

**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, MARCH 10, 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, F/M Mike Torrence and Minutes Recorder Darlene Perez.

Additional Attendees: FF Mark Frieders and FF Jim Bateman. Lt. Larry Simmons entered the meeting at 5:04 p.m.

**MINUTES OF FEBRUARY 11, 2016 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the February 11, 2016 Trustee Meeting Minutes. Motion by Trustee Dickson and Seconded by Trustee Schlapp. 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 - \$100,134.75; Building - \$0.00; EMS - \$185,276.59; Operations - \$19,531.75;  
Insurance - \$20,878.04; Foreign Fire Insurance Board - \$990.00; Memorial Fund - \$0  
Total Bills to be paid: \$326,811.13

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

## **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$101,994.10 for the month of February 2016 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 – 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 and placed on file.

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

A. The ambulance software platform has been changed in Nemsis from 26 to 155 elements in May, 2016.

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

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

- 1) A newly appointed Lieutenant did a good job with running the scene of one of the fires within the District.
- 2) Hose testing to begin within the next month or so.

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

- 1) 167 ambulance runs for the month of February 2016.
- 2) Receivables for February 2016 \$48,722.34.

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

- 1) 218 total incident count with a total fire estimated loss of \$250,600.00

## DEPUTY CHIEF LINDBLOM'S REPORT

- A. A grant check for \$8,115.00 was received from the District's workers compensation carrier, Illinois Public Risk Fund.
- B. PPE inspection has been completed for everyone.

## CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **Outsource EMS Billing - Approve.**  
Chief Hitzemann discussed and presented information for outsourcing EMS Billing and approval. Andres Medical Billing and PSSI were both contacted and interviewed. He recommended PSSI in lieu of Andres Medical Billing due to PSSI being able to take over all follow-up of existing EMS billing that Darlene was responsible where Andres was not able to offer that. A discussion was held.

Board President Stewart entertained a motion to approve. Motion from Trustee Dickson 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

Lt. Simmons exited the meeting at 5:20 p.m.

- B. **Outsource Fire Recovery Service - Approve.**  
Chief Hitzemann recommended to table this proposal.

Board President Stewart entertained a motion to table Outsourcing Fire Recovery Service. Motion from Trustee Schlapp and seconded by Trustee Yabsley. Motion passed.

- C. **Ordinance for Reimbursement of Costs for Rescue Services - Approve.**  
Chief Hitzemann tabled this proposal.

Board President Stewart entertained a motion to table the Ordinance. Motion from Trustee Schlapp and seconded by Trustee Yabsley.

- D. **Website rebuild – information.**

Chief Hitzemann advised he is working along with a new company on rebuilding the District website with anticipation to launch the new website May 1, 2016.

- E. **Video Conferencing Between Stations - Information.**

Chief Hitzemann advised the Tandberg unit that coordinates the video conferencing between all 3 stations may need to be replaced.

## REPORTS FROM YORKVILLE PLANNING COUNCIL

Nothing to report.

**CLOSED SESSION PER 5 ILCS 120/2 (C)(1):**

President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120/2C (C)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion by: Trustee Schlapp      Seconded by: Trustee Yabsley      Motion passed.

President: The following members are present; will the clerk please take a roll call:

**Roll Call**

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

President: Also joining the board in closed session are:

Administration present: Chief Michael Hitzemann,

D/C Tom Lindblom, A/C Tim Fairfield, B/C Mike Kalina, Fire Marshal Mike Torrence, Minutes Recorder Darlene Perez, FF Mark Frieders and FF Jim Bateman were asked to depart the meeting at 6:07 p.m.

Closed Session began at 6:07 p.m.

President: Closed Session adjourned and the regular Trustees Meeting reconvened at 6:35 p.m.

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

Board President Stewart entertained a motion to approve the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body per 5 ILCS 120/2/(C)(1)

I move to pay out Chief Hitzemann for his accumulated sick time over 100 days on or about May 1<sup>st</sup> of each year. The rate of pay to be at the rate of pay for the oldest accumulated days.

I move to allow Chief Hitzemann to use his accumulated sick time, on a one per one basis, upon his retirement. He will continue to be an employee of the District, paid at his then current rate of pay, at the normal pay cycle, until he has used up his accumulated time. As an employee, his health insurance will continue to be provided until such time as his accumulated time is depleted.

Motions from Trustee Schlapp and Seconded by Trustee Johnson.

**Roll Call**

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

**OTHER BUSINESS TO COME BEFORE THE BOARD**

No other business discussed.

**NEXT TRUSTEE'S MEETING**


The next Trustee's Meeting is scheduled for Thursday, April 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 Dickson and seconded by Trustee Schlapp.

Meeting adjourned at 6:44 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary