

**TRUSTEE MEETING MINUTES
OF THE
BRISTOL KENDALL FIRE PROTECTION DISTRICT
KENDALL COUNTY, ILLINOIS
HELD IN THE CONFERENCE ROOM, 2ND FLOOR
103 E. BEAVER STREET, YORKVILLE, IL 60560
THURSDAY, FEBRUARY 12, 2015**

REGULAR TRUSTEE'S MEETING

BOARD SECRETARY DICKSON CALLED THE MEETING TO ORDER AT 5:02 p.m. and DETERMINATION OF QUORUM

Roll Call

Board President David Stewart – absent; Secretary Richard Dickson – yea;
Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Administration present: Chief Mike Hitzemann, D/C Tom Lindblom, A/C Tim Fairfield, A/C Scott McCarty, B/C Michael Kalina, Fire Marshal Mike Torrence, and Minutes Recorder Darlene Perez (absent).

Additional attendees: Mark Frieders

MINUTES OF JANUARY 8, 2015 TRUSTEE MEETING

Board Secretary Dickson entertained a motion to approve the January 8, 2015 Trustee Meeting Minutes. Motion by Trustee Yabsley and Seconded by Trustee Schlapp.

COMMENTS FROM THE PUBLIC

No public in attendance.

DISTRICT BILLS

Two Cash Requirements Reports were presented for approval:

Fire Report - \$69,976.77; Building - \$0.00; EMS - \$195,657.93;
Operations - \$31,647.43; Insurance - \$8,688.55; Foreign Fire Insurance Board - \$2,974.32
Total Bills to be paid: \$308,945.00

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – absent; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$105,198.50 for the month of January 2015 for 2 pay periods.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – absent; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

FINANCIAL REPORTS

The Financial Reports were presented for review and placed on file.

A brief discussion was held on various bills.

INTERNET TRANSFER REPORT

The Internet Transfer report was presented, discussed and placed on file.

FIRE MARSHAL TORRENCE'S REPORT

The Fire Marshal's Report was presented, read out loud, discussed and placed on file.

ASSISTANT CHIEF MCCARTY'S REPORT

The Training and TRT Report was presented, read out loud, discussed and placed on file.

BATTALION CHIEF KALINA'S REPORT

- A. Two full-time members are battling cancer. Both are undergoing treatment. There will be a benefit fundraiser on February 28 for the newly diagnosed member.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. **Response Report:**

- 1) 216 total incidents with an estimated fire loss at \$45,000 for the month of January 2015.

B. **EMS Accounting Report:**

- 1) 155 ambulance runs for the month of January 2015.
2) Receivables for January 2015 - \$49,080.47.

C. **Operation's Report:**

Nothing to report.

DEPUTY CHIEF LINDBLOM'S REPORT

Nothing to report.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **Network and telephone systems upgrades – progress update.**
Chief Hitzemann advised the upgrade is scheduled for completion on February 17, 2015 after all phones have been converted over.

- B. **Present and Approve Honor Guard Rules and Selection Process - Approve.**
Chief Hitzemann presented the Bylaws of the Honor Guard of the Bristol Kendall Fire Protection District for approval. A brief discussion was held.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Schlapp and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – absent; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

- C. **Present for Approval Revised Education Reimbursement Policy. SOG 112.00 – Approve.**
Chief Hitzemann presented the revised Education Reimbursement Policy SOG 112.00 for approval.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Schlapp and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – absent; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

- D. **Discussion and Conceptual Request from the Foreign Fire Insurance Board – Approve Concept.**
Chief Hitzemann was asked by the Foreign Fire Insurance Board to ask the Board of Trustees if the FFIB education funds were depleted, would the District be willing to cover additional reimbursement requests. A discussion was held and it was Board consensus that if the FFIB education policy was presented and approved, the District would be willing to reimburse the FFIB for education expenses.

- E. **Present for Approval Rules for Foreign Fire Board with Education Policy – Approve.**
Chief Hitzemann presented the Foreign Fire Board Education Policy SOP 106.00 for approval. A brief discussion was held.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Schlapp and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – absent; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

- F. **Appreciation Dinner – February 13, 2015 – White Tail Ridge Golf Course – information only.**
Cocktails at 6:30 p.m. with dinner being served at 7:30 p.m. A brief discussion was held with regard to awards and helmets for retirees that are presented.

REPORTS FROM YORKVILLE PLANNING COMMISSION - Deputy Chief Lindblom

Nothing to report.

CLOSED SESSION

Not required.

ACTION AFTER CLOSED SESSION

Not required.

OTHER BUSINESS TO COME BEFORE THE BOARD

Nothing to report.

NEXT TRUSTEE'S MEETING

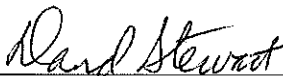
The next Trustee's Meeting is scheduled for Thursday, March 12, 2015 at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

Board Secretary Dickson entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Johnson and seconded by Trustee Schlapp.

Meeting adjourned at 5:50 p.m.

Minutes Approved and Accepted:



President



Secretary