

**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, DECEMBER 10, 2015**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:11 p.m. and  
DETERMINATION OF QUORUM**

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

Administration present: Chief Michael 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: Lt. Jon Najdzion, Lt. Nat King, FF/PM Jason Rothenberg and Mark Frieders.

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

Board President Stewart entertained a motion to approve the November 12, 2015 Trustee Meeting Minutes.  
Motion by Trustee Dickson and Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

No public in attendance.

**DISTRICT BILLS**

The Cash Requirement Report was presented for approval:

Fire Report - \$89,867.83; Building - \$0.00; EMS - \$180,041.27; Operations - \$17,382.67;  
Insurance - \$18,413.24; Foreign Fire Insurance Board - \$340.76  
Total Bills to be paid: \$306,045.77

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

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 \$100,034.71 for the month of November 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 – 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, read out loud and placed on file.

## **BATTALION CHIEF KALINA'S REPORT**

B/C Kalina advised that PSSI has replaced FF/PM Rothenberg in the open Lt. position created when Lt. Matt Cox resigned from that position. Joe Hanson has been offered a full-time position with PSSI and has accepted and Brandon Cihak has been placed into temporary full-time position.

The paperwork has been submitted to the Aurora Fire Department for AFG grant for defibrillator monitors.

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

### **A. Response Report:**

- 1) 227 total incidents with an estimated fire loss at \$50,720 for the month of November 2015.

### **B. EMS Accounting Report:**

- 1) 153 ambulance runs for the month of November 2015.
- 2) Receivables for November 2015 \$32,742.30.

### **C. Operation's Report:**

- 1) Annual ladder testing has been completed.
- 2) A/C Fairfield and A/C McCarty are changing some training demographics to make it easier for the next ISO review.

**DEPUTY CHIEF LINDBLOM'S REPORT**

A) D/C Lindblom advised the 2016 Trustee Meeting Schedule has been presented for approval.

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

B) The City of Yorkville building fees has been received for \$23,400.

C) IPRF Worker’s Compensation premium rates have been reduced by 7%.

**CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS**

A. **Final PTELL calculations for 2016 / 2017 tax levy request.**  
The final BKFPD Fire Department FY 2016/2017 Levy PTELL Requirement calculations was presented.

C. **Present 2016 / 2017 Tax Levy request - approve.**  
Chief Hitzemann presented the 2016 / 2017 Tax Levy request for approval. A discussion was held.

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

C. **2016 Appreciation Dinner, Friday, February 5, 2016 6:30 p.m., White Tail Ridge Clubhouse.**  
The 2016 Appreciation Dinner will be held on Friday, February 5, 2016 starting at 6:30 p.m. at the White Tail Ridge Clubhouse. Invitations will be sent out in January.

**REPORTS FROM YORKVILLE PLANNING COUNCIL**

Nothing to report.

**OTHER BUSINESS TO COME BEFORE THE BOARD**

Chief Hitzemann provided the Trustee Training Seminar dates and locations. It was board consensus to attend in Cherry Valley on March 19, 2016.

Trustee Gary Schlapp advised he finds it annoying and disrespectful when public or others other than the Trustees and Chiefs and Minutes Recorder attend a Trustee Meeting and are on their cell phones while the meeting is in progress. Chief Hitzemann replied he will look into his concern.

**CLOSED SESSION**

Board President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120/2(C)1:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Board President: A motion was made by Board Secretary Dickson and seconded by Trustee Schlapp. The following members are present: a roll call was announced by each Board member present:

Roll Call out loud

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

Board President: Also joining the board in closed session are:

Chief Michael Hitzemann.

D/C Tom Lindblom, A/C Tim Fairfield, A/C Scott McCarty, B/C Michael Kalina, Fire Marshal Mike Torrence, Minutes Recorder Darlene Perez, Lt. Jon Najdzion, Lt. Nate King, FF/PM Jason Rothenberg and Mark Frieders were asked to depart the meeting at 5:55 p.m.

Board President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

The closed session began at 5:55 p.m. Motion carried.

Board President: At this time I would ask for a motion to adjourn the closed session and return to the regular meeting.

A motion was made by Trustee Schlapp and seconded by Trustee Johnson to adjourn the closed session of the meeting at 6:47 p.m. and reconvene the regular Trustee Meeting. Motion carried.

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

**ACTION AFTER CLOSED SESSION**

No action was taken.

**NEXT TRUSTEE'S MEETING**

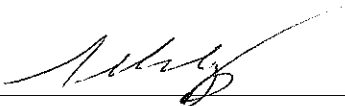
The next Trustee's Meeting is scheduled for Thursday, January 14, 2016 at 103 E. Beaver Street, Yorkville, IL 60560.

**ADJOURNMENT**

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

Meeting adjourned at 6:47 p.m.

Minutes Approved and Accepted:



~~President~~  
TRUSTEE



Secretary