

**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, JULY 9, 2015**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:09 p.m. and
DETERMINATION OF QUORUM**

Roll Call

Board President David Stewart –yea; 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 (absent) and Minutes Recorder Darlene Perez.

Additional attendees: Mark Frieders, Lt. Nathan King, Shawn Flaherty.

MINUTES OF JUNE 11, 2015 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the June 11, 2015 Trustee Meeting Minutes.
Motion by Trustee Yabsley and Seconded by Trustee Johnson.

COMMENTS FROM THE PUBLIC

No public in attendance.

DISTRICT BILLS

Two Cash Requirements Reports were presented for approval:

Dated 07/08/15

Fire - \$74,158.27; Building - \$0.00; EMS - \$196,860.96;
Operations - \$12,281.32; Insurance - \$19,642.29; Foreign Fire Insurance Board - \$2,986.72

Dated 07/09/15

Fire - \$4,268.11; Building - \$0.00; EMS - \$2,032.14;
Operations - \$130.00; Insurance - \$0.00; Foreign Fire Insurance Board - \$0.00
Total Bills to be paid: \$312,359.81

Shawn Flaherty discussed the bill for property that was disconnected from the BKFPD. A brief discussion was held.

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 – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$105,118.12 for the month of June 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 – yea;
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.

FIRE MARSHAL TORRENCE'S REPORT

The Fire Marshal's Report was presented and placed on file.

ASSISTANT CHIEF MCCARTY'S REPORT

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

BATTALION CHIEF KALINA'S REPORT

- A. Chief Kalina discussed a few of the specialty patients within the District.
- B. Infection control class – the District has been infection free for 3 years.
- C. FF/PM Patrick Watson has completed his cancer treatment and will be reporting back for duty in approximately 3 weeks.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Response Report:**
 - 1) 224 total incidents with an estimated fire loss at \$10,000 of a FS Grainco metering truck for the month of June 2015.
- B. **EMS Accounting Report:**
 - 1) 163 ambulance runs for the month of June 2015.
 - 2) Receivables for June 2015 - \$58,899.85.

C. Operation's Report:

- 1) Hose testing still in process.
- 2) The Lieutenant's testing process will include 7 candidates with the subjective evaluations the end of August, 2015.
- 3) A/C Fairfield met with Chief Veseling of OFPD and Rush Copley in Aurora today. They are decommissioning their decontamination trailer and it appears as though they may offer it to Division 14 for our use at no cost. More meetings will be held in the future.
- 4) EMS billing receivables were compared for the past 5 years and an 83.5% collection rate.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom filed the legal documents for the Audit and the Prevailing Rate Wages.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

A. Action on FY 2015 / 2016 Annual Budget - approve.

Chief Hitzemann presented the Annual Budget and Appropriation Ordinance of the Bristol-Kendall Fire Protection District in the County of Kendall, State of Illinois for the Fiscal Year Beginning May 1, 2015, and ending April 30, 2016 for discussion and approval.

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

B. Continue discussion on Tanker 161 re-tank / replacement – discussion only.

Chief Hitzemann continued discussion from last month's meeting on the bidding process for Tanker 161 re-tank or possible replacement. The original manufacturer can poly and wrap the tank and body behind the pump housing for an estimated \$80,000 versus the \$150,000 estimated cost from Pierce. Chief Hitzemann has requested information from the original manufacturer for bidding documents to help with the RFP. This is still under review.

C. RFP's to have a rubber coating applied to the membrane roof at Station 1 (under \$20,000) – approval to seek proposals.

Chief Hitzemann advised the roof rubber membrane is leaking and he is looking into costs to repair or replace. To replace with a 6-8" insulation, remove the new HVAC equipment that was just installed will be removed and placed back, build new curbs will be pretty costly. A local roofing company advised it will be less expensive to coat it with a white coating at an estimated cost of under \$20,000. We will obtain actual quotes from Olson and Malcor Roofing companies.

D. Action on purchasing extended warranty for new ambulance chassis - approve.

Chief Hitzemann turned the floor over to A/C Fairfield. The cost to extend the warranty for the new ambulance chassis is \$5,000 for another 5 years.

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 – yea;

Board Treasurer Gary Schlapp – yea;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Carried

E. Discussion on the blacktop driveways at Station 1 – approval to contact contractors for advice.
Chief Hitzemann advised the blacktop driveway at Station 1 requires sealing for an estimated \$5,000. He also advised there is need for repair in several areas and he will obtain a quote to repair and seal the area.

F. Attorney Shawn Flaherty to address the Board and Answer Questions.
Attorney Shawn Flaherty of Ottosen Britz Kelly Cooper addressed the Board on a few items he was asked to speak on.

Question: How to Dispose of Surplus Property.

Answer: Surplus property should be declared as surplus with a minimum acceptable amount value to sell something of value. Can be sold by a closed bidding process.

The 2000 Ford Expedition was previously declared as surplus at last month's meeting and direction by the Board should be for the District not to sell the vehicle less than a specified amount.

Question: The proper procedure for a Bidding Process.

Answer: Fire Districts are required as of January 1, 2015 for anything in excess of \$20,000 to be bid properly with a formal bidding process. There are a few exemptions: computer and copy equipment; Stryker cots or items that can only be purchased from a single source, professional services (accountants, auditors, attorneys, banking, insurance companies, etc.).

The process: A notice is to be placed in a local paper with description of what is to be bid, where the bidding packets to include a bid form can be picked up and date and time to be returned, when and where and what time the bids will be opened.

To write specification or a description of the item to be bid can be as specific as required to obtain a bid as close to what you are wanting to purchase as necessary. Specifications should also include alternate item can be bid. If several manufacturers of an item can produce the item the specifications can be broadened so that many manufacturers can bid. Many items required and needed can be purchased by fire departments and districts through organizations already on contracts with specifications and with the proper bidding process followed.

Questions: Demo Units vs. a Used Unit.

Answer: A demo unit is different than a used unit. Specifications can be written that preference will be given to a demo unit. A used piece of equipment or vehicle can be purchased without bidding because it is used.

REPORTS FROM YORKVILLE PLANNING COUNCIL -- F/M Mike Torrence

A. Nothing to report in his absence.

CLOSED SESSION

Not required.

ACTION AFTER CLOSED SESSION

Not required.

OTHER BUSINESS TO COME BEFORE THE BOARD

No other business.

NEXT TRUSTEE'S MEETING

The next Trustee's Meeting is scheduled for Thursday, August 13, 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 John and seconded by Trustee Dickson.

Meeting adjourned at 6:25 p.m.

Minutes Approved and Accepted:



President



Secretary