

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

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:01 p.m. and DETERMINATION OF QUORUM**

Roll Call

Board President David Stewart –yea; Secretary Richard Dickson – yea;  
Treasurer Gary Schlapp – absent;  
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.

Additional attendees: Mark Frieders.

**MINUTES OF FEBRUARY 12, 2015 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the February 12, 2015 Trustee Meeting Minutes. Motion by Trustee Johnson and Seconded by Trustee Dickson.

**COMMENTS FROM THE PUBLIC**

No public in attendance.

**DISTRICT BILLS**

Two Cash Requirements Reports were presented for approval:

Fire Report - \$67,979.83; Building - \$0.00; EMS - \$229,420.43;  
Operations - \$16,663.4; Insurance - \$10,006.86; Foreign Fire Insurance Board - \$475.00  
BKFPD Memorial Fund - \$350.00  
Total Bills to be paid: \$324,894.56

Board President Stewart entertained a motion to approve. Motion from Trustee Dickson and seconded by Trustee Yabsley.

Roll Call

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

## **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$99,382.84 for the month of February 2015 for 2 pay periods.

Board President Stewart entertained a motion to approve. Motion from Trustee Dickson and seconded by Trustee Johnson.

### Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – yea;  
Board Treasurer Gary Schlapp – absent;  
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.

Board Treasurer Gary Schlapp entered the meeting at 5:12 p.m.

## **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. On March 3rd the YPD had a 67 Y/O Male PT collapse in front of them. They placed their AED on the patient until our medics arrived and transported to the hospital. The 3 policeman were honored and presented the pins that we present to our medics for a cardiac arrest save.
- B. Chiefs Kalina advised he and Chief McCarty attended a 2 day infection control class.
- C. A member of the department who was just diagnosed with cancer was going to have his head shaved due to chemo therapy and hair loss he was encountering. Several members of the department showed up at the Sports Clips to show their support and had their heads shaved as well right alongside him when they found out he was doing this.

## **ASSISTANT CHIEF FAIRFIELD'S REPORT**

- A. **Response Report:**
  - 1) 198 total incidents with an estimated fire loss at \$6,600 for the month of February 2015.

**B. EMS Accounting Report:**

- 1) 138 ambulance runs for the month of February 2015.
- 2) Receivables for February 2015 - \$17,414.66.

**C. Operation's Report:**

- 1) The ambulance will be taken to Alabama on Wednesday March 18<sup>th</sup> to start the re-chassis process.
- 2) Hose testing starting in the next couple of months. The NFPA standards have changed and anything from July 1987 earlier should be replaced.
- 3) The crew was responding on an ambulance call about a week ago and when they walked into the home, the CO monitor they carry detected carbon monoxide in the air. The home was evacuated.

**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 currently in process and files are being moved from the old server to the new server.

**B. Approve Mack and Associates to Conduct Annual Audit of District Accounts for FY 2014/2015.**

Chief Hitzemann presented information for approval to hire Mack and Associates to conduct the annual audit of District accounts for FY 2014/2015. Their fee has increased about \$400 from last year.

Board President Stewart entertained a motion to approve. Motion from Trustee Dickson and seconded by Trustee Yabsley.

Roll Call

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

**C. Active Shooter Equipment Purchase Request - Approve.**

Chief Hitzemann turned the floor over to A/C McCarty to present information on purchasing active shooter personal protective equipment for BKFPD employees should they be called into an active shooter situation. The proposal included Ballistic Protection Ensembles and Drop Kit Bags at an estimated cost of \$12,094.50. A discussion was held.

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

Roll Call

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

**REPORTS FROM YORKVILLE PLANNING COMMISSION** - Deputy Chief Lindblom

- A.** The outdoor music theater petition was removed.

**CLOSED SESSION**

Not required.

**ACTION AFTER CLOSED SESSION**

Not required.

**OTHER BUSINESS TO COME BEFORE THE BOARD**

Nothing to report.

**NEXT TRUSTEE'S MEETING**

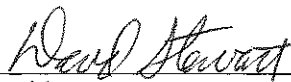
The next Trustee's Meeting is scheduled for Thursday, April 9, 2015 at 103 E. Beaver Street, Yorkville, IL 60560.


**ADJOURNMENT**

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

Meeting adjourned at 6:40 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary