

**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, JULY 14, 2016**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:05 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 – absent; Trustee Ken Johnson - yea

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

Additional Attendees: FF/PM Tyler Riemenschneider, Lt. Bob Wirtz, FF/PM Andrew Alegria, FF/PM Steven
Andel, FF/PM Brandon Johnson, FF Jim Bateman, Lt. Dave Duvick, Erica Blumberg – Mack & Associates,
Lt. Larry Simmons and FF/PM Steven Levick.

APPROVE MINUTES OF JUNE 9, 2016 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the June 9, 2016 Trustee Meeting Minutes.

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

PRESENTATION OF THE FY 2015 / 2016 AUDIT – MACK AND ASSOCIATES

Chief Hitzemann turned the floor over to Erica Blumberg of Mack & Associates to pass out and present the
2015 / 2016 Audit and discuss. Erica advised no surprises were found during the audit and based on the
Information and documentation received from the District that everything appears to be in order. She proceeded
to discuss the findings of the basic financial statements and their notes and stated Mack & Associates agrees with
the financial statement as presented.

Erica commented on the letter which refers to any significant deficiencies and again as in the past there is nothing
that appears to be a significant deficiency, however tighter internal controls and segregation of duties can be
improved upon, but nothing to be concerned about.

Erica also advised in their opinion, Mack & Associates would like to see BKFPD retain an Accounting Firm to
prepare the financial statements for Mack & Associates to audit in the future. This is in their opinion.

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 – absent; Trustee Ken Johnson - yea
Motion Carried

DISTRICT BILLS

The Cash Requirement Report was presented for approval:

Fire Report - \$119,530.93; Building - \$0.00; EMS - \$221,655.17; Operations - \$16,057.50
Insurance - \$20,976.28; Foreign Fire Insurance Board - \$868.54; Memorial Fund - \$0
Total Bills to be paid: \$379,088.42

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 – absent; Trustee Ken Johnson - yea
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$102,764.76 for the month of June 2016 for 2 pay periods.

Board President Stewart entertained a motion to approve. Motion from Trustee Dickson 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 –absent; 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 a P/T paramedic has been hired temporarily to fill in until a fulltime FF/PM returns from maternity FMLA.
- B. A patient's life was saved on July 1, 2016 due to the quick and extraordinary actions of both Medic 144 and Engine 122 crews. Chief Kalina advised he received an email from the EMS Coordinate of Rush Copley Hospital with high praise of the lifesaving interventions consisting of a Surgical Cricothyroidotomy Bi-lateral Pleural Decompressions, Bi-lateral Large Bore Intravenous lines and excellent communications to the hospital. Chief Kalina has recommended Medic 144 and Engine 122 crews be presented with a Challenge Coin in recognition for an exemplary performance of a trauma patient incident.

A discussion was held and it was the consensus of the Board the challenge coins be presented. It is anticipated the presentation may take place at the August Trustee Meeting if the Chief is not out of town.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Response Report:**
 - 1) Nothing to report in A/C Chief's Fairfield absence.
- B. **EMS Accounting Report:**
 - 1) 166 ambulance runs for the month of June 2016.
 - 2) Receivables for calls prior to May 1, 2016 - \$11,601.03 from Darlene's claim submittals.
 - 3) Receivables for calls after May 1, 2016 - \$39,407.73 for PSSI's claim submittals for a total of \$49,038.38.
- C. **Operation's Report:**
 - 1) 213 total incident count with a total fire estimated loss of \$2,500.

DEPUTY CHIEF LINDBLOM'S REPORT

Nothing to report.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **First Amendment to the PSSI Contract for the final year o the current contract – Approve**
Chief Hitzemann presented the First Amendment to Contractual Agreement Effective as of June 15, 2014 Between the Bristol Kendall Fire Protection District and Public Safety Services, Inc. for the Provision of Emergency Ambulance and other Related Services for signature and approval.

Chief Hitzemann advised due to the employee portion of new health insurance premiums, he is requesting permission to amend the contract between the District and PSSI to help cover this financial burden for all PSSI employees through an additional \$2325 in their raise for a total cost to the District of \$73,075.

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 –absent; Trustee Ken Johnson - yea
Motion Carried

B. Action on FY 2016 / 2017 Budget - Approve

Chief Hitzemann presented the revised Ordinance No. 2016 -3 Annual Budget and Appropriation Ordinance of the Bristol-Kendall Fire Protection District in the County of Kendall, State of Illinois for the Fiscal Year Beginning May 1, 2016, and Ending April 30, 2017 for approval.

Board President Stewart entertained a motion to approve. Motion from Trustee Schlapp 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 –absent; Trustee Ken Johnson - yea
Motion Carried

C. Present Corrected Ordinance 2016-01 Fire Recovery – Discussion and Approval

Chief Hitzemann presented the corrected Ordinance 2016-01 An Ordinance Imposing Fees for Reimbursement of Costs Attributable to Response to Emergency Situations Requiring Specialized or Technical Rescue Services by the Bristol Kendall Fire Protection District, Kendall County, Illinois for approval.

A brief discussion was held.

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

D. Present Ordinance 2016-02 Updated Spiller Pays Ordinance – Discussion and Approval

Chief Hitzemann presented Ordinance 2016-02 Bristol Kendall Fire Protection District Spiller Pays Ordinance for approval.

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

E. Present for Action Bids to Repair Blacktop Driveway at Station 1 – Approve

Chief Hitzemann presented the bids received for Station 1 pavement replacement. The project is to be completed by September 1, 2016. Three bids were received from:

- 1) “D” Construction – \$47,000 with a \$5,000 contingency.
- 2) Geneva Construction Co. - \$47,609 with a \$5,000 contingency.
- 3) Builders Paving - \$62,140 no contingency amount was included.

A brief discussion was held.

Board President Stewart entertained a motion to accept the bid from “D” Construction for \$47,000. Motion from Trustee Johnson 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 –absent; Trustee Ken Johnson - yea
Motion Carried

F. Present for Action Bids to Sealcoat the Blacktop Driveway at Station 2 – Approve

Chief Hitzemann presented the only bid received for Station 2 Sealcoating, Crack Filling and Re-Striping.

- 1) Miller Sealcoat & Striping - \$1,885.00.

A brief discussion was held.

Board President Stewart entertained a motion to accept the bid from Miller Sealcoat & Striping for \$1,885.00. Motion from Trustee Schlapp 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 –absent; Trustee Ken Johnson - yea
Motion Carried

G. Present for Action Proposal for New Copy/Fax/Scan Machines (2) at Station 1 – Approve

Chief Hitzemann requested approval to accept the renewal 60 mo. Lease quote received from Ricoh for two new copy/fax/scan machines for Station 1.

Board President Stewart entertained a motion to approve the bid from Ricoh. Motion from Trustee Johnson 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 –absent; Trustee Ken Johnson - yea
Motion Carried

H. Enter in to Agreement with Fire Recovery USA, LLC for Fire Recovery Expense Billing – Approve

Chief Hitzemann presented the Services Agreement between Fire Recovery USA, LLC and the BKFPD. Fire Recovery USA, LLC will do the billing for the district for a one year period with a 30 day cancellation policy.

A brief discussion was held.

Board President Stewart entertained a motion to approve. Motion from Trustee Johnson 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 –absent; Trustee Ken Johnson - yea
Motion Carried

I. Website Rebuild – Information

Chief Hitzemann advised the Bristol Kendall Fire Department’s website is back up and running. There are still many items that will be added and a lot of tweaking yet to be done, but it is back up on the web.

J. Declare Old Gear and Equipment as Surplus – Approve

Chief Hitzemann presented the list of equipment to be declared surplus by the Board.

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 –absent; Trustee Ken Johnson - yea
Motion Carried

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

Nothing to report in B/C F/M Torrence’s absence.

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 to be reported.

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

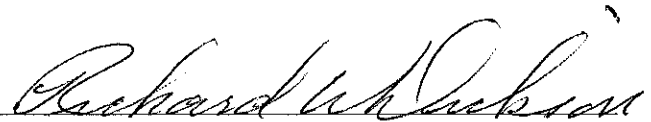
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Dickson and seconded by Trustee Johnson.

Meeting adjourned at 6:25 p.m.

Minutes Approved and Accepted:



President



Secretary