

**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, JANUARY 14, 2016**

**REGULAR TRUSTEE'S MEETING**

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

Roll Call

Board President David Stewart –absent; 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 (absent), Fire Marshal Mike Torrence and Minutes Recorder Darlene Perez.

Additional Attendees: Lt. Bob Wirtz, FF Jason Nichols and FF Mark Frieders.

**MINUTES OF DECEMBER 10, 2015 TRUSTEE MEETING**

Board Secretary Dickson entertained a motion to approve the December 10, 2015 Trustee Meeting Minutes. Motion by Trustee Schlapp and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

**APPROVE MINUTES OF THE CLOSED SESSION FROM DECEMBER 10, 2015 MEETING**

Note: These minutes will be handed out for approval and collected after. There will be no open discussion on these minutes. If discussion or changes are needed, they will be discussed and noted in a closed session later on in this meeting.

Board Secretary Dickson entertained a motion to approve the December 10, 2015 Closed Session Meeting Minutes. Motion by Trustee Johnson 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 - \$92,004.11; Building - \$0.00; EMS - \$192,854.47; Operations - \$27,660.47;  
Insurance - \$66,651.14; Foreign Fire Insurance Board - \$1,991.15; Memorial Fund - \$0

Total Bills to be paid: \$381,161.34

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

Board President David Stewart –absent; 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 \$102,637.29 for the month of December 2015 for 2 pay periods.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Yabsley and seconded by Trustee Schlapp.

Roll Call

Board President David Stewart –absent; 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**

Nothing to report in his absence.

**ASSISTANT CHIEF FAIRFIELD'S REPORT**

**A. Response Report:**

- 1) BK assisted mutual aid on a fire at Gord Industrial Plastics in Sandwich. Enclosed is an invoice created for the Sandwich Community Fire Protection District in the amount of \$34,426.38 for restitution expenses under the spiller pay reimbursement.
- 2) 210 total incidents with an estimated fire loss at \$20,500 for the month of December 2015.

**B. EMS Accounting Report:**

- 1) 146 ambulance runs for the month of December 2015.
- 2) Receivables for December 2015 \$46,257.31.

**C. Operation's Report:**

- 1) Annual pump testing has been completed.
- 2) Annual ladder testing to be performed this month

**DEPUTY CHIEF LINDBLOM'S REPORT**

- A. Purchasing a second nomex hood as backup for the firefighters.
- B. Gloves – looking at new design.
- C. Renting 4 sets of rental gear due to gear being ruined in the Sandwich fire.

**CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS** A/C Fairfield for Chief Hitzemann

- A. **Automatic aid agreement between Oswego FPD and BKFPD for a small portion of the Fields of Farm Colony – Information.**  
Chief Hitzemann advised the BKFPD has entered into automatic aid agreement with the OFPD for a small portion of The Fields of Farm Colony subdivision.
- B. **Automatic Aid Agreement between Sugar Grove FPD and BKFPD for the subdivision North of Route 30 and Gordon Street –Discussion.**  
Chief Hitzemann advised the BKFPD will be entering into an automatic aid agreement with the Sugar Grove for the subdivision North of Route 30 and Gordon Street.
- C. **Present revised Personal Appearance Policy (SOP §105) for approval.**  
Chief Hitzemann presented the revised Personal Appearance Policy (§105) for approval. A brief discussion was held.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Johnson and seconded by Trustee Yabsley.

Roll Call

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

**D. Fans in the engine bay Station 1 – 50/50 split with Foreign Fire Board - approval.**

Chief Hitzemann advised the crews at Station 1 have requested fans be installed in the engine bay to help move the air in the warmer months. The cost will be a 50/50 split with the District and the Foreign Fire Board at a cost of \$2755 for three 60" water proof and wired for 5 fans.

Board Secretary Dickson entertained a motion to approve. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

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

- E. **2016 Appreciation Dinner, Friday, February 5, 2016 6:30 p.m., White Tail Ridge Clubhouse.**  
Reminder for the 2016 Appreciation Dinner will be held on Friday, February 5, 2016 starting at 6:30 p.m. at the White Tail Ridge Clubhouse.

**REPORTS FROM YORKVILLE PLANNING COUNCIL**

Nothing to report.

**CLOSED SESSION**

Board Secretary: This is a recording of the closed session of the Bristol Kendall Fire Protection District Board of Trustees held on January 14, 2016 in the conference room at Station 1 of the Bristol Kendall Fire Protection District. The Board went into closed session under the Opening Meetings Act Exceptions 5 ILCS 120/2(C)(21) and (1):

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

(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 Secretary: The following members are present: a roll call was announced by each Board member present:

Roll Call out loud

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

Board Secretary: 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. Bob Wirtz, FF Mark Frieders, FF Jason Nichols were asked to depart the meeting at 5:55 p.m.

Board Secretary: 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 6:22 p.m. Motion carried.

Board Secretary: 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 Johnson and seconded by Trustee Johnson to adjourn the closed session of the meeting at 6:22 p.m. and reconvene the regular Trustee Meeting. Motion carried.

Roll Call

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

Board Treasurer Gary Schlapp – yea; Trustee Phyllis Yabsley - yea; Trustee Ken Johnson – yea  
Motion Carried

**ACTION AFTER CLOSED SESSION**

Board Secretary Dickson entertained a motion to approve and release the Closed Session Meeting Minutes of October 13, 2011, August 9, 2012 and September 13, 2012. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

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

**OTHER BUSINESS TO COME BEFORE THE BOARD**

Nothing to report.

**NEXT TRUSTEE'S MEETING**


The next Trustee's Meeting is scheduled for Thursday, February 11, 2016 at 103 E. Beaver Street, Yorkville, IL 60560.


**ADJOURNMENT**

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

Meeting adjourned at 6:25 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary

