

**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, SEPTEMBER 8, 2016**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:01 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 (absent), B/C Michael Kalina, B/C Mike Torrence, Minutes Recorder Darlene Perez.

Additional Attendees: F/F Mark Frieders, Bill McMahon (Progressive Energy Group).

**APPROVE MINUTES OF AUGUST 11, 2016 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the August 11, 2016 Trustee Meeting Minutes.

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

**COMMENTS FROM THE PUBLIC**

No comments were made by the public.

**PRESENTATION FROM WILLIAM MCMAHON – PROGRESSIVE ENERGY GROUP**

Chief Hitzemann turned the floor over to William McMahon of the Progressive Energy Group. Bill introduced himself and addressed the Board with the details for energy renewal pricing from 3 sources. Bill advised it was his recommendation to remain with Direct Energy.

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 – yea; Trustee Ken Johnson – yea  
Motion Carried

Bill exited the meeting at 5:10 p.m.

### **DISTRICT BILLS**

The Cash Requirement Report was presented for approval:

Fire Report - \$84,044.35; Building - \$0.00; EMS - \$188,735.43; Operations - \$23,271.05  
Insurance - \$20,112.38; Foreign Fire Insurance Board - \$515.00; Memorial Fund - \$0  
Total Bills to be paid: \$316,678.21

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

### **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$157,676.05 for the month of August 2016 for 3 pay periods.

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

### **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. Chief Torrence advised that the BKFPD Open House for Fire Prevention Week is October 1, 2016 from 10:00 a.m. to 1:00 p.m.

### **ASSISTANT CHIEF MCCARTY'S REPORT**

The Training and TRT Report was presented and placed on file.

## **BATTALION CHIEF KALINA'S REPORT**

- A. The IDPH self-inspections for non-transport EMS vehicles have been completed to include our front line BLS and ALS engines, the golf cart and the backup engine.
- B. The Aurora Fire Department advised the cardiac monitor grant was not approved again.
- C. Provider registration for 33 full-time firefighter and/or paramedic and 20 part-time positions are just about completed with the State of Illinois.

## **ASSISTANT CHIEF FAIRFIELD'S REPORT**

- A. **Response Report:**
  - 1) He has received the equipment for Department IDs and has learned how to make them. There were several that needed IDs and he's just about caught up now.
  - 2) The Fire Recovery program is up and running and \$1700.00 has been collected from 3 incidents from an estimated total of \$5,000 that has been submitted.
- B. **EMS Accounting Report:**
  - 1) 198 ambulance runs for the month of August 2016.
  - 2) Receivables for calls prior to May 1, 2016 - \$1,180.49 from Darlene's claim submittals.
  - 3) Receivables for calls after May 1, 2016 - \$41,216.92 for PSSI's claim submittals for a total of \$42,397.41.
- C. **Operation's Report:**
  - 1) 257 total incident count with a total fire estimated loss of \$0.00.

## **DEPUTY CHIEF LINDBLOM'S REPORT**

D/C Lindblom mentioned new carpet is needed for the second floor at Station 1. Jason of FGM Architects has been contacted to prepare specs as this will be a project that will have to be bid out due to cost.

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

- A. **Driveway Sealcoat Project at Station 2 – Project Finished.**  
Chief Hitzemann advised the project of sealcoating of the driveway area at Station 2 has been completed.
- B. **Driveway Resurfacing Project at Station 1 – update.**  
Chief Hitzemann advised the project did not start as anticipated on September 8<sup>th</sup> due to all the rain. D Construction has advised they will start grinding the blacktop at Station 1 on Friday, September 9<sup>th</sup>.
- C. **Report on Disposition of Surplus Equipment - update.**  
Chief Hitzemann advised a Release and Hold Harmless Agreement has been received from the Fairfield Rural Fire Protection District of Fairfield, IL who will be the recipients of the surplus personal property received from BKFPD.
- D. **Security Camera System – update.**  
Chief Hitzemann advised two companies have been contacted for quotes on security camera systems for all three stations.
- E. **iPad Testing for EMS Reporting – update.**  
Chief Hitzemann advised they are researching using iPad for EMS reporting.

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

A meeting with Wrigley was held regarding a stop light at Route 47 and their entrance.

**CLOSED SESSION**

Not required.

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

Not required.

**OTHER BUSINESS TO COME BEFORE THE BOARD**

Chief Hitzemann commented on the following:

- A) Training on the new BKFPD website was held and many documents have now been uploaded for viewing.
- B) The purchasing of new air packs has been placed on hold at this time. They are looking into trying to obtain an AFG (Assistance Firefighter Grant) through FEMA.
- C) Research has begun on the replacement of Engine 127.

**NEXT TRUSTEE'S MEETING**

The next Trustee's Meeting is scheduled for Thursday, October 13, 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 5:35 p.m.

Minutes Approved and Accepted:



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President



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Secretary