

**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, MAY 11, 2017**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:10 p.m.  
and DETERMINATION OF QUORUM**

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;  
Board Treasurer Gary Schlapp – absent;  
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: Lt. Jeremy Messersmith, FF/PM Audrey Enlow, FF Jim Bateman, FF/PM Austin Wolf, FF/PM Blake Talip, FF/PM Michael Fairfield, FF Joe Jeffers and FF Mark Frieders.

**APPROVE MINUTES OF APRIL 13, 2017 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the April 13, 2017 Trustee Meeting Minutes.

Motion to approve the minutes by Trustee Yabsley 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 advised this would be tabled until next month's meeting because two Board members were not present.

**DISTRICT BILLS**

Chief Hitzemann requested the travel expenses be approved for D/C Lindblom for in-District travel expense for \$46.00, \$351.92 for A/C Fairfield and B/C Torrence for a training class attended, \$346.38 for A/C Fairfield for a training class attended and \$703.77 for Chief Hitzemann for travel expenses to inspect the tanker.

Board President Stewart entertained a motion to approve the travel expenses. 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 – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

Chief Hitzemann advised two separate bill reports have been presented: one dated 04/30/17 and one dated 05/10/17. He also advised the bill to re-chassis the ambulance is also included so if the Board wanted to hear A/C Fairfield’s presentation first before approving to say so.

The Cash Requirement Report dated 04/30/17 was presented for approval:

Fire Report - \$7,884.34; Building - \$0.00; EMS - \$2,429.70; Operations - \$6,350.96  
Insurance - \$3,303.14; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0  
Total Bills to be paid from this report: \$19,968.14

The Cash Requirement Report dated 05/10/17 was presented for approval:

Fire Report - \$82,003.95; Building - \$0.00; EMS - \$275,021.21; Operations - \$26,628.50  
Insurance - \$15,091.52; Foreign Fire Insurance Board - \$295.83; Memorial Fund - \$0  
Total Bills to be paid from this report: \$399,041.01

Board President Stewart entertained a motion to approve all the District bills. 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 – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$114,649.32 for the month of March 2017 for 2 pay periods.

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

Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;  
Board Treasurer Gary Schlapp – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

**FINANCIAL REPORTS**

The Financial Reports were presented for review and placed on file. Chief Hitzemann advised he was aware

of a \$60 discrepancy and he knows where to find it and will go back and revise the report. Once revised he stated he'd send a revised financial report for the record.

### **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 and placed on file. A/C Chief McCarty requested permission to send two cadets and a male and female chaperone for a total of \$1850.00 to the IFSI Explorer-Cadet 4 day school.

Board President Stewart entertained a motion to approve the request for the IFSI Explorer-Cadet 4 day school. Motion from Trustee Yabsley and seconded by Trustee Johnson.

#### Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;  
Board Treasurer Gary Schlapp – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

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

- A. The ocean bacteria training is being completed and B/C Kaline advised a cure for ebola has now been found. He advised persons born between 1945 and 1965 may want to be tested for Hep C per the CDC. There is now a drug to cure Hep C called Harvoni. There is a decrease in TB cases due to medications having to be administered by a nurse now.
- B. Two new employees are filling recent full-time vacancies: Blake Huseman who was a cadet and became a part-time firefighter for the District. Blake will be completing his paramedic training and will graduate tomorrow night. The second new employee is Zachary Thorne who works part-time in Romeoville as a FF/PM. Both will now be full-time FF/PMs for BKFD under the PSSI contract.

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

#### **A. Operation's Report:**

- 1) Five new part-time FF candidates are being processed.
- 2) He has been working with Mark on the ambulance re-chassis and remount.
- 3) He has been working with KenCom on a new CAD system.

#### **A. Response Report:**

- 1) 235 total incident count in April 2017 with a total fire estimated loss of \$100.00.

#### **B. EMS Accounting Report:**

- 1) 175 ambulance runs for the month of April 2017.
- 2) Receivables for calls prior to May 1, 2016 - \$464.75 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$52,349.61 for PSSI's claim submittals for a total of \$52,814.36.

## DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom will be ordering new fire gear and uniforms for the new employees.
- B. A member of the department was injured during live fire training. A workers comp claim was opened on the member's behalf with our workers comp carrier.

## CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. **New Tanker, Inspection Trip and Anticipated Delivery – Information Only.**  
Chief Hitzemann advised delivery of the new tanker should be one day next week. The inspection went well with minor issues that were taken care of promptly.
- B. **Revised Budget Schedule.**  
Chief Hitzemann advised the tentative budget has been adjusted with the new tax rates. The \$75,000 in the Operations side allocated for the new CAD Fire Records Management software may change. He requested approval for the tentative budget to be placed on display to meet the 30 day display requirement prior to the Public Hearing.

Board President Stewart entertained a motion to the tentative budget on display. 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 – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

- C. **Accept Proposal to re-Chassis Ambulance 142 - Approve.**  
Chief Hitzemann turned the floor over to A/C Fairfield to discuss the bids received to re-chassis and remount Ambulance 142. A/C Fairfield advised Rush Truck presented a bid for \$93,000. Excellence presented a bid for \$88,750.87 with an \$824.67 credit if prepaid for a final price of \$87,930.23. Excellence also presented an \$8,000 trade-in allowance on the old chassis to remount for \$88,349.24 for a total cost of \$176,279.46.

Board President Stewart entertained a motion to approve the cost of the remount. The purchase price was approved earlier in the District Bills segment of the meeting. Motion from Trustee Yabsley and seconded by Trustee Johnson.

### Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;  
Board Treasurer Gary Schlapp – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

Chief Hitzemann requested the old chassis be classified as surplus.

Board President Stewart entertained a motion to classify the old chassis as surplus. Motion from Trustee Yabsley and seconded by Trustee Johnson.

### Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;  
Board Treasurer Gary Schlapp – absent;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea  
Motion Carried

**D. Further Discussion on Concept of Hiring District Personnel – Discussion.**  
Chief Hitzemann advised he has nothing further to report on this at this time.

**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.

**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, June 8, 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 Johnson and seconded by Trustee Yabsley.

Meeting adjourned at 5:38 p.m.

Minutes Approved and Accepted:

  
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President

  
\_\_\_\_\_  
Secretary