

**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, JUNE 11, 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 (absent), B/C Michael Kalina, Fire Marshal Mike Torrence, and Minutes Recorder Darlene Perez.

Additional attendees: Mark Frieders, Lt. Nathan King, Erica Blumberg (Mack & Associates).

MINUTES OF MAY 14, 2015 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the May 14, 2015 Trustee Meeting Minutes. Motion by Trustee Yabsley and Seconded by Trustee Johnson.

REORGANIZE THE BOARD (SCHLAPP AND YABSLEY REAPPOINTMENTS)

Board President Stewart announced the reorganization of the Board. He then turned the floor over to D/C Lindblom. D/C Lindblom announced it was time to accept nominations for reorganization of the Board of Trustees starting with nominations for President.

President: Trustee Schlapp moved to nominate Dave Stewart for Board President. Trustee Dickson seconded the nomination. The nomination was closed with the motion passed.

D/C Lindblom then turned the floor over to Board President Stewart. Board President Stewart requested nominations for the following positions:

Secretary: Board Treasurer Schlapp moved to nominate Richard Dickson for Board Secretary. Trustee Yabsley seconded the nomination. The nomination was closed with the motion passed.

Treasurer: Board Secretary Dickson moved to nominate Gary Schlapp as Board Treasurer. Trustee Yabsley seconded the nomination. The nomination was closed with the motion passed.

Clerk: Motion from Board Treasurer Dickson and seconded by Trustee Johnson to reappoint D/C Tom Lindblom as Clerk. The nomination was closed with the motion passed.

Minutes

Recorder: Motion from Trustee Dickson and seconded by Trustee Johnson to reappoint Darlene Perez as Minutes Recorder. The nomination was closed with the motion passed.

COMMENTS FROM THE PUBLIC

No public in attendance.

DISTRICT BILLS

Two Cash Requirements Reports were presented for approval:

Dated 06/02/2015

Fire - \$0.00; Building - \$0.00; EMS - \$52,154.14;
Operations - \$0.00; Insurance - \$0.00; Foreign Fire Insurance Board - \$0.00

Dated 06/09/2015

Fire - \$113,635.98; Building - \$0.00; EMS - \$313,949.97;
Operations - \$27,719.34; Insurance - \$14,432.52; Foreign Fire Insurance Board - \$806.09
Total Bills to be paid: \$522,798.04

A brief discussion was held on various items.

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$96,235.67 for the month of May 2015 for 2 pay periods.

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

FINANCIAL REPORTS

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

INTERNET TRANSFER REPORT

The Internet Transfer report was presented for review and placed on file.

AUDITORS TO PRESENT RESULTS OF THE FY 2014 / 2015 AUDIT

Erica Blumberg of Mack & Associates presented the FY 2014 / 2015 Audit to the Board. Erica proceeded to discuss each section of the Audit as presented. She advised the Board can rest assured that the Audit was a clean audit with supporting documents presented to Mack & Associates.

The Comments Letter was presented outlining opportunities and suggestions to strengthen internal controls and operating efficiencies. The Comments Letter does not affect the actual audit performed.

Trustee Gary Schlapp entered the meeting at 5:07 p.m.
Erica Blumberg exited the meeting at 5:25 p.m.

ACTION TO ACCEPT THE FY 2014 / 2015 AUDIT AS PRESENTED

Board President Stewart entertained a motion to approve. Motion from Trustee Schlapp 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

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. Preventative maintenance is being performed on the District's monitors/defibrillators that are 8 years old. The technician advised they are in good shape. The District is waiting to hear on the outcome of the Aurora Grant.
- B. District Specialty Patients have the opportunity to discuss individual case circumstances with B/C Kalina. Crews are trained and are aware of any special needs of particular residents living within the district.
- C. IL College of Emergency Physicians have advised the number of applicants entering the EMT/EMS field has greatly decreased.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Response Report:**
 - 1) 219 total incidents with an estimated fire loss at \$139,100 for the month of May 2015.
- B. **EMS Accounting Report:**
 - 1) 164 ambulance runs for the month of May 2015.
 - 2) Receivables for May 2015 - \$40,569.54.
- C. **Operation's Report:**
 - 1) Chief Fairfield advised he traveled to Alabama to pick up Ambulance 143 to bring it back. It has been placed back in service. While at Excellence, he was presented with a plaque signed by all the employees there representing 25 years of business together.

- 2) Hose testing is taking place and some of the 2-1/2" hose is out of date and will need replacement.
- 3) Air pack testing is taking place.
- 4) Firefighters Jordan Casey and Ryan Thomas will be training as new members of the Swift Water Team.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom collected paperwork for the Audit and Annual Report that will be presented later on as specified on the Agenda.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

A. Present Prevailing Wage Resolution for 2015 - approve.

Chief Hitzemann presented and discussed the Prevailing Wage Resolution for 2015 for approval.

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

B. Present the Annual Treasurer's Report for FY 2014 / 2015 – approve.

Chief Hitzemann presented and discussed the Annual Treasurer's Report for FY 2014 / 2015 – approval. D/C Lindblom discussed some of the details of the FY 2014 / 2015 Annual Treasurer's Report.

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

C. Declare Unit 159 surplus Equipment to Prepare to Sell Unit When New Mechanics Vehicle Arrives – Approval.

Chief Hitzemann asked for approval to declare Unit 159 as surplus equipment to be prepared to sell when the new mechanics vehicle arrives.

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

D. Discussion on Tanker 161 re-tank / replacement – discussion only.

Chief Hitzemann opened a discussion on re-tanking or replacing Tanker 161. He has obtained a quote to replace the tank with a poly tank at a cost of \$149,870. A new tank will not fit the present compartments so the cost to replace the tank is not as simple as just placing a new tank. After a discussion, it was board consensus to look into the cost to re-line the tank itself and the bidding process to purchase a new tanker.

E. Present Proposal to Purchase "Challenge Coins" – approve.

Chief Hitzemann presented a sample of an Illinois Fire Chiefs challenge coin that was given to him. He requested approval to purchase with the intent to present to members of the Department for actions above and beyond duty. The coins would also be utilized for presentation to residents of the District for actions above and beyond.

Board President Stewart entertained a motion to purchase 100 coins. Motion from Trustee Schlapp and seconded by Trustee Johnson.

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 COUNCIL – F/M Mike Torrence

A. Commented on the storage facility on Commercial Drive.

CLOSED SESSION

Not required.

ACTION AFTER CLOSED SESSION

Not required.

OTHER BUSINESS TO COME BEFORE THE BOARD

Chief Hitzemann wanted to pass on to the Board that A/C Fairfield and Lt. Jeremy Messersmith both applied for and both were granted a \$1,000 scholarship toward their education from the Illinois Fire Chief's Association.

Trustee Dave Stewart requested a new fire sign.

NEXT TRUSTEE'S MEETING

The next Trustee's Meeting is scheduled for Thursday, July 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 Johnson.

Meeting adjourned at 6:29 p.m.

Minutes Approved and Accepted:



President



Secretary