

**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 8, 2016**

**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; 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 (absent), B/C Michael Kalina, B/C Mike Torrence, Minutes Recorder Darlene Perez.

Additional Attendees: Lt. Larry Simmons, FF/PM Tyler Riemenschneider.

**APPROVE MINUTES OF NOVEMBER 10, 2016 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the November 10, 2016 Trustee Meeting Minutes.

Motion by Trustee Dickson and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

At this time Chief Hitzemann requested moving down the Agenda to the Chief's Report because Trustee Schlapp may have to leave the meeting early.

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

**A. Present the Annual Tax Levy Ordinance, #2016-4 for Approval - Approve.**

Chief Hitzemann presented the Annual Tax Levy Ordinance, #2016-4 for review and 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. Present the 2017 Fire Commission and Trustees Meeting Dates for Approval – Approval.**  
Chief Hitzemann presented the 2017 Fire Commission and Trustees Meeting Schedule for approval.

Board President Stewart entertained to approve. Motion from Trustee Johnson and seconded by Trustee Schlapp.

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. Present Addendum to PSSI Contract for Personnel – Years 2017 – 2019 - Approve.**  
Chief Hitzemann presented the Addendum to the PSSI Contract for Personnel for Years 2017 – 2019 for approval.

Board President Stewart entertained to approve. 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

- D. Officially Out for Bids for Replacement Carpeting on Station Floor at Station 1 – Information.**  
Chief Hitzemann advised the flooring replacement project at Station 1 is officially out for bids. The bid results will be presented in the January Trustee’s Meeting.

- E. Project to Replace Video Conferencing Equipment Between Stations – Status Update.**  
Chief Hitzemann advised the equipment has been ordered and he is looking forward to the software demo.

- F. Security Camera System – Update.**  
Chief Hitzemann advised vendors will be providing quotes on equipment.

- G. Present Proposal to Replace Failing Data Link Between Stations 1 and 3 - Approve.**  
Chief Hitzemann advised the data link between Stations 1 and 3 is down and need replacement. Our phone and network both run over this wireless link. The estimate cost will be \$6,000.

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

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

- H. Present Proposal to Add Internet Access to Station 3 and Upgrade Web Filter at Station 1 - Approve.**  
Chief Hitzemann presented a proposal to add internet access to Station 3 and upgrade the Web Filter at Station 1. The monthly bill for Station 3 will be \$69.95 and Station 1 will be \$109.95. Speed will be increased from 16 Mbps to 50. The web filter from Station 1 will be moved to Station 3 and a new web filter will be purchased for Station 1 at a cost of \$2947.00.

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

**I. Present Concept of Hiring District Personnel – Information / Discussion.**

Chief Hitzemann presented information on the cost of taking on District employees versus the current costs of PSSI Contract employees. He discussed the information presented in length. A lengthy discussion was held.

**J. 2017 Appreciation Dinner – Information.**

Chief Hitzemann advised the 2017 Appreciation Dinner may be Friday February 10 or the 11<sup>th</sup>. He asked if there was a preference and if so he will book the preferred date. Board consensus was February 11<sup>th</sup>.

Trustee Schlapp exited the meeting at 5:30 p.m.

**COMMENTS FROM THE PUBLIC**

No comments were made by the public.

**DISTRICT BILLS**

The Cash Requirement Report was presented for approval:

Fire Report - \$115,727.81; Building - \$862.14; EMS - \$199,433.10; Operations - \$16,004.69  
Insurance - \$17,241.63; Foreign Fire Insurance Board - \$521.35; Memorial Fund - \$0  
Total Bills to be paid: \$349,790.72

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 \$104,448.54 for the month of November 2016 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. There was a MVC on October 11, 2016 with serious injuries. That patient is recovering well.

**ASSISTANT CHIEF FAIRFIELD'S REPORT**

**A. Response Report:**

1) 255 total incident count with a total fire estimated loss of \$10,550.

**B. EMS Accounting Report:**

- 1) 188 ambulance runs for the month of November 2016.
- 2) Receivables for calls prior to May 1, 2016 - \$2,012.80 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$36,720.94 for PSSI's claim submittals for a total of \$38,733.74.

**C. Operation's Report:**

1) A grant was submitted for Air Packs for \$542,000. If the Grant is received the District will only pay about 10% of that amount.

**DEPUTY CHIEF LINDBLOM'S REPORT**

Nothing to report.

**REPORTS FROM YORKVILLE PLANNING COUNCIL** – B/C F/M Torrence

Dunkin Donuts – A Temporary Occupancy Certificate will be Monday morning.

**CLOSED SESSION**

Not required.

**POSSIBLE ACTION AFTER CLOSED SECTION (EXECUTIVE SESSION) IF NEEDED:**

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, January 12, 2017 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 6:04 p.m.

Minutes Approved and Accepted:



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President



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Secretary