

**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, MAY 12, 2016**

REGULAR TRUSTEE'S MEETING

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

Roll Call

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

Additional Attendees: FF Mark Frieders, Doris Bateman, FF/PM Brandon Johnson, FF/PM Andrew Alegria, Lt.
Larry Simmons and FF/PM Tyler Riemenschneider.

APPROVE MINUTES OF APRIL 14, 2016 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the April 14, 2016 Trustee Meeting Minutes.

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

COMMENTS FROM THE PUBLIC

No comments were made.

DISTRICT BILLS

Three (3) Cash Requirement Reports presented for approval:

Fire Report - \$8,254.81; Building - \$0.00; EMS - \$6,860.72; Operations - \$11,576.15;
Insurance - \$35,643.70; Foreign Fire Insurance Board - \$0; Memorial Fund - \$0
Bills to be paid: \$62,335.38

Fire Report - \$2,838.41; Building - \$0.00; EMS - \$0; Operations - \$0;
Insurance - \$0; Foreign Fire Insurance Board - \$0; Memorial Fund - \$0
Bills to be paid: \$2,838.41

Fire Report - \$70,425.96; Building - \$0.00; EMS - \$178,758.27; Operations - \$22,127.41;
Insurance - \$14,556.66; Foreign Fire Insurance Board - \$910.55; Memorial Fund - \$0
Bills to be paid: \$286,778.85
Total Bills to be paid: \$351,952.64

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 – absent;
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 \$110,971.59 for the month of April 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 – absent;
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

- A. B/C Kalina attended the Annual Infection Control Refresher class. He discussed 4 exposures by employees and the results from the source tested negative so the employees have nothing to worry about. Discussions on exposure prevention are being discussed.
- B. There is an increase in mumps, measles and syphilis cases. Tuberculosis cases are at the lowest level since 1994 due to medication monitoring.
- C. A new flu vaccine is out called flu bloc and is DNA predicated technology which is not derived from an actual virus. Perhaps more members will take advantage of the flu vaccine in the fall.
- D. Successful ebola vaccine is 100% effective.

- E. The zeka virus is contracted from a mosquito, however these mosquitos cannot survive here in the Northern part of the U.S. so there is no chance of contracting it here from a mosquito. It can be contracted however through human contact.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Response Report:

- 1) Still working on hose testing.
- 2) In April Engine 123 was upgraded from a BLS engine to an ALS engine.
- 3) Ambulance 142 was made a reserve ambulance.
- 4) The ladder truck now has BLS capabilities.

B. EMS Accounting Report:

- 1) 157 ambulance runs for the month of April 2016.
- 2) Receivables for April 2016 - \$28,169.70.

C. Operation's Report:

- 1) 221 total incident count with a total fire estimated loss of \$4,250.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom has been compiling paperwork for the year end audit by Mack & Associates.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

A. Outsource EMS Billing - Update.

Chief Hitzemann commented on the progress of outsourcing the EMS billing. Most of the transactions are in place by insurance payers. PSSI will now maintain the data base for ambulance transports prior to April 1, 2016 and will maintain.

B. Website rebuild - information.

Chief Hitzemann advised the new website is not up and running as anticipated because we still have to get some information over to her.

C. Report on visit from Illinois OSHA - update.

Chief Hitzemann commented on the Illinois OSHA inspections that took place at all 3 stations. Requests for information have been provided and the requests continue to come in but still there are no major concerns.

D. Present Tentative FY 2016 / 2017 Budget and Place on Display.

Chief Hitzemann advised the Tentative FY 2016 / 2017 Budget is included in tonight's packet. It cannot be approved tonight but a discussion of any tentative concerns or changes should be discussed so that the final budget can be presented and approved at the July 14, 2016 Trustee's Meeting. Chief Hitzemann discussed several highlights for the Board.

Board President Stewart entertained a motion to place the tentative budget on display. Motion from Trustee Schlapp and seconded by Trustee Johnson.

Roll Call

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

Board Treasurer Gary Schlapp – yea;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Carried

- E. Present Ordinance 2016-01 Fire Recovery – Discussion and possible approval.**
Chief Hitzemann presented Ordinance 2016-01 Fire Recovery which was tabled in the March 2016 Trustee’s Meeting. It was Board consensus to table the Ordinance again due to the absence of Trustee Dickson.
- F. Request permission to go for formal bids to repair the blacktop drive ways at Station 1 – approval.**
Chief Hitzemann requested approval to go out to formal bids for items F., G., and H., on the Agenda.
- G. Request permission to go for bids to crack fill and seal coat blacktop driveway at Station 2 – approval.**
- H. Request permission to go for bids to replace the expansion joints and seal the joints in the concrete at Station 3 – approval.**

Board President Stewart entertained a motion to approve placing Items F., G., H., out for formal bids.

Motion from Trustee Yabsley and seconded by Trustee Schlapp.

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

- G. Present New Policies for Approval:**
Chief Hitzemann discussed and presented policies for review and approval:

- #100 Fire Service Authority
- #103 Policy Manual
- #200 Organizational Structure
- #201 Emergency Action Plan and Fire Prevention Plan
- #206 Electronic Mail
- #207 Administrative Communications
- #312 Discriminatory Harassment
- #346 Anti-Retaliation
- #400 Incident Management
- #403 Rapid Intervention / Two-in Two-out
- #702 Communicable Disease Training Program
- #703 Emergency Action Plan and Fire Prevention Plan Training
- #704 Hazard Communication Program Training
- #706 Hearing Conservation and Noise Control
- #711 Respiratory Protection Training
- #1003 Communicable Disease
- #1008 Respiratory Protection Program
- #1013 Ground Ladder Testing
- #1015 Hazardous Energy Control Lockout / Tagout
- #1016 Hazard Communication

A brief discussion was held.

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

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, June 9, 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 Yabsley and seconded by Trustee Johnson.

Meeting adjourned at 5:50 p.m.

Minutes Approved and Accepted:



President



Secretary