

**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, FEBRUARY 9, 2017**

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 - absent

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: Lt. Dave Duvick, FF Jim Bateman, FF Mark Frieders FF/PM Tyler Riemenschneider, FF/PM Jonathan Stone, Lt Steven Andel, Lt. John Najdzion, Lt. Larry Simmons and FF/PM Andrew Alegria.

APPROVE MINUTES OF JANUARY 9, 2017 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the January 9, 2017 Trustee Meeting Minutes.

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

DISTRICT BILLS

The Cash Requirement Report was presented for approval:

Fire Report - \$82,823.73; Building - \$2,020.98; EMS - \$190,379.54; Operations - \$30,552.16
Insurance - \$21,092.93; Foreign Fire Insurance Board - \$1,418.66; Memorial Fund - \$0
Total Bills to be paid: \$328,288.00

Board President Stewart entertained a motion to approve the bills as presented. 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 - absent
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$163,742.87 for the month of January 2017 for 3 pay periods.

Board President Stewart entertained a motion to approve payroll. Motion from Trustee Dickson 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 - absent
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.

COMMENTS FROM THE PUBLIC

No comments were made by the public.

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.

BATTALION CHIEF KALINA'S REPORT

Nothing to report at this time.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Response Report:

- 1) 226 total incident count in January 2017 with a total fire estimated loss of \$650.00.

B. EMS Accounting Report:

- 1) 155 ambulance runs for the month of January 2017.
- 2) Receivables for calls prior to May 1, 2016 - \$1,915.00 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$43,274.93. for PSSI's claim submittals for a total of \$45,189.93.

C. Operation's Report:

- 1) He will be working on preparing the information for rechassing of an ambulance in the near future.

DEPUTY CHIEF LINDBLOM'S REPORT

Our W/C carrier IPRF grant money received has been increasing slightly each year. We received \$8,508.00 this year.

CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

- A. Carpet Replacement at Station 1, Second Floor – Status Update.**
Chief Hitzemann advised the carpet install was started this morning and will be completed early next week.
- B. Project to Replace Video Conferencing Equipment Between Stations - Status Update.**
Chief Hitzemann advised the video conferencing equipment has been installed and is functioning. We are now awaiting training for final setup features.
- C. Security Camera System – Status Update.**
Chief Hitzemann advised the Security Camera System install for all practical purposes is finished. The directional boring crew will bury the lines next week to the cameras installed on the lamp posts in the parking lot at Station 1. The cameras at Stations 2 and 3 are mounted on the buildings. The software is expected to be installed on the computers soon and should be functional by next week.
- D. Internet Access to Station 3 and Upgrade the Web Filter at Station 1 Project – Status Update.**
Chief Hitzemann advised he is waiting to hear from a government sales rep from Comcast to contact him to order the internet at Station 3. The internet speed at Station 1 has already been increased.
- F. Award Contract for Purchase of Replacement Tanker –Approve.**
Chief Hitzemann presented and discussed the bid opening that was held to purchase a replacement tanker. Three bids were received: 1) Alexis Fire - \$278,646.00; 2) Sutphen - \$367,704.15 and Pierce - \$290,000.00. The bid received from Alexis Fire was the lowest bid received, however, there were many features that were optional and the tanker offered was not as specified in several ways. The bid received from Pierce had the options we specified included in their bid thus making them the most responsible lowest bid adhering to the specifications. Chief Hitzemann requested permission to accept the bid received from Pierce for \$290,000.00.

Board President Stewart entertained a motion to accept and approve the bid from Pierce for the Replacement Tanker for \$290,000.00. 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 - absent
Motion Carried

A discussion was held on payment for the replacement tanker. Pierce will discount the purchase price of \$290,000.00 to \$288,490.00 if prepaid in full by February 28, 2017 with no performance bond.

Board President Stewart entertained a motion to accept and approve the purchase for \$288,490.00 with no performance bond to be prepaid to Pierce. 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 - absent
Motion Carried

- G. Further Discussion on Concept of Hiring District Personnel – Discussion as Necessary.**
Chief Hitzemann had nothing to present for further discussion on the concept of hiring District personnel but did advise he is searching for a consulting company to guide the District through the process.
- H. Trustee Training at Oswego Fire #1 on Saturday, February 11, 2017 – 8:30 a.m. to 2:00 p.m.**
Chief Hitzemann reminded the Board of the Trustee Training at Station 1 of the OFPD on Saturday February 1, 2017 from 8:30 a.m. to 2:00 p.m. Trustee Schlapp advised he could not make it as planned and asked Chief Hitzemann to email him the March Trustee Training in Cherry Valley, IL information.
- I. Bristol Kendall FPD Appreciation Dinner is Scheduled for Saturday, February 11, 2017.**
Chief Hitzemann reminded the Board the 2017 Appreciation Dinner will be held on Saturday, February 11, 2017.
- J. Chief's Report – Information Only.**
Chief Hitzemann advised the fire sprinkler main line for the dry system at Station 2 is rusted out and needs replacement at a cost of \$7500 and replacement was started this morning.

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

- A) Arizona Building Systems will be building a 70'H x 236'W sports dome. Marketing materials from Arizona Building Systems was provided and passed around.

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, March 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 Diskcon and seconded by Trustee Yabsley.

Meeting adjourned at 5:44 p.m.

Minutes Approved and Accepted:



President



Secretary