

**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, JUNE 9, 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 – 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, B/C Mike Torrence, Minutes Recorder Darlene Perez.

Additional Attendees: Lt. Bob Wirtz, FF Jim Bateman, Doris Bateman, FF/PM Tyler Riemenschneider, Lt.
Jason Rothenberg, FF/PM Jonathan Stone, FF/PM Steven Levick, FF Mark Frieders, Lt. Larry Simmons.

APPROVE MINUTES OF MAY 12, 2016 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the May 12, 2016 Trustee Meeting Minutes.

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

COMMENTS FROM THE PUBLIC

FF Jim Bateman had several questions with regard to the Bristol Kendall Fire Protection District Budget Proposal 2016/2017 and requested clarification on the following:

- 1) BKFPD Fire Budget Proposal – Corporate (Fire Division) - Member Compensation. What positions fall under this category.

Chief Hitzemann advised it entails all the P/T salaries; half of the Fire Chief's and Operations Chief's salaries; on the Corporate side it entails 3/4 of the mechanic's salary, 1.2 of the training officer, the loss prevention officer's salaries, half of the Lieutenants salaries and the other officers.

FF Bateman advised he was not comfortable with holding almost \$2,000,000 of tax payer's money over from year to year for capital expenditures and operations. Chief Hitzemann advised the money held over was to cover operations and salaries until tax payments are received. This was advise from the Districts Auditors who have advised the District carry over 4 to 6 months for reserve. The professional advise has been taken and the District is acting per direction of the auditors.

2) BKFPD Fire Budget Proposal - Accumulated Benefits.

Chief Hitzemann advised the accumulated benefits entail the Chief's sick days.

3) Purchasing an Engine as replacement for 127?

We have not gone out for bids on a replacement engine for 127.

4) Replacing Chassis would be in the EMS budget?

We have not gone out for bids to re-chassis an ambulance. A/C Fairfield advised the cardiac monitors will be replaced in the near future. We are waiting the results of the grant that was re-submitted.

Chief Hitzemann advised the Annual Budget Hearing will be held July 14, 2016. Chief Hitzemann also advised he would be on vacation next week but will be available in his office for any further discussion on the Budget by Jim or any other members of the department. He stated his door is always open.

REORGANIZE THE BOARD WITH THE REAPPOINTMENT OF RICHARD DICKSON

Board President Stewart announced the reorganization of the Board. He then turned the floor over to D/C Lindblom. D/C Lindblom announced it was time to accept nominations for reorganization of the Board of Trustees starting with nominations for President.

President: Trustee Dickson moved to nominate David Stewart for Board President. Trustee Schlapp seconded the nomination. The nomination was closed with the motion passed.

D/C Lindblom then turned the floor over to Board President Stewart. Board President Stewart requested nominations for the following positions:

Secretary: Board Treasurer Schlapp moved to nominate Richard Dickson for Board Secretary. Trustee Yabsley seconded the nomination. The nomination was closed with the motion passed.

Treasurer: Board Secretary Dickson moved to nominate Gary Schlapp as Board Treasurer. Trustee Yabsley seconded the nomination. The nomination was closed with the motion passed.

DISTRICT BILLS

The Cash Requirement Report was presented for approval:

Fire Report - \$130,698.37; Building - \$0.00; EMS - \$295,836.06; Operations - \$13,299.82
Insurance - \$22,706.88; Foreign Fire Insurance Board - \$422.00; Memorial Fund - \$0
Total Bills to be paid: \$462,963.13

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

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 \$104,925.42 for the month of May 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 – 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. Chief Kalina advised our primary trauma centers are located at Presence Mercy Medical Center and Rush Copley Hospital, both in Aurora. Currently, trauma, heart and stroke patients are transported to these centers.

A comprehensive stroke center is located at Central DuPage Hospital located in Winfield. If our patient meets the certain criteria of having symptoms after 3-1/2 hours but less than 6 hours, it is proposed they be transported to CDH.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Response Report:**
- 1) Hose testing is still in process.
- B. **EMS Accounting Report:**
- 1) 190 ambulance runs for the month of May 2016.
 - 2) Receivables for calls prior to May 1, 2016 - \$15,247.57 from Darlene's claim submittals.
 - 3) Receivables for calls after May 1, 2016 - \$25,789.74 for PSSI's claim submittals for a total of \$41,037.31. PSSI is still setting up Payers for directing payment to them for all claims submitted. It will take at least a year for the old data base to be cleaned up and to where payments received will only be from PSSI claim submittals.

C. Operation's Report:

- 1) 255 total incident count with a total fire estimated loss of \$235,500.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom reported the last of the turnout gear has been received.
- B. The Annual Treasurer's Report was presented for review and approval. A brief discussion was held.

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

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

The Annual Treasurer's Report was signed.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **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.
- B. **Report on visit from Illinois OSHA - update.**
Chief Hitzemann reported we received one (1) citation and have already complied.
- C. **Present Tentative FY 2016 / 2017 Budget – Updated – Information Only – Approval at July 14, 2016 Meeting.**
Chief Hitzemann presented the Tentative FY 2016 / 2017 Budget with revisions. The final budget will be presented and approved at the July 14, 2016 Trustee's Meeting.
- D. **Present Ordinance 2016-01 Fire Recovery – Discussion and possible approval.**
Chief Hitzemann presented the revised Ordinance 2016-01 Fire Recovery for approval.

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

- E. **Present Resolution 2016-01 Prevailing Wage for 2016 for adoption.**
Chief Hitzemann presented the Resolution 2016-01 Prevailing Wage for 2016 for adoption and approval.

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

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

The fire recovery service agreement will be presented at the July 14, 2016 meeting.

F. Present New Policies for Approval:

Chief Hitzemann discussed and presented policies for review and approval:

#202 General Orders

- #203 Training Policy
- #204 Disclosure of Economic Interests
- #300 Recruiting and Retention
- #306 Fire Officer Development
- #308 Tuition Reimbursement
- #309 Reporting for Duty
- #313 Conduct and Behavior
- #316 Personal Projects on-Duty
- #321 Wellness and Fitness Program
- #322 Physical Fitness
- #324 Workplace Violence
- #325 Lactation Breaks
- #326 Smoking and Tobacco Use
- #331 Identification Cards
- #334 Release of HIPAA-Protected Information
- #335 Return to Work
- #342 Drivers License Requirements
- #345 Member Speech, Expression and Social Networking
- #401 Emergency Response
- #402 Fireground Accountability
- #405 Tactical Withdrawal
- #409 Staging
- #418 Abandoned Newborn Infant Protections

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

REPORTS FROM YORKVILLE PLANNING COUNCIL – B/C F/M Torrence

- A. In Studio – 104 E. Beaver Street – a new dance studio.
- B. Dunkin Donuts.
- C. South of Freeman Sports are white and brown buildings that are being demolished.

CLOSED SESSION

Not required.

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

Not required.

OTHER BUSINESS TO COME BEFORE THE BOARD

- A. The bid notice to repave the parking lot will be displayed in the Beacon News. The Bid opening is scheduled for July 6, 2016 at 10:00 a.m. The Board of Trustees will approve the winning bid at the July 14, 2016 Trustee's Meeting.
- B. Chief Hitzemann found it interesting that the District is still operating on the same amount of money that it operated on 6 years ago. FY ending 2006 through FY ending 2016 tax levy received and the State of Illinois replacement tax received was 2016 \$5,533,796. What he finds interesting is that staff has increased tremendously and the District is still running within budget with money carried over from FY to FY to cover expenses and salaries until the tax checks are received.

NEXT TRUSTEE'S MEETING


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

Meeting adjourned at 5:55 p.m.

Minutes Approved and Accepted:



President



Secretary