation of the AFG grant application.

In FY 2020 the Division of SCBA worked in conjunction with A/C Campbell and all MFPD firefighting personnel to evaluate different manufacturers of SCBA's to determine the best for our specific use.

Due to all the hard work and dedication of our crews, a decision was made and 30 MSA SCBA air packs, 60 SCBA Bottles and 4 Rapid Intervention Team packs were ordered through Air One Equipment.

Going forward into FY21 the Division of SCBA will be placing new air packs in service.

Division of Employee Assistance

Lieutenant / Paramedic Todd Newton

The MFPD had long partnered with the Will County Governmental League to provide an Employee Assistance Program (EAP) to our staff. The EAP program is an anonymous service that provides employees with short-term behavioral counseling, assessment and referral and substance abuse referrals.

Though the EAP is anonymous by design, we were fortunate to receive some feedback from employees who had engaged the EAP program. Based on direct feedback from employees who volunteered their experiences with the EAP, one common concern was the delay from time of EAP engagement to the time the employee was able to see a practitioner. Based on the direct employee feedback, it became a priority of the MFPD to explore other EAP providers.

In cooperation with the Silver Oaks Behavioral Hospital, located on the Silver Cross Hospital campus, an innovative EAP was jointly developed focusing on services necessary to provide appropriate support for first responders. As Silver Oaks is staffed 24 hours a day, immediate assistance and intake/evaluation is available, as well as Critical Incident Stress Debriefing (CISD) and on-going employee education. This EAP is the first of its kind in Will County.

Division of Computer Aided Dispatch (CAD)

Lieutenant / Paramedic Tom Hug

Firefighter / Paramedic Chris Buchan

The MFPD dispatch center, Laraway Communications Center, uses Computer Aided Dispatch (CAD) software to notify and dispatch the appropriate emergency units to an emergency. The CAD relies on “run cards”, which outline the number, type and order of unit notifications based on a geographic area (known as beats). Each incident type (a total of 70) and each beat (16 within the MFPD) must have their own run card, necessitating 1,120 individual run cards. An example of a run card is shown below:

Incident Types	ALARMF	STRUCF	GASINF	Beats:	661H	Run Card 5-9-10-11-12						Area	1H		
Unit Type						Unit Search Order									
Ambulance	1		1	MKAM92	MKAM91	MKAM93	MKAM94								
AM				66/92	66/91	66/93	66/94								
Chief		2		MKCH91	MKCH92	MKCH93	FFCH71	NLCH61							
CH				66/91	66/92	66/93	07/71	16/61							
Engine	1	2	1	MKEN91	MKEN93	MKEN94	NLEN64	FFEN75	ORLEN	HOMEN	MHEN81	MA/OKFR	LKEN		
EN				66/91	66/93	66/94	16/64	07/75	MA/ORLD	08/32	12/81	MA/OKFR	11/01		
Quint	1	1	1	MKTK92	MKEN92	TNLTk									
QT				66/MKTK92	66/MKEN95	MA/TINL									
Truck	0	1	0	FFTK71	TNLTk	ORLTk	NLTk61								
TK				07/71	MA/TINL	MA/ORLD	16/61								
MA Ambulance		1		HOMAM32	NWHMAM	EJAM51	MHAM81	TNAM							
MA AM				08/32	17/02	05/51	12/81	MA/TINL	MA/MATT						

During the past fiscal year, several modifications to our deployment model were incorporated using the Will County 9-1-1 Computer Aided Dispatch (CAD). Three new incident types and one new beat were incorporated, along with many other run card changes.

A critical component of CAD is the ability for the CAD to provide information to dispatchers and responders. For the responders, this is accomplished through the use of mobile computers located within the vehicles. The mobile computers allow the CAD and dispatchers to provide information to responders, and for the responders to provide information to the dispatchers and CAD (such as unit status, notes, etc.). The CAD uses the location of the unit in real-time to recommend the closest appropriate unit response.

In the past fiscal year, the mobile computers were refreshed by the manufacturer with increased memory and updated operating system. This refresh/update of the computers will allow these computers to remain in service for another two years.

The MFPD also began the long-anticipated beta testing of PremiereOne Handheld, a mobile CAD client that allows for much of the mobile CAD functionality through the use of a tablet. If proven to be successful in meeting the needs of the MFPD, this option would provide an inexpensive alternative to the Toughbooks.

Through joint lobbying efforts with neighboring agencies, the Will County 9-1-1 staff provided a CAD interface with Imagetrend, the new records management system being implemented. This interface allows the automatic import of important incident data directly from CAD.

Division of Station Supplies

Engineer / Paramedic Mike Laney

Division of Station Supplies is close to having all paper towel dispensers hands-free.

Most supplies from Sam's Club are now being shipped directly saving a trip to the store.

Our current wall mounted cleaning solutions have been discontinued, so we are looking into different alternatives.

Division of Accreditation

Firefighter / Paramedic Adam Shefcik

Fiscal Year 2020 saw calendar year four of the five year accreditation cycle for the MFPD. The 2020 Annual Compliance Report was submitted and approved without recommendation. Re-Accreditation efforts will begin in spring 2021 with the implementation of the Accreditation team.

Division of Information / Technology

Firefighter / Paramedic Adam Shefcik

All Panasonic Toughbooks were sent out to be refurbished with new specifications as new CAD software required. Motorola Premier One as well as Zoll RescueNet ePCR both underwent major upgrades. The records management software, ImageTrend, was evaluated and purchased by the District. This software will allow for easier, more streamlined data collection as well as ePCR functions.

Division of Health and Fitness

Engineer / Paramedic Eric Kobialko

Quarterly fitness trainings are conducted for all three shifts.

CUSTOMER SATISFACTION SURVEY RESULTS

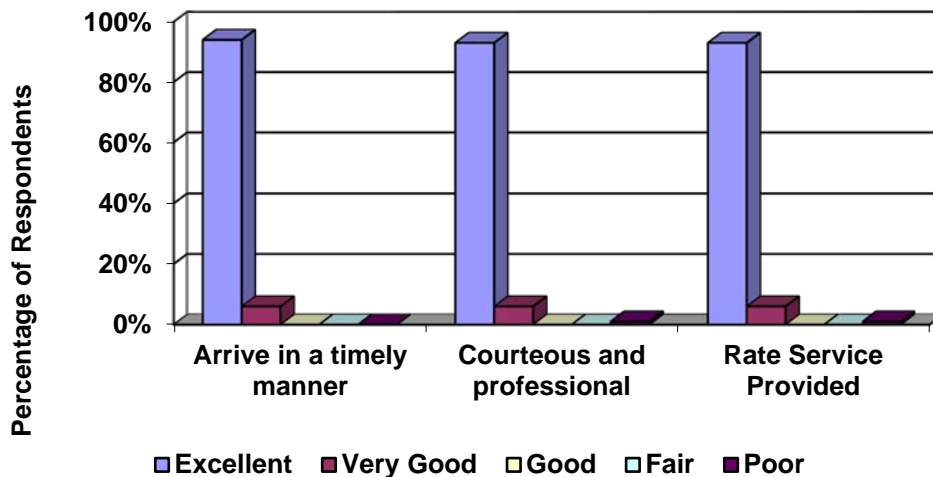
Number of Surveys received in FY 2020: **84**

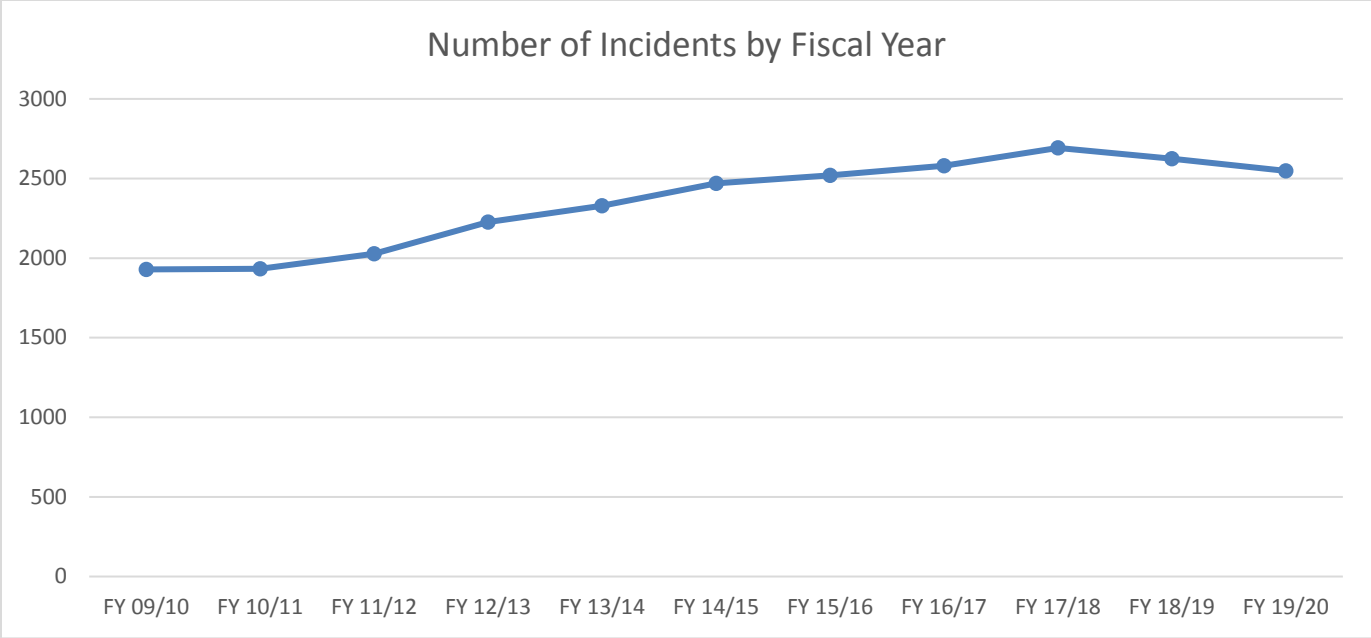
	<u>E</u> xcellent	<u>V</u> ery <u>G</u> ood	<u>G</u> ood	<u>F</u> air	<u>P</u> oor
	<u>E</u>	<u>VG</u>	<u>G</u>	<u>F</u>	<u>P</u>
1) Do you feel emergency vehicles arrived in a timely manner?	79	5			
2) Were the firefighters and/or paramedics courteous and professional?	78	5			1
3) How would you rate the service you were provided?	78	4			1
4) If you have any comments, good or bad, we would like to hear from you.	64 Surveys had comments				

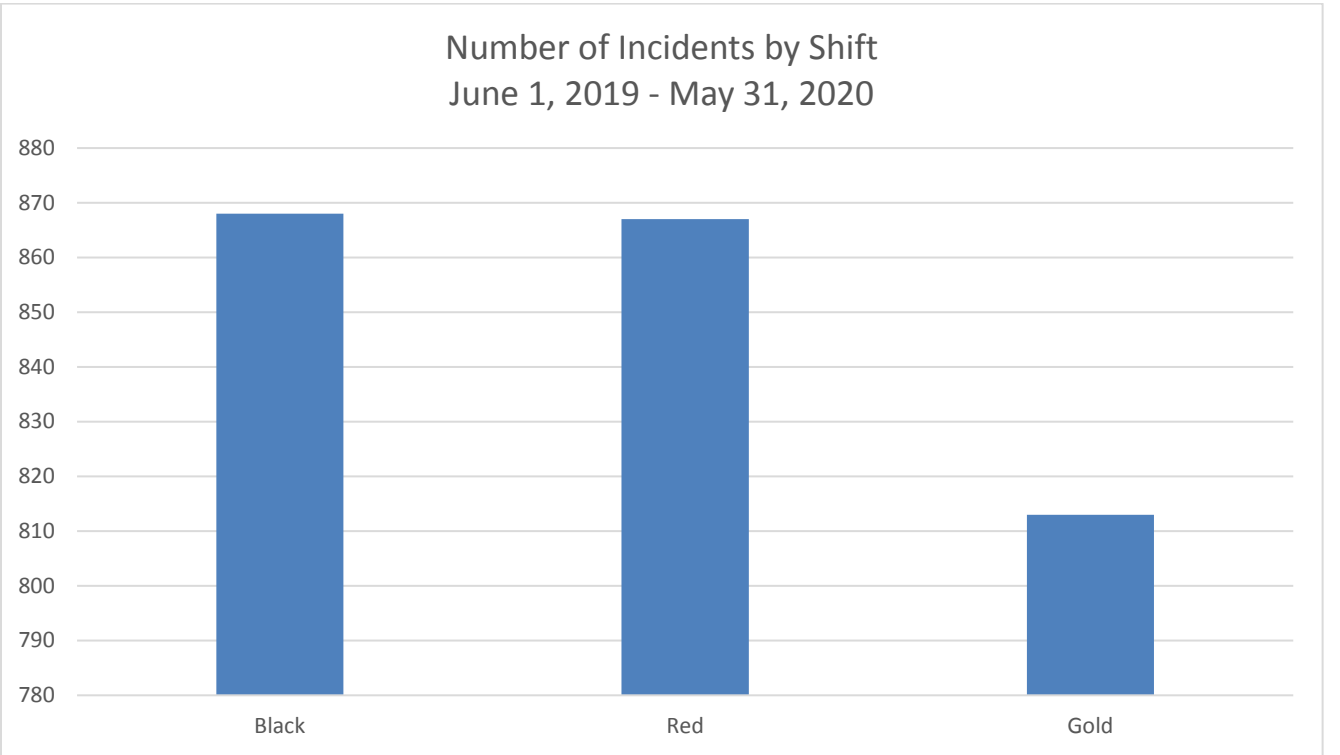
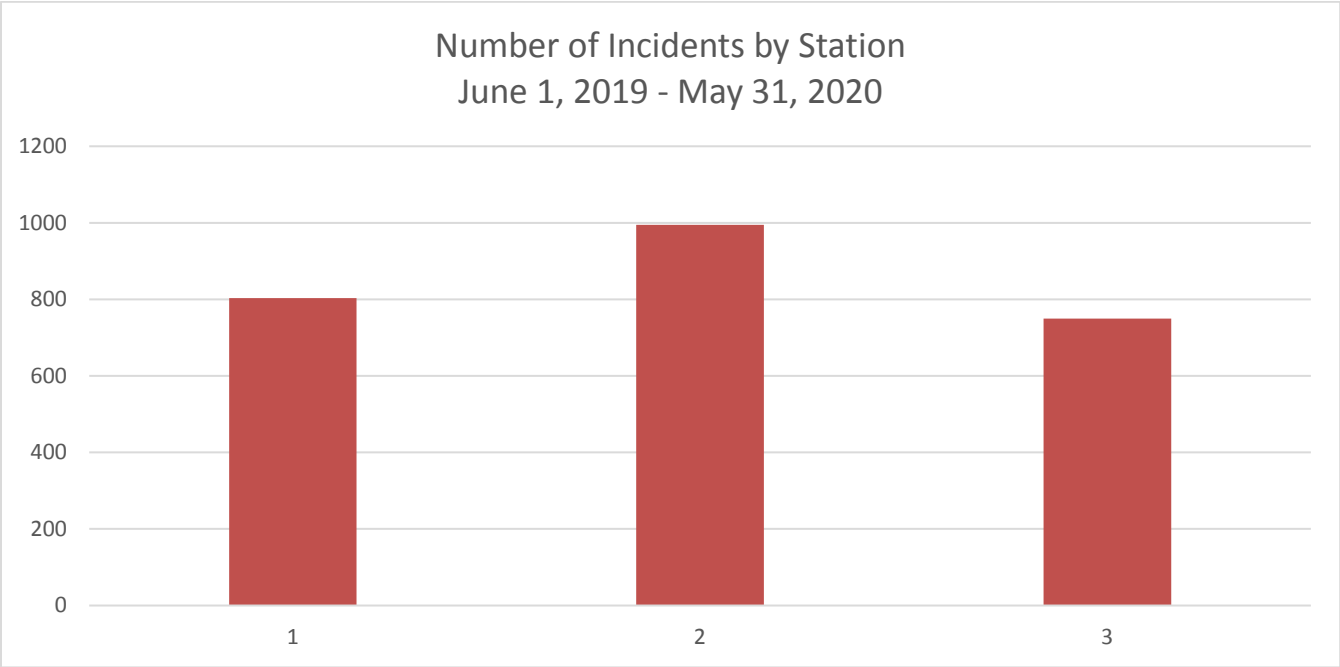
Optional Name

71 Signed surveys

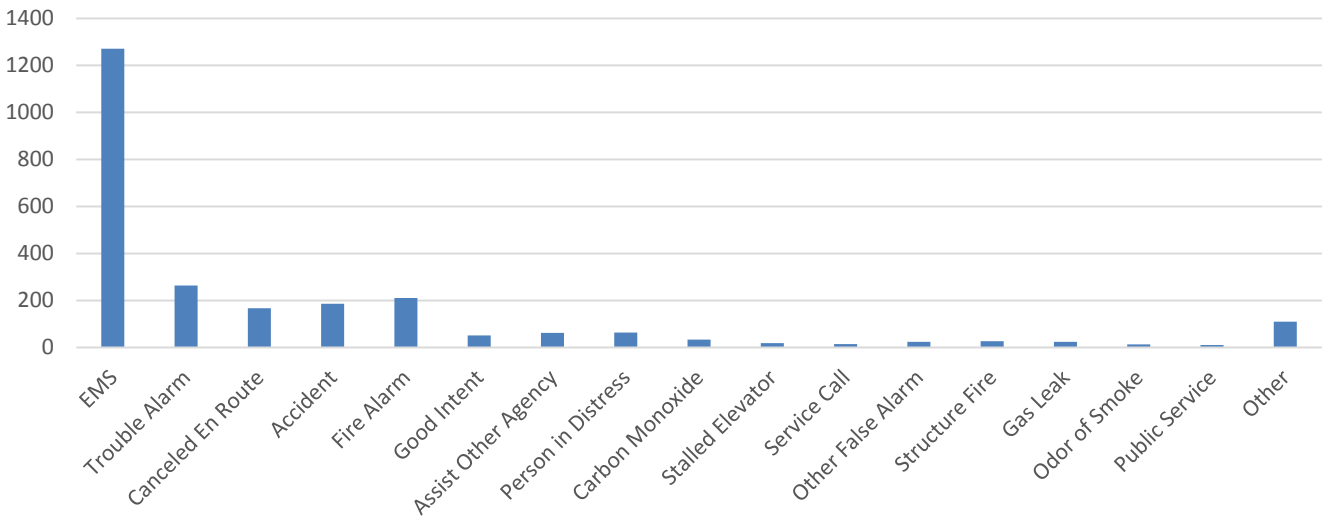
Note: Numbers do not equal number of surveys received in FY 2020 due to some surveys not entirely completed.



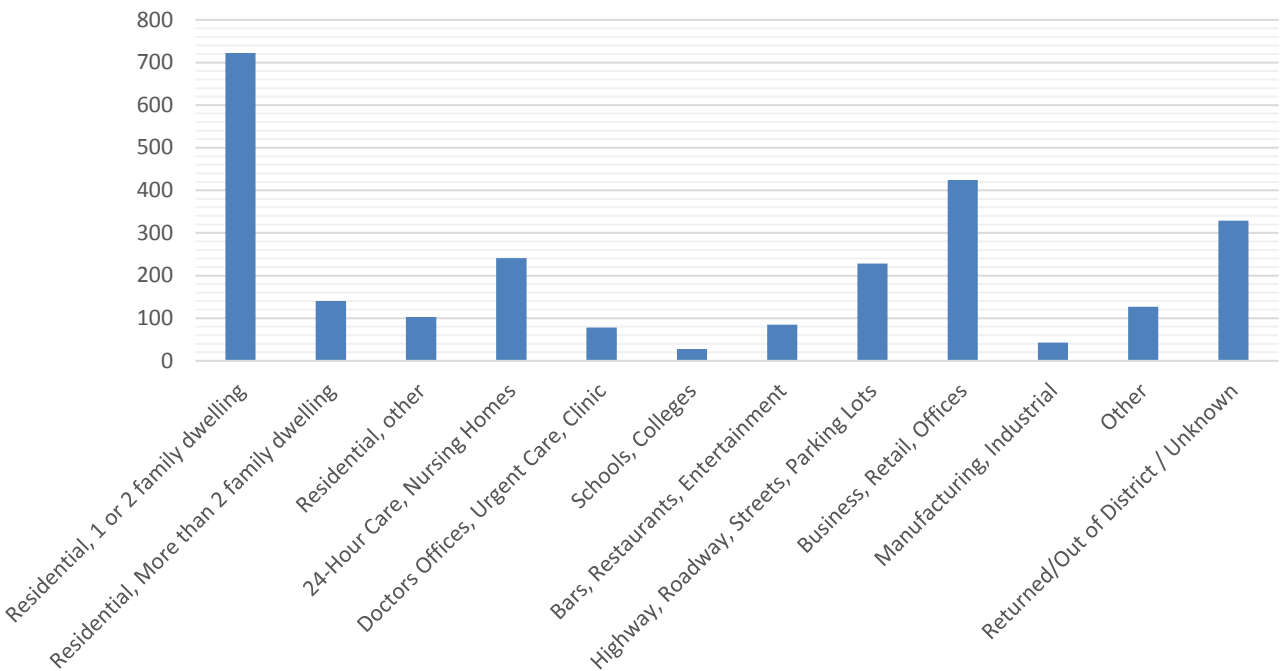


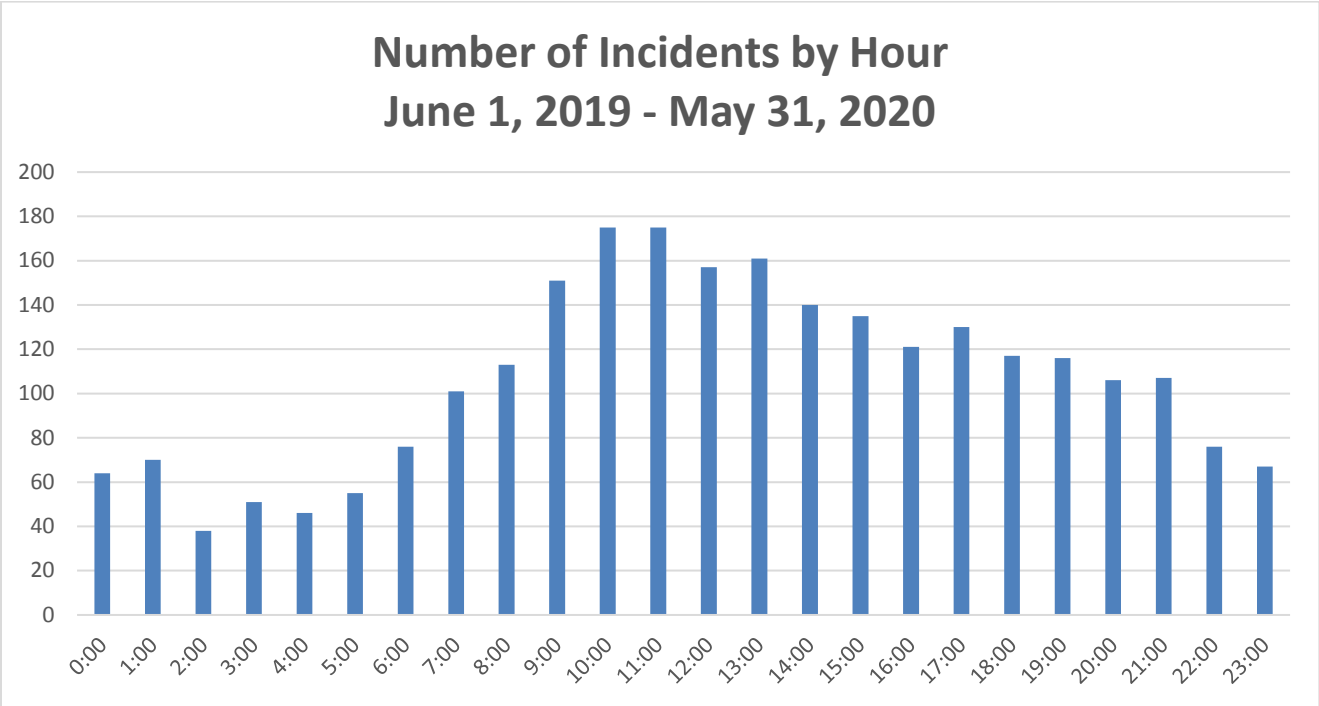
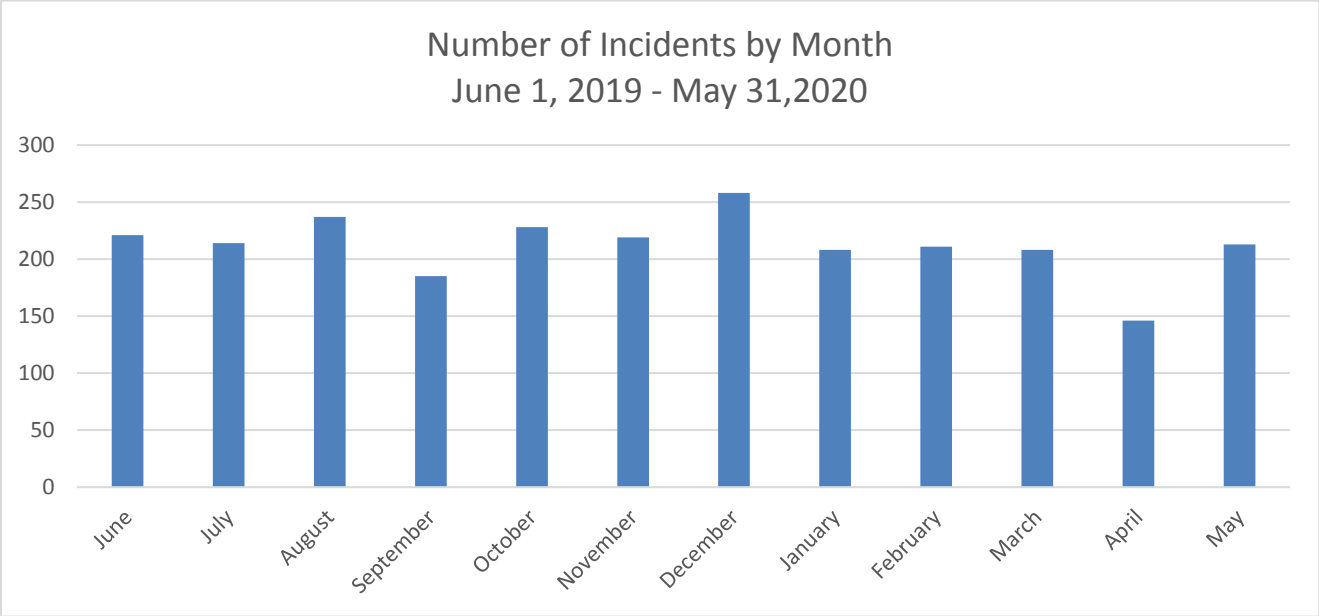


Number of incidents by Incident Type
June 1, 2019 - May 31, 2020

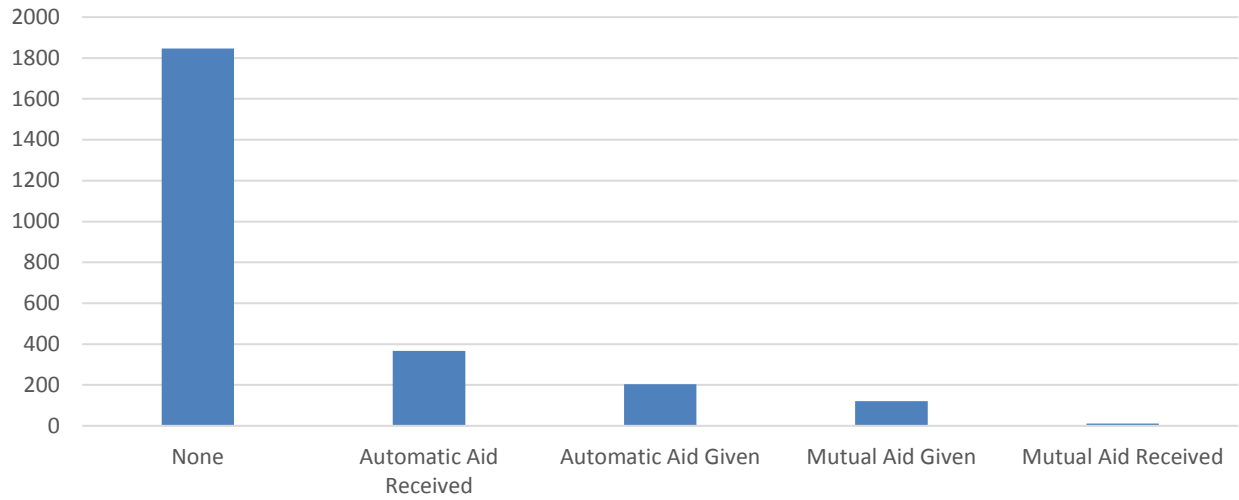


Incidents by Property Type
June 1, 2019 - May 31, 2020

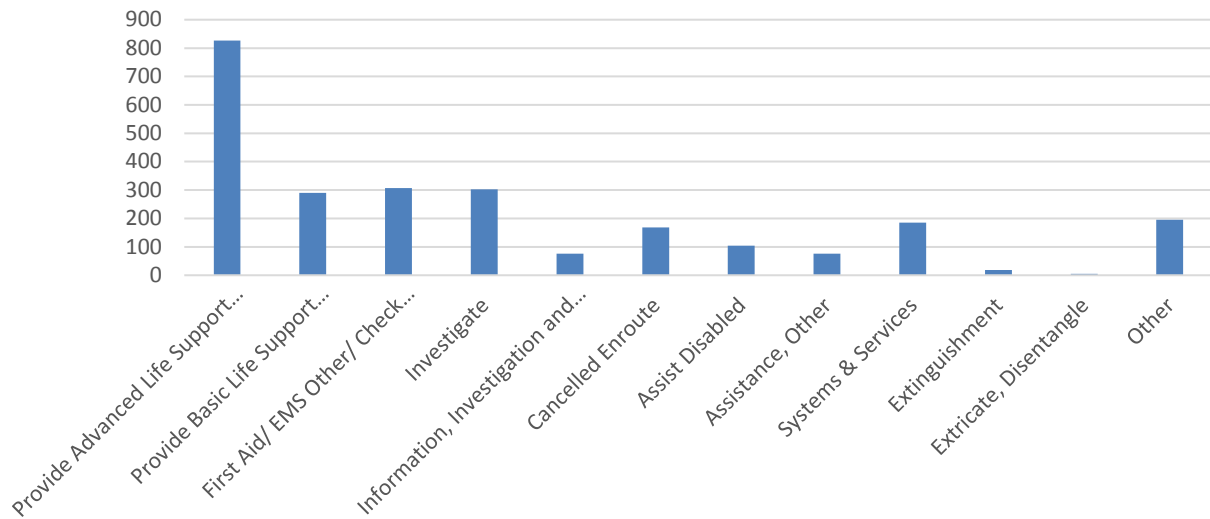




Number of Incidents by Aid Type June 1, 2019 - May 31, 2020



Number of Incidents by Action Taken June 1, 2019 - May 31, 2020



Fire Loss Survey

Property/Loss Type	Number of Incidents	Value	Loss	Saved	Percent Saved	Percent Loss
Building Fire / Inside structure	5	\$ 55,286,000	\$ 171,000	\$ 55,115,000	99.69%	0.31%
Passenger Vehicle	7	\$ 43,500	\$ 41,500	\$ 2,000	5.00%	95.00%
Brush, Grass, Wildland	1	\$ 2,000	\$ 2,000	\$ -	0.00%	100.00%
Trash or Rubbish	2	\$ 1,452,000	\$ 2,050	\$ 1,449,950	100.00%	0.00%
Other	3	\$ 6,030	\$ 6,000	\$ 30	0.00%	100.00%
Total Fire Loss	18	\$ 56,789,530	\$ 222,550	\$ 56,566,980	100.00%	0.00%
Total Non-Residential	19	\$ 55,400,000	\$ 45,000	\$ 55,355,000	99.92%	0.08%

Residential Fire Loss Vs. Saved - FY20



Total Fire Loss vs. Saved - FY20

