

**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, FEBRUARY 11, 2016**

REGULAR TRUSTEE'S MEETING

**BOARD SECRETARY DICKSON CALLED THE MEETING TO ORDER AT 5:03 p.m. and
DETERMINATION OF QUORUM**

Roll Call

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

Administration present: Chief Michael Hitzemann, D/C Tom Lindblom, A/C Tim Fairfield (absent), A/C Scott McCarty, B/C Michael Kalina, Fire Marshal Mike Torrence and Minutes Recorder Darlene Perez.

Additional Attendees: Lt. Bob Wirtz, FF Jason Nichols, FF Mark Frieders, FF/PM Tyler Riemenschneider, Lt. Larry Simmons.

MINUTES OF JANUARY 14, 2016 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the January 14, 2016 Trustee Meeting Minutes. Motion by Trustee Yabsley 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 but not release the January 14, 2016 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 - \$75,871.58; Building - \$0.00; EMS - \$253,351.47; Operations - \$24,593.47;
Insurance - \$20,699.24; Foreign Fire Insurance Board - \$667.00; Memorial Fund - \$0
Total Bills to be paid: \$375,182.76

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$104,239.98 for the month of January 2016 for 2 pay periods.

Board President Dickson 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 – absent;
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) Chief Hitzemann advised in A/C Fairfield's absence the new hose has been received.

B. EMS Accounting Report:

- 1) 166 ambulance runs for the month of January 2016.
- 2) Receivables for December 2015 \$45,480.73.

- C. **Operation's Report:**
1) Nothing to Report.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. The annual audit for worker's comp was completed.

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

- A. **Approve Policy for Response to Mass Violence Incidents.**
Chief Hitzemann presented for review and approval the Administrative Policy & Procedure for Response to Mass Violence Incidents.

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

Roll Call

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

- B. **Information and Discussion on Handling of Personal Protective Equipment.**
Chief Hitzemann presented for review the Administrative Policy & Procedure for Non-Issued Protective Gear, Apparel & Equipment.
- C. **Approve Policy for non-Issued Protective Gear, Apparel and Equipment.**
Chief Hitzemann presented for review and approval the Administrative Policy & Procedure for non-Issued Protective Gear, Apparel and Equipment.

Board Secretary Dickson 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 – absent;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

- D. **Discussion on Outsourcing EMS Billing and Fire Cost Recovery.**
Chief Hitzemann advised research is being done for outsourcing EMS billing and fire cost recovery. Information will be made available at the next Trustee's meeting.
- E. **Update of Gord Plastics Fire Billing for Response and Damaged Equipment.**
Chief Hitzemann advised the original invoice was mishandled and has been reassigned to Jason Pruski.

A/C McCarty, FF Jason Nichols, FF/PM Tyler Riemenschneider existed the meeting due to responding to a call at 5:48 p.m.

A/C McCarty and FF Jason Nichols returned to the meeting at 5:48 p.m. due to the engine not needed to accompany the ambulance.

F. Approve Mack and Associates to Conduct the 2015 / 2016 Audit.

Chief Hitzemann advised it's that time of year again to discuss and approve Mack and Associates to conduct the 2015 / 2016 audit for the District.

Board Secretary Dickson 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 – absent;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

- G.** Chief Hitzemann advised the BKFPD website has been hacked and he's had to take it down temporarily. The company who originally created our website is selling their business. He's been in contact with the new owners and they are helping with the removal of the inappropriate items that have been placed on the website. Should the website not be salvageable, he is in discussion with creating a brand new website with new more user friendly software.
- H.** Chief Hitzemann discussed an article in the Record about 3 weeks ago regarding consolidating local government.

REPORTS FROM YORKVILLE PLANNING COUNCIL

Nothing to report other than the 4 story apartment building has been tabled due to legal objections.

CLOSED SESSION

A closed session was not required.

ACTION AFTER CLOSED SESSION

No action was required.

OTHER BUSINESS TO COME BEFORE THE BOARD

NEXT TRUSTEE'S MEETING


The next Trustee's Meeting is scheduled for Thursday, March 10, 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 Yabsley.

Meeting adjourned at 6:03 p.m.

Minutes Approved and Accepted:



President



Secretary