

**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, OCTOBER 13, 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 – absent;
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: None

APPROVE MINUTES OF SEPTEMBER 8, 2016 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the September 8, 2016 Trustee Meeting Minutes.

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

COMMENTS FROM THE PUBLIC

No comments were made by the public.

DISTRICT BILLS

The Cash Requirement Report was presented for approval:

Fire Report - \$92,366.86; Building - \$0.00; EMS - \$190,166.26; Operations - \$74,777.64
Insurance - \$15,195.02; Foreign Fire Insurance Board - \$2,617.80; Memorial Fund - \$0
Total Bills to be paid: \$375,123.58

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 – absent;
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 \$106,465.84 for the month of September 2016 for 2 pay periods.

Board President Stewart entertained a motion to approve. Motion from Trustee Johnson and seconded by Trustee Yabsley.

Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;
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. Flu season vaccinations are available at Rush Copley in Yorkville. He advised no appointment is necessary.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Response Report:

- 1) We are applying for the AFG (Assistance Firefighter Grant) for airpacks.
- 2) We received \$2,068.00 from the Fire Recovery Program.
- 3) Portable radios are being researched for purchase.

B. EMS Accounting Report:

- 1) 190 ambulance runs for the month of September 2016.
- 2) Receivables for calls prior to May 1, 2016 - \$3,782.44 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$52,488.05 for PSSI's claim submittals for a total of \$56,270.49.

C. Operation's Report:

- 1) 246 total incident count with a total fire estimated loss of \$22,510.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom had nothing to report.

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. Security Camera System – update.**
Chief Hitzemann advised research is ongoing with the two companies contacted for quotes on security camera systems for all three stations.
- C. Announce A/C Fairfield's Acceptance in FEMA's / National Fire Academy Executive Fire Officer Program.**
Chief Hitzemann advised A/C Fairfield has applied for and has been accepted into FEMA's National Fire Academy Executive Fire Office Program. It will be a 4 year program. A/C Fairfield has also applied for the state program but has not heard if he has been accepted.
- D. Pulte Homes Donation Home to Veteran – Waiver Development Fee – Approve.**
Chief Hitzemann advised Pulte Homes is building and donating a home to a veteran, mortgage free in the Autumn Creek Subdivision. The District has been asked to waive the development fee. The City of Yorkville and the Yorkville School District have waived all their fees. He responded that should be acceptable but had to discuss with the Board of Trustees to confirm. Chief Hitzemann requested waiving the development for this home.

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

- E. iPad Testing for EMS Reporting – update.**
Chief Hitzemann advised this will be tabled tonight. The testing has been completed but pricing is not available for tonight's meeting.
- F. Working on Specification for New Engine and Carpet on Second Floor of Station 1 – Information:**
Chief Hitzemann advised a set of sample specs have been obtained for the new engine and he is meeting with Jason of FGM Architects on the carpet for the second floor of Station 1.
- G. Accept Proposal for Crack Filling for Concrete at Station 3 – Approve.**
Chief Hitzemann advised he has received a quote from Geneva Construction for \$8,460 and a quote from D Construction for \$12,045. Chief Hitzemann requested approval to hire Geneva Construction.

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

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

Chief Hitzemann commented on the following:

- A) There has been a new law passed with reference to travel expenses. Our current policy for traveling reimbursement should suffice under this new law. We will forward some questions to the District attorney and if he feels we need to pass an ordinance, one will be presented for your approval.

NEXT TRUSTEE'S MEETING

The next Trustee's Meeting is scheduled for Thursday, November 10, 2016 at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

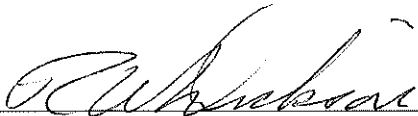
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Schlapp and seconded by Trustee Johnson.

Meeting adjourned at 5:46 p.m.

Minutes Approved and Accepted:



President



Secretary