

**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, AUGUST 11, 2016**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:02 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 - absent

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

Additional Attendees: FF/PM Tyler Riemenschneider, FF Jim Bateman and Lt. Bob Wirtz.

APPROVE MINUTES OF JULY 14, 2016 TRUSTEE MEETING

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

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

COMMENTS FROM THE PUBLIC

No comments were made by the public.

**PRESENTATION OF THE CHALLENGE COINS FOR EXEMPLARY PERFORMANCE
AT A TRAUMA PATIENT INCIDENT**

Chief Hitzemann announced he felt this was the perfect time to implement the first presentation of the BKFPD challenge coins by recognizing the crews that responded to a trauma patient incident. On Friday July 1, 2016 Engine 122 and Medic 144 responded to an injured person that fell off of a roof of a structure. When they arrived they found an adult male unconscious with life threatening injuries. Due to the immediate lifesaving interventions by the crew done with perfection, this patient survived the fall and walked out of Good Samaritan Hospital when all odds were against him.

Chief Hitzemann presented Engine 122 - Lt/PM Humza Shamsuddin, FF/EMT Randy Roberts, FF/PM Michael Pavlacka and Medic 144- FF/PM Eric Jones, FF/PM Bradley Christensen with their challenge coins.

DISTRICT BILLS

The Cash Requirement Report was presented for approval:

Fire Report - \$88,810.92; Building - \$0.00; EMS - \$195,062.40; Operations - \$20,685.57
Insurance - \$16,263.83; Foreign Fire Insurance Board - \$3,036.90; Memorial Fund - \$0
Total Bills to be paid: \$323,958.62

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$100,404.17 for the month of July 2016 for 2 pay periods.

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 – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - absent
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

Nothing to report in his absence.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Response Report:

- 1) Hose testing has been reviewed.
- 2) The Fire Recovery program is up and running and they have been sent 4 or 5 accident reports for submission.

B. EMS Accounting Report:

- 1) 197 ambulance runs for the month of July 2016.
- 2) Receivables for calls prior to May 1, 2016 - \$6,186.04 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$31,615.92 for PSSI's claim submittals for a total of \$37,801.96.

C. Operation's Report:

- 1) 279 total incident count with a total fire estimated loss of \$750.

DEPUTY CHIEF LINDBLOM'S REPORT

Nothing to report.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- ### **A. Change Alternate Representative to KenCom Operations Board from Chief Kalina to Chief McCarty.**
- Chief Hitzemann requested to change the alternate representative to the KenCom Operations Board from B/C Kalina to A/C McCarty.

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

B. Driveway Resurfacing Project at Station 1 – update.

Chief Hitzemann advised the paperwork and contracts have all been signed and we're awaiting a confirmed start date which should be in August.

C. Driveway Sealcoat Project at Station 2 – update.

Chief Hitzemann advised all the paperwork has been collected and again we're awaiting a confirmed start date.

Chief Hitzemann commented on two items not on the agenda for informational purposes only. He advised two vendors will be presenting information on security systems for all three stations. Also they are looking into EMS crews being able to prepare their reports via a mobile iPad versus at the hospital so that less time is spent out of district doing paperwork.

President Board Stewart questioned if the District's website was back up and running. Chief Hitzemann advised it is up and running, however training has yet to be done to the District to be able to maintain the website and will be scheduled.

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

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 to be reported.

NEXT TRUSTEE'S MEETING

The next Trustee's Meeting is scheduled for Thursday, September 8, 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 Schlapp.

Meeting adjourned at 5:25 p.m.

Minutes Approved and Accepted:



President



Secretary