

**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, JULY 13, 2017**

**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: Fire Chief Mike Hitzemann, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Assistant Chief Scott McCarty, Battalion Chief Michael Kalina, Battalion Chief Mike Torrence, Battalion Chief Chris Ronning and Minutes Recorder, Darlene Perez.

Additional attendees: FF/PM Austin Wolf, FF Jim Bateman, Lt. Brandon Fairfield, Lt. Jeremy Messersmith, FF/PM Blake Talip, FF/PM Audrey Enlow, FF/PM Michael Fairfield, Matt Melvin of Mack & Associates, FF Mark Frieders, Lt. Humza Shamsuddin.

**APPROVE MINUTES OF JUNE 8, 2017 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the June 8, 2017 Trustee Meeting Minutes.

Motion to approve the minutes by Trustee Dickson and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**REORGANIZE THE BOARD OF TRUSTEES**

Board President Stewart announced it was time to reorganize 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: Board Secretary Dickson moved to nominate David Stewart for Board President.

Trustee Schlapp seconded the nomination. The nomination was closed with the motion passing.

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 passing.
- Treasurer: Trustee Yabsley moved to nominate Gary Schlapp as Board Treasurer.  
Trustee Johnson seconded the nomination. The nomination was closed with the motion passing.

### **PRESENTATION OF FY 2016 / 2017 AUDIT FROM MACK & ASSOCIATES**

Deputy Chief Lindblom introduced Matt Melvin of Mack & Associates who addressed the Board of Trustees with his presentation of the FY 2016 / 2017 Audit.

Matt advised there was nothing about the audit that raised any eyebrows or areas of concern. The only recommendation was with reference to the internal control of the District's financial statement preparation. Currently the District's personnel prepare the District's financial statements and related disclosures.

It is Mack & Associate's recommendation that the District consider the costs and benefits of dedicating the necessary staff resources, technical training and oversight to an outside agency to ensure the District's financial statements are accurately prepared.

Board President Stewart entertained a motion to accept the audit as presented. 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

Matt Melvin exited the meeting directly after the motion to accept the audit and the motion was carried..

### **DISTRICT BILLS**

Chief Hitzemann requested the travel expenses be approved for A/C Fairfield in the amount of \$296.00.

Board President Stewart entertained a motion to approve the travel expenses. Motion from Trustee Yabsley 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 Cash Requirement Report was presented for approval:

Fire Report - \$127,842.76; Building - \$0.00; EMS - \$234,111.01; Operations - \$35,724.19  
Insurance - \$19,712.89; Foreign Fire Insurance Board - \$690.00; Memorial Fund - \$0

Total Bills to be paid from this report: \$418,080.85

Board President Stewart entertained a motion to approve all the District bills. 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

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$113,142.98 for the month of June 2017 for 2 pay periods.

Board President Stewart entertained a motion to approve payroll. 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

**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 commented that he is currently training and transitioning B/C Chris Ronning into the position of EMS Coordinator.
- B. B/C Kalina advised a 50 Y/O man was in cardiac arrest at the Raging Waves Water Park. The responding crews were instrumental in saving this man's life with their quick assessment of the situation, knowledge and training.

**ASSISTANT CHIEF FAIRFIELD'S REPORT**

**A. Operation's Report:**

1) He attended a two week class at the National Fire Academy in Maryland.

**B. Response Report:**

1) He presented a slide show of the structure fire on Ament Road. A brief discussion was held.  
2) 222 total incident count in June, 2017 with a total fire estimated loss of \$1,155,500. Chiefs Fairfield and Torrence discussed the structure fires that took place in the District.

**C. EMS Accounting Report:**

1) 164 ambulance runs for the month of June, 2017.  
2) Receivables for calls prior to May 1, 2016 - \$183.00 from Darlene's claim submittals.  
3) Receivables for calls after May 1, 2016 - \$68,792.90 for PSSI's claim submittals for a total of \$68,975.90.

Lt. Larry Simmons entered the meeting at 5:46 p.m.

**DEPUTY CHIEF LINDBLOM'S REPORT**

A. There have been two worker's comp cases reported – one broken ankle and one shoulder injury.

**CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS**

**A. FY 2016 / 2017 Audit as Presented - Approve.**

Chief Hitzemann advised the audit was approved as presented earlier in the meeting.

**B. Possible Action on the Proposal from McGrath Consulting Group Inc. to Conduct a Fire Protection District Operations and Future Fiscal Needs Study – Approve.**

Chief Hitzemann requested approval of the proposal from McGrath Consulting Group to conduct a Fire Protection District Operations and Future Fiscal Needs Study for a cost of \$20,125.00.

Board President Stewart entertained a motion to approve the proposal. 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

**C. Adopt FY 2017 – 2018 Budget – Approve/Adopt.**

Chief Hitzemann discussed and requested the FY 2017 – 2018 Budget be adopted and accepted.

Board President Stewart entertained a motion to adopt and accept the FY 2017 – 2018 Budget. 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

- D. Present for Approval the Annual Treasurer’s Report for FY 2016 / 2017 – Approve.**  
Chief Hitzemann discussed and requested approval the FY 2016 / 2017 Annual Treasurer’s Report.

Board President Stewart entertained a motion to approve the FY 2016 / 2017 Annual Treasurer’s Report.  
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 – yea;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

- E. Discussion on Rules for Televising Future Trustees Meetings to Our Other Fire Stations – Discussion.**  
Chief Hitzemann presented and opened a discussion for the rules for televising future Trustees Meetings to the District’s other fire stations. A discussion was held. The revised Trustee’s Rules will be presented at next month’s Trustees Meeting for review and approval. Agreed upon revised rules will be added to the Trustee’s Rules Book.

The Station 1 Crew consisting of Lt. Brandon Fairfield, FF/PM Blake Talip, FF/PM Michael Fairfield , FF/PM Audrey Enlow and FF/PM Austin Wolf responded to a dispatched emergency call and exited the meeting.

**CHIEF’S NOTES**

Nothing to report at this time.

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

Nothing to report at this time other than that

**CLOSED SESSION**

Board President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120/2(C)(1):

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A motion was made by Board Secretary Schlapp and seconded by Trustee Johnson.

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

Dave Stewart, President  
Richard Dickson, Secretary  
Gary Schlapp, Treasurer  
Trustee Phyllis Yabsley  
Trustee Ken Johnson

Board President: Also joining the board in closed session are:

Chief Michael Hitzemann

Those asked to depart the meeting included D/C Tom Lindblom, A/C Tim Fairfield, A/C Scott McCarty, B/C Mike Kalina, B/C Mike Torrence, B/C Chris Ronning, Minutes Recorder Darlene Perez, FF Jim Bateman, Lt. Jeremy Messersmith, FF Mark Frieders, Lt. Humza Shamsuddin and Lt. Larry Simmons.

Board President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

The closed session began at 6:10 p.m. Motion carried.

Board President: At this time I would ask for a motion to adjourn the closed session and return to the regular meeting.

A motion was made by Trustee Schlapp and seconded by Trustee Yabsley to adjourn the closed session of the meeting at 6:55 p.m. and reconvene the regular Trustee Meeting. Motion carried.

#### 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

### ACTION AFTER CLOSED SESSION

None.

### OTHER BUSINESS TO COME BEFORE THE BOARD

Nothing to report.

### NEXT TRUSTEE'S MEETING

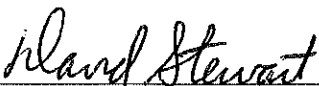
The next Trustee's Meeting is scheduled for Thursday, August 10, 2017 at 103 E. Beaver Street, Yorkville, IL 60560.

### ADJOURNMENT

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

Meeting adjourned at 6:56 p.m.

Minutes Approved and Accepted:

  
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President

  
\_\_\_\_\_  
Secretary