

**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, APRIL 9, 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 – absent;
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 - absent, A/C Scott McCarty - absent, B/C Michael Kalina, Fire Marshal Mike Torrence - absent, and Minutes Recorder Darlene Perez.

Additional attendees: Mark Frieders.

MINUTES OF MARCH 12, 2015 TRUSTEE MEETING

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

COMMENTS FROM THE PUBLIC

No public in attendance.

DISTRICT BILLS

Two Cash Requirements Reports were presented for approval:

Fire Report - \$95,834.66; Building - \$0.00; EMS - \$198,909.58;
Operations - \$27,680.99; Insurance - \$13,766.27; Foreign Fire Insurance Board - \$1,134.00
Total Bills to be paid: \$337,325.50

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

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;
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 \$102,749.84 for the month of March 2015 for 2 pay periods.

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

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;
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 entered the meeting at 5:11 p.m.

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 and placed on file.

BATTALION CHIEF KALINA'S REPORT

A. Annual Lieutenant and Fire Firefighter performance and development evaluations are being performed. He presented a hard copy of criteria covered.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Response Report:

1) 213 total incidents with an estimated fire loss at \$0 for the month of March 2015.

B. EMS Accounting Report:

- 1) 155 ambulance runs for the month of March 2015.
- 2) Receivables for March 2015 - \$56,134.25.

C. Operation's Report:

- 1) The ambulance was taken to Alabama on Wednesday March 18th to start the re-chassis process with a preliminary completion date of late May to end of June, 2015.

DEPUTY CHIEF LINDBLOM'S REPORT

The annual Worker's Comp audit was performed. The projected premium was \$80,438 with the actual premium being \$82,851. The District had paid \$77,900 and the difference of \$4,951 is included in this months bills. A/C Fairfield entered the meeting at 5:14 p.m.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **Network and telephone systems upgrades – progress update.**
Chief Hitzemann advised the upgrade has been completed.

- B. **Discussion on Disconnection of Old Fire Emergency Telephone Number (630/553-5831).**
Chief Hitzemann commented the District is paying over \$400 a month for the old fire emergency telephone number. He is going to research further into the disconnection process, costs and ramifications of disconnecting.

- C. **Handling of “End of Fiscal Year” Bills - Approve.**
Chief Hitzemann inquired as to how the Board would like to handle payment of the remaining bills that are received before the end of the fiscal year. A discussion was held. It was Board Consensus to prepare and run the checks for the bills before April 30, 2015 for approval and release at the May 14th Trustees Meeting.

- D. **Send Cadets to Champaign for IFSI for a 4 Day Explorer – Cadet Fire School – Approve.**
Chief Hitzemann requested permission to send the cadets to IFSI in Champaign for a 4 day Explorer – Cadet Fire School for an estimated \$3520.00

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

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

- E. **Replace Non-Functional Accelerator on Dry Fire Sprinkler System at Station 3.**
Chief Hitzemann advised during the annual fire sprinkler testing at all three stations, the actuator is not functioning and has to be replaced at an estimated cost of \$1362.00. A brief discussion was held.

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

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

REPORTS FROM YORKVILLE PLANNING COMMISSION - Deputy Chief Lindblom

- A. Nothing to report as the meeting was not held as there was no quorum. A text amendment to change zoning to allow micro-breweries, micro-wineries to be located in a manufacturing district was on the Agenda. The sports dome will be discussed at a public hearing in May. The City of Yorkville has hired a consulting firm to prepare a comprehensive plan and will be available to view the exhibits next Thursday from 6-8:00 p.m.

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, May 14, 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 Johnson and seconded by Trustee Yabsley.

Meeting adjourned at 5:25 p.m.

Minutes Approved and Accepted:



President



Secretary