

**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, AUGUST 13, 2015**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:04 p.m. and
DETERMINATION OF QUORUM**

Roll Call

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

Administration present: Chief Michael Hitzemann, D/C Tom Lindblom (absent), 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, Lt. John Najdzion, Lt. Dave Duvick, Lt. Bob Wirtz.

MINUTES OF JULY 9, 2015 TRUSTEE MEETING

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

MINUTES OF JUNE 12, 2014 ANNUAL BUDGET PUBLIC HEARING MEETING

Board President Stewart entertained a motion to approve the June 12, 2014 Trustee Meeting Minutes.

MINUTES OF JULY 9, 2015 ANNUAL BUDGET PUBLIC HEARING MEETING

Board President Stewart entertained a motion to approve the July 9, 2015 Trustee Meeting Minutes.

Motion made by Trustee Johnson and Seconded by Trustee Yabsley for all minutes.

COMMENTS FROM THE PUBLIC

No public in attendance.

DISTRICT BILLS

Two Cash Requirements Reports were presented for approval:

Dated 07/24/15
Fire - \$64,715.00

Dated 08/11/15
Fire - \$83,912.05; Building - \$0.00; EMS - \$190,717.67;
Operations - \$20,025.74; Insurance - \$16,565.42; Foreign Fire Insurance Board - \$1,701.00

Total Bills to be paid: \$376,536.88

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$102,471.60 for the month of July 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 – 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, read out loud 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. Chief Kalina advised he met with the Women's Club of Yorkville Chamber of Commerce. They had requested a representative from the BKFPD speak at a luncheon meeting to explain and discuss the different areas the department is involved in.

- B. There have been some recent challenging EMS calls. He advised the actions and care given by the paramedics in the field were outstanding.
- C. The Annual Physicals are being held. He reminded the Board they are welcome to take a physical as well.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Response Report:**
 - 1) 248 total incidents with an estimated fire loss at \$22,500 for the month of July 2015.
- B. **EMS Accounting Report:**
 - 1) 181 ambulance runs for the month of July 2015.
 - 2) Receivables for July 2015 - \$51,825.70.
- C. **Operation's Report:**
 - 1) Hose testing has been completed.
 - 2) Promotion Lieutenant exams will be held August 24-25, 2015.
 - 3) In-house live fire training will take place in October, 2015.

DEPUTY CHIEF LINDBLOM'S REPORT

Nothing to report.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **Continue discussion on Tanker 161 re-tank / replacement – discussion only.**
Chief Hitzemann advised the manufacturer of the Tanker has been contacted but he has no additional update information to discuss at this time.
- B. **Discussion on the blacktop driveways at Station 1 – approval to contact contractors for advice.**
Chief Hitzemann advised he has nothing new to report at this time.
- C. **Accept Proposal to Apply Rubber Seal Coat on Station 1 Flat Roof.**
Chief Hitzemann presented two proposals to apply rubber seal coating for the Station 1 flat roof. The first from Olsson Roofing Company for \$17,790 and the second from Malcor Roofing of Illinois for \$26,385.00. Both proposals are similar in nature.

Motion from Trustee Schlapp to accept the proposal from Olsson Roofing Company and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;

Board Treasurer Gary Schlapp – yea;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Passed

- D. **Replacement Fire Hose Purchase.**
Chief Hitzemann turned the floor over to A/C Fairfield to present replacement hose proposals. The first proposal is from AirOne for \$19,360 and the second is from MES for \$23,400. He requested approval to purchase the hose from AirOne for 50 lengths of 2-1/2" x 50 feet hose, 10 lengths of 5" hose that are 100 feet each and 20 lengths of 1-3/4" x 50 feet hose.

Motion from Trustee Schlapp to purchase from AirOne and seconded by Trustee Yabsley.

Roll Call

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

E. Approve Procedure to Sell Excess 159

Chief Hitzemann requested the Board approve a method to sell excess 159. He suggested placing the vehicle in front of Station 1 with a For Sale sign. He would like to accept closed bids with the bids due September 9, 2015 and to be opened at the next Trustee's Meeting on September 10, 2015 at 5:00 p.m. The successful bidder will be announced at that time or notified if not present no later than the next day. Payment to be cash or cashier's check and payment will be due no later than September 15, 2015.

Motion from Trustee Johnson and seconded by Trustee Schlapp.

REPORTS FROM YORKVILLE PLANNING COUNCIL – 1/M Mike Torrence

A. Nothing to report.

CLOSED SESSION

Not required.

ACTION AFTER CLOSED SESSION

Not required.

OTHER BUSINESS TO COME BEFORE THE BOARD

- A. Chief Hitzemann presented the new Trustee's handbooks to the Board and requested a count for those that wanted the new version.
- B. Chief Hitzemann advised Meadowvale is looking to place an addition on their building. Meadowvale would be required to place a water retention pond on their property if they build the addition.. Chief Hitzemann asked Chief Torrence to speak with Meadowvale to see if they would be interested in sharing the District's water retention pond since they are located just East of it. In exchange, Chief Hitzemann would welcome the dirt that would be excavated for their addition and would ask that it be placed at the back of the retention pond so the District could then place a fence around the corner of the retention pond.

NEXT TRUSTEE'S MEETING


The next Trustee's Meeting is scheduled for Thursday, September 10, 2015 at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

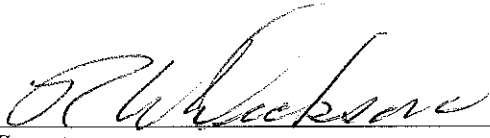
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Johnson and seconded by Trustee Yabsley.

Meeting adjourned at 5:36 p.m.

Minutes Approved and Accepted:



President



Secretary