

**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 12, 2017**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:05 p.m.
and DETERMINATION OF QUORUM**

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – yes;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson – yea

Administration present: Fire Chief Mike Hitzemann, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Assistant Chief Scott McCarty, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Jeremy Messersmith, Lt. Dave Duvick, FF Jim Bateman, Attorney Shawn Flaherty, United City of Yorkville Representatives Bart Olson, Lynn Dubajic and Kathleen Field Orr.

APPROVE MINUTES OF SEPTEMBER 14, 2017 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the September 14, 2017 Trustee Meeting Minutes.

Motion to approve the Trustee Meeting Minutes by Trustee Johnson and Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

COMMENTS FROM THE PUBLIC

Board President Stewart asked if there were any comments from the public. No one from the public was in attendance for comments to be made.

**PRESENTATION FROM REPRESENTATIVES OF THE UNITED CITY OF YORKVILLE
ON THE DOWNTOWN TIF DISTRICT EXPANSION AND TIME EXTENSION PROPOSAL**

Board President Stewart turned the floor over to Bart Olson, Administrator of the United City of Yorkville. Bart introduced himself and also introduced Attorney for the City, Kathleen Field Orr and Lynn Dubajic of the economic development committee for the United City of Yorkville. Bart advised he was going to do a quick presentation of the handouts provided at tonight's meeting and then all three representatives would be available for questions and answers on the TIF extension process and the TIF creation 2 process. He proceeded to go through his presentation of the handout. Bart was questioned mostly on residential within a TIF district and Bart as well as Kathleen Field Orr responded. Other questions were asked and again Bart and Kathleen responded. At 5:50 p.m. Bart, Kathleen and Lynn exited the meeting after responding to several discussions held on questions raised.

DISTRICT BILLS

Chief Hitzemann requested the travel expenses be approved for D/C Lindblom in the amount of \$49.45.

Board President Stewart entertained a motion to approve the travel expenses as presented. 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

The Cash Requirement Report was presented for approval:

Fire Report - \$88,520.01; Building - \$0.00; EMS - \$199,300.21; Operations - \$43,921.29
Insurance - \$19,627.39; Foreign Fire Insurance Board - \$550.00; Memorial Fund - \$0
Total Bills to be paid from this report: \$351,920.90

Board President Stewart entertained a motion to approve the District bills. 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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$113,435.19 for the month of September 2017 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. 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 - 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 RONNING'S REPORT

- A. B/C Ronning advised FF/PM Blake Talip has resigned from his fulltime paramedic position with PSSI as of October 26, 2017.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. **Operation's Report:**

- 1) Ladder and hose testing has been completed.
- 2) Cardiac monitors are being evaluated. A proposal for new monitors will be presented to the Board of Trustees in the next couple of months.
- 3) The ambulance chassis has arrived. He advised he gets updates each Friday on the progress.

Lt. Steven Andel entered the meeting at 6:10 p.m.

B. **Response Report:**

- 1) 232 total incident count in September, 2017 with a total fire estimated loss of \$1,000.

C. **EMS Accounting Report:**

- 1) 176 ambulance runs for the month of September, 2017.
- 2) Receivables for calls prior to May 1, 2016 - \$758.81 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$58,539.06 for PSSI's claim submittals for a total of \$59,297.87.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom praised the completed exterior painting of St. 1 and the training cans.

B. The approved sidewalk repair has not been started yet due to weather conditions. It is anticipated they will be able to start next week depending on weather.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

A. **Update on the McGrath Consulting Group, Inc. Fire Protection district Operations and Future Fiscal Needs Study.**

Chief Hitzemann advised McGrath Consulting will start interviewing the Chiefs on Tuesday, October 17, 2017. He anticipates the study may be completed and available as quickly as November, but he believes December 2017 is more feasible.

B. **Discussion and or Action (if any) on the Downtown TIF District Expansion and Time Extension Proposal.**

Chief Hitzemann advised he placed this topic on the Agenda should the Board be ready to make a decision on the presentation given tonight by the representatives of the United City of Yorkville. A discussion was held and it was Board consensus that Chief Hitzemann should prepare a letter in support to extend the Downtown TIF 1 ending date from 2029 to 2041 to the United City of Yorkville. The Board requested Shawn Flaherty review the letter before it is provided to the city.

Board President Stewart entertained a motion to approve the letter after review from Shawn Flaherty to extend the Downtown TIF 1 ending date from 2029 to 2041. 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

- C. **Discussion on the Letter from the State Comptroller About Accounting Methods and Reporting.**
Chief Hitzemann advised he has placed a letter and information from the State of Illinois Comptroller Susana A. Mendoza in tonight’s packet. In her letter she advising of the implementation of the change in practice for local government audit reporting from actual to a cash basis or be fined pretty heavily. Chief Hitzemann has sent an email to Tawnya of Mack & Associates regarding this change and will research further and get back to the Board.

CHIEF’S NOTES

- A. Chief Hitzemann advised he has placed the email on behalf of the FEMA Grant Programs Directorate that we were denied the grant for SCBA equipment in tonight’s packet.
- B. Chief Hitzemann advised he has placed a letter from the Illinois Department of Revenue advising the District the misclassification of pass-through withholding payments that resulted in an overpayment to the District stating the State will not seek to recoup any of the overpaid amounts.

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

Nothing to report.

CLOSED SESSION

Board President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120/2(C)(1):

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A motion was made by Board Treasurer Schlapp and seconded by Trustee Yabsley.

Board President: The following members are present: will the clerk please take a roll call:

Dave Stewart, President
Richard Dickson, Secretary
Gary Schlapp, Treasurer
Trustee Phyllis Yabsley
Trustee Ken Johnson

Board President: Also joining the board in closed session is:

Shawn Flaherty, Attorney for the District.

Those asked to depart the meeting Fire Chief Mike Hitzemann, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Assistant Chief Scott McCarty, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning and Darlene Perez, Lt. Jeremy Messersmith, Lt. Dave Duvick, FF Jim Bateman and Lt. Steven Anandel.

Board President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

The closed session began at 6:37 p.m. Motion carried.

Shawn Flaherty exited the Closed Session at 6:48 p.m.

Chief Hitzemann was asked to return to the Closed Session at 7:00 p.m.

Board President: At this time I would ask for a motion to adjourn the closed session and return to the regular meeting.

A motion was made by Trustee Dickson and seconded by Trustee Johnson to adjourn the closed session of the meeting at 7:20 p.m. and reconvene the regular Trustee Meeting. Motion carried.

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

ACTION AFTER CLOSED SESSION

The Board of Trustees requested a Special Trustees Meeting for Tuesday, October 17, 2017 at 5:00 p.m.

Board Treasurer Schlapp entertained a motion to hold a Special Trustees Meeting for Tuesday, October 17, 2017 at 5:00 p.m. 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

OTHER BUSINESS TO COME BEFORE THE BOARD

Nothing to report.

NEXT REGULAR TRUSTEE'S MEETING


The next Regular Trustee's Meeting is scheduled for Thursday, November 9, 2017 at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

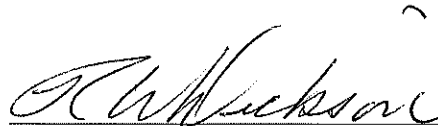
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Schlapp and seconded by Trustee Johnson.

Meeting adjourned at 7:20 p.m.

Minutes Approved and Accepted:



President



Secretary