

**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, NOVEMBER 10, 2016**

**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: 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: FF Jim Bateman, FF Mark Frieders.

**APPROVE MINUTES OF OCTOBER 13, 2016 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the October 13, 2016 Trustee Meeting Minutes.

Motion by Trustee Johnson and Seconded by Trustee Schlapp. 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 - \$93,651.43; Building - \$0.00; EMS - \$193,849.22; Operations - \$23,613.14  
Insurance - \$16,018.74; Foreign Fire Insurance Board - \$109.47; Memorial Fund - \$0  
Total Bills to be paid: \$327,242.00

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 \$105,548.33 for the month of October 2016 for 2 pay periods.

Board President Stewart entertained a motion to approve. 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

## **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.

- A. The District along with Oswego Fire and Police Departments, Yorkville Police Department and Kendall County Special Response Law Enforcement Officers were involved in a Multi-Agency Active Threat Training at the NCG Cinema in Yorkville. Another training mass shooter type drill will be held in June of 2017.

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

- A. Our medics have received a change in standing orders effective February 1, 2017 to transport to a Level 1 Trauma Center if deemed necessary. Trauma transports have been mirrored to those of a stroke patient that are deemed meeting the criteria and will now be transported to the Level 1 Trauma Center Good Samaritan Hospital in Downers Grove.

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

- A. **Response Report:**  
1) Ladder testing on November 11, 2016.
- B. **EMS Accounting Report:**  
1) 166 ambulance runs for the month of October 2016.  
2) Receivables for calls prior to May 1, 2016 - \$5,306.72 from Darlene's claim submittals.

- 3) Receivables for calls after May 1, 2016 - \$28,589.76 for PSSI's claim submittals for a total of \$33,896.48.

**C. Operation's Report:**

- 1) 225 total incident count with a total fire estimated loss of \$91,100.

**DEPUTY CHIEF LINDBLOM'S REPORT**

- A. D/C Lindblom advised the 2% money received was \$25,089 which was about \$3,000 more than last year.
- B. W/C Premium Renewal – Horton IPRF has a 10% more than the estimated payroll with only a 7.9% increase in premium.
- C. WCC had their 50 year Celebration Luncheon and D/C Lindblom attended and was presented with a plaque in appreciation for the District's cooperation with the college.

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

- A. **Advanced Trustee Training CE Classes for 2017.**  
Chief Hitzemann presented the IAFFD Administration Training Session schedule. A brief discussion was held as to which date best suited the Trustee's personal schedules. All Trustees will attend the February 11, 2017 training in Oswego with the exception of Trustee Schlapp who will attend the March 25, 2017 training in Cherry Valley.
- B. **Security Camera System – update.**  
Chief Hitzemann advised research is ongoing. He and Chief Fairfield visited the showroom to see the systems first hand.
- C. **Crack Filling for Concrete at Station 3 - Complete.**  
Chief Hitzemann advised this project has been completed.
- D. **Working on Specs for New Engine and Carpet on Second Floor of Station 1 – Information:**  
Chief Hitzemann advised he has generic specs in his office for the new engine. He would like to speak with Mark Frieders for his opinion on the specs. We are waiting on information to be received to prepare the specs for the carpeting on the second floor at Station 1.
- E. **iPad Testing for EMS Reporting – update.**  
Chief Hitzemann advised additional information is still needed on this subject and will be discussed in a future meeting.
- F. **Proposal to Replace Video Conferencing Equipment Between Stations - Approve:**  
Chief Hitzemann advised he is ready to present information on replacing the video conferencing Equipment between stations. A quote has been received for replacing the cameras and the equipment and add video conferencing in the Conference Room for a total of \$13,097, not to exceed \$15,000.

Board President Stewart entertained a not to exceed \$15,000 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 - yea  
Motion Carried

Chief Hitzemann advised he will process the check for the down payment to get the process started.

**G. Resolution for Local Government Travel Expense Control Act Policy – Approve.**

Chief Hitzemann presented Resolution No. 2016-02 A Resolution Adopting the Local Government Travel Expense Control Act Policy for the Bristol Kendall Fire Protect District. He advised if an overnight stay is required, there may be a conflict in the hotel reimbursement due to geographical pricing on hotels. A discussion may have to be held before a function or a special approval may have to take place due to hotels costing more than the allowed reimbursement amount per the Resolution.

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 - yea  
Motion Carried

**H. Present Tax Levy Request from the Bristol Kendall Firefighters Pension Fund – Approve.**

Chief Hitzemann presented the Tax Levy Request from the Bristol Kendall Firefighters Pension for discussion and approval. He wanted to point out the Pension Fund is fully funded and the additional \$25,000 for a new member for 6 months will most likely not be transferred.

Board President Stewart entertained a motion to approve. 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

**I. Present Draft of the FY 2017 – 2018 Tax Levy Request – Information.**

Chief Hitzemann presented the draft form of the FY 2017 – 2018 Tax Levy Request for review and possible discussion. The Certificate of Needs was presented for review as well. He advised

**J. Chief's Report Information List.**

- 1) Pay Policy for Department Physicals for part time members. Chief Hitzemann advised part time members will receive \$75 (five hours at \$15/hour) to take department physicals while not on duty retroactive to May 1, 2016.
- 2) Foreign Fire Insurance Board – The Foreign Fire Insurance Board will purchase and maintain the program of purchasing extrication gloves at no cost to the District.
- 3) Part time Officer Pay –There are three full time officers on-duty since the inception of the full-time shifts at all three stations. There has been discussion that there is no longer the need to pay part time POC officers at \$100 a month when they report to a full time on duty officer during a general alarm. He will call a meeting to speak with the officers on this subject.
- 4) Gear Replacement Program. Purchasing new gear on a timed scheduled due to cost is being discussed. Due to increased requirements of gear cleaning and maintenance and replacement every ten years a new set of gear will be purchased and given to members so that when their main set is being washed or repaired, they will have a back-up set should a call come in.

- 5) W/C Risk Analysis – Policies for decontamination at the scene. The Chiefs have been aggressively researching decontamination of bunker gear in depth after each call where gear has been affected by contamination. Ten sets of bunker have been purchased and more will be purchased annually until all members have two sets each.
- 6) Chiefs Hitzemann, Lindblom and Fairfield met with Attorney Sean Flaherty to discuss legal advise on the following:
  - a) The bidding process for new fire truck. Chief Hitzemann feels it best to formally bid out for a new fire truck.
  - b) A District can have an employment contract with a Fire Chief for three years. Other District employee contracts would be for one year which is the length of a Trustees term.
  - c) General Alarm Pay Policy - In the past, general alarms were paid out as a lump sum and that lump sum was divided equally with how many responded to the general alarm. Chief Hitzemann advised they will look into a more generalized pay schedule to make sure they are being paid the hourly wage for a firefighter.
  - d) A firefighter may be asked to resign. There is a firefighter Chief Hitzemann will speak to in an effort to have that member resign. If not he may come to the Board next month for approval for termination of this member.
  - e) Security cameras are exempt for bidding laws. It has been confirmed with Attorney Flaherty the security cameras purchased fall under IT equipment and do not have to be formally bid.
  - f) District firefighter testing is a Civil Service position. Attorney Flaherty was asked a variety of questions with regard to hiring fulltime District firefighters: a referendum, pension expense, physicals, age restrictions and many more.
  - g) \$650,000 – 750,000 Rescue Expense Presented as a rescue tax. It was discussed that a rescue levy be presented to residents versus a pension referendum.
  - h) A primary election will be held on February 28, 2017 and a general election on April 3, 2017. To make the ballot it must be filed by January 3, 2017 if passed on December 8, 2016 with funds available in new year. The soonest new District employees could start would be May 1, 2018 or the next election would be March 20, 2018 and new District employees could start May 1, 2019 if the levy was passed. There is a lot of research still needed

**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**

Nothing to report.

**NEXT TRUSTEE’S MEETING**

The next Trustee’s Meeting is scheduled for Thursday, December 8, 2016 at 103 E. Beaver Street, Yorkville, IL 60560.

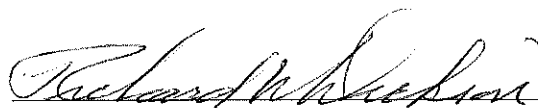
ADJOURNMENT

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

Meeting adjourned at 6:47 p.m.

Minutes Approved and Accepted:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary