

**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, APRIL 14, 2016**

REGULAR TRUSTEE'S MEETING

BOARD PRESIDENT STEWART 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,
A/C Scott McCarty, B/C Michael Kalina, F/M Mike Torrence.

Additional Attendees: FF Mark Frieders, FF Jim Bateman, FF Jason Nichols, FF Michael Brown and Lt. Dave Duvick.

APPROVE MINUTES OF MARCH 10, 2016 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the March 10, 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 MARCH 10, 2016 MEETING

Chief Hitzemann presented the closed meeting minutes of March 10, 2016 to be reviewed and approved but not released.

Board President Stewart entertained a motion to approve the March 10, 2016 Closed Session Meeting Minutes. Motion by Trustee Yabsley and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

COMMENTS FROM THE PUBLIC

FF Jim Bateman asked the Board when a tentative budget would be put on display. Chief Hitzemann responded stating that it would be placed on display at the May 2016 Trustee Meeting.

DISTRICT BILLS

The Cash Requirement Report was presented for approval:

Fire Report - \$90,864.82; Building - \$0.00; EMS - \$184,257.29; Operations - \$30,902.19;
Insurance - \$23,845.77; Foreign Fire Insurance Board - \$1,377.50; Memorial Fund - \$0

Total Bills to be paid: \$331,247.57

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$156,514.81 for the month of March 2016 for 3 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, read out loud and placed on file.

BATTALION CHIEF KALINA'S REPORT

- A. B/C Kalina discussed replacement personnel for the two PSSI contract positions vacated with resignations approved tonight. The first FF/PM position will be filled by Andrew Alegria who has been with BK on a part-time basis since June of 2014. The second position will be filled temporarily by Bradley Christenson until FF/PM Jennifer Lynd returns from maternity leave.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. **Response Report:**

- 1) Hose testing has begun and it appears some new hose will have to be purchased but not as much as last year.

B. EMS Accounting Report:

- 1) 187 ambulance runs for the month of March 2016.
- 2) Receivables for March 2016 - \$53,425.18.
- 3) Scanning of EMS reports has begun.

C. Operation's Report:

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

DEPUTY CHIEF LINDBLOM'S REPORT

- A. New helmets and turn out gear have been distributed. He's looking into where the older equipment can be donated.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

A. Outsource EMS Billing - Update.

Chief Hitzemann commented on the progress of outsourcing the EMS billing. PSSI has been entering billing effective April 1, 2016 but the claims have not been submitted to Medicare and other insurances yet until a new bank account has been set up so benefit payments can be direct deposited.

B. Resolution for PSSI to open and manage a bank account for EMS Billing – Approve.

Chief Hitzemann advised Gary and Cindy Fredrick of PSSI are working on setting up a new bank account at their bank in our name where they will be authorized to receive and disburse funds on our behalf for EMS billing. A Resolution of the Bristol-Kendall Fire Protection District has been provided in tonight's packet for approval.

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 – absent;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Carried

B. Present Proposal to send the Cadets to IFSI for 4 days of Training - Approve.

Chief Hitzemann requested approval to send the Cadets for IFSI for 4 days of Training for 8 cadets and 2 chaperons at an estimated cost not to exceed \$5100.00.

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

C. Website Rebuild – Update.

Chief Hitzemann advised the District's new website is coming along nicely with May 1, 2016 still the anticipated launch date.

E. Video Conferencing Between Stations – Information (no report).

Chief Hitzemann advised a bad port was found and video conferencing is working again between stations. The rep has not been in with information on replacement equipment yet so there is no update to report on that.

F. Report on Visit from Illinois OSHA.

Chief Hitzemann advised Illinois OSHA was here on Friday to evaluate and inspect all 3 stations. We have submitted 37 requested documents so far on items that required information. Many items were litigated on site and Chief Hitzemann doesn't believe that there is anything that will cause any major concerns for the District.

G. Present New Policies for Approval:

Chief Hitzemann discussed and presented two new policies for review and approval: 1) #100 Fire Service Authority and 2) #103 Policy Manual.

After a brief discussion it was decided to table until wording in one of these policies was revised and additional policies that are being revised will be presented at the same time for approval in the near future.

Gary Fredrick entered the meeting at 5:30 p.m.

H. Meeting with State Representative Keith Wheeler on the new Bid Law – information.

Chief Hitzemann advised there are many unanswered questions on the new Bid Law, i.e., contract employees. When he attended the training session, he had a discussion with Attorney Shawn Flaherty and questioned if the District had to bid out contract employees in the future. PSSI has provided contract employees since 1992. If this contract were to be bid out, a new contract company could come in and bid much lower expecting to win the bid. Through our current contract, there are several 10, 15 and 20 year PSSI contract employees working for the District. The new contract company would not come in and bid their current salaries, they would bid at entry level position salaries.

There are a few options with one being Exemption 1: Contracts for services of individuals possessing a high degree of professional skill with the ability or the fitness of the individual plays an important part. Chief Hitzemann advised he feels the District contract employees fit this exemption.

Chief Hitzemann advised he and D/C Lindblom met with State Representative Keith Wheeler to discuss the new Bid Law. Keith agreed to take this bill back to the two sponsors of the bill to discuss and revise the new Bid Law by placing an Amendment to the law. Keith advised he would rather have them place an 11th Exemption to the law to include a situation such as ours to this law so that it doesn't have to be bid out. Shawn Flaherty has offered to draft the wording for Keith Wheeler to present.

I. Permission to run an "End of Fiscal Year" batch of bills, Checks to be dated April 30 but approved at May meeting.

It was Board consensus that checks can be run dated April 30, 2016 for the end of Fiscal year 2015/2016 with approval at the May 12, 2016 Trustee Meeting.

REPORTS FROM YORKVILLE PLANNING COUNCIL

Nothing to report.

CLOSED SESSION

Not required.

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

Not required.

OTHER BUSINESS TO COME BEFORE THE BOARD

No other business discussed.

NEXT TRUSTEE'S MEETING

The next Trustee's Meeting is scheduled for Thursday, May 12, 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 Johnson.

Meeting adjourned at 5:47 p.m.

Minutes Approved and Accepted:



President



Secretary