

**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, MARCH 9, 2017**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:02 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: Lt. Jeremy Messersmith, FF/PM Michael Fairfield, FF Jim Bateman, FF Mark Frieders, Lt. Steven Levick and spouse Brandi, FF/PM Tyler Riemenschneider, Lt. Matt Cox, FF/PM Jon Kellogg, FF/PM Eric Jones. Lt. Larry Simmons entered the meeting at 5:03 p.m.

**APPROVE MINUTES OF FEBRUARY 9, 2017 TRUSTEE MEETING**

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

Motion by Trustee Dickson and Seconded by Trustee Johnson with the one revision that was noted. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

Lt. Larry Simmons asked if he could speak. He shared that he has been with the fire service since 1982 and almost 29 years with BKFD. He advised he had given his decision to resign as a full-time Lieutenant under the PSSI contract a lot of thought. He advised he was available if the Board had any questions with regard to his resignation.

**DISTRICT BILLS**

The Cash Requirement Report was presented for approval:

Fire Report - \$118,514.20; Building - \$35,407.50; EMS - \$245,933.62; Operations - \$91,484.48  
Insurance - \$21,944.28; Foreign Fire Insurance Board - \$8,508.26; Memorial Fund - \$0  
Total Bills to be paid: \$521,792.34

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

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$104,084.27 for the month of February 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 – 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. A/C Fairfield briefly discussed two fires in the District.

**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. Paramedic preceptor classes are being taken by 4 of our medics.
- B. Annual evaluations are being conducted on full-time personnel except new employees who receive 30, 60 and 90 days evaluations until their annual evaluation comes up.
- C. FF/PM full-time PSSI contract employee Derek Heisler has resigned. He has accepted a full-time position with the Batavia Fire Department.

- D. Austin Wolf joined our Cadet program and has worked his way through training and medic school and will now replace Derek Heisler as a full-time FF/PM through the PSSI contract.
- E. The SOPs have been updated and are being implemented. The addition of a new medication that will be carried in vehicles called TXA will be administered to trauma patients with internal bleeding that cannot be stopped externally.

**ASSISTANT CHIEF FAIRFIELD'S REPORT**

**A. Response Report:**

- 1) 232 total incident count in February 2017 with a total fire estimated loss of \$5,500.

**B. EMS Accounting Report:**

- 1) 171 ambulance runs for the month of February 2017.
- 2) Receivables for calls prior to May 1, 2016 - \$459.60 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$31,336.55 for PSSI's claim submittals for a total of \$31,796.15.

**C. Operation's Report:**

- 1) The software between the stations is being tweaked and the Chief will discuss this further in his report.
- 2) Hose testing will begin within the next couple of months.
- 3) A combined drill with Oswego and police agencies will be held in July.
- 4) A/C Fairfield requested approval to go out for bid to re-chassis the Ambulance when he has all the material in place to do so.

Board President Stewart entertained a motion to approve go out for bid to re-chassis the Ambulance. 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

**DEPUTY CHIEF LINDBLOM'S REPORT**

An unknown car hit a light pole in January at Station 3. This has been turned into the insurance company and the District has received a check for \$660 after the \$1,000 deductible was met. A police report has been filed.

Chief Hitzemann advised he just received a call from the electrician and there will be an estimated \$250 added to the bill for unexpected freight but this additional charge will be covered through the insurance company as the deductible has been met.

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

**A. Approve Engagement Letter with Mack & Associates for FY 2016 – 2017 Audit - approve.**

Chief Hitzemann turned the floor back over to D/C Lindblom who presented paperwork for signature that is required to be presented to the bank to verify the closing amounts for the prior fiscal year. A letter was sent to the District's attorney for certification that the District does not have any cases pending. There is a 5% increase over last year's fee paid to Mack & Associates - \$4,558.00.

Board President Stewart entertained a motion to approve and sign the Engagement Letter with Mack & Associates. Motion from Trustee Yabsley 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 - yea  
Motion Carried

**B. Security Camera System – Status Update.**

Chief Hitzemann advised the security camera system is up and running at Station 1. It is anticipated Stations 2 and 3 security camera system will be up and running as well in the near future.

Trustee Schlapp asked if there was a protocol written should a member of the department see anything suspicious going on in the parking lot from the new camera views. Chief Hitzemann advised there is not but he would hope the member(s) would call the Police and not go out on their own to investigate.

**C. Internet Access to Station 3 and Upgrade the Web Filter at Station 1 Project – Status Update.**

Chief Hitzemann advised this project has been completed. He advised two telephone lines have been changed. One has been removed and one has been switched to Comcast at Station 3, resulting in about a \$10.00 a month increase over previous phone bills.

He advised he would like to switch from AT&T to a digital provider and will look into this further. There is one line in particular that is costing the District about \$500.00 per month. This particular line is our 7 digit emergency number that was used before 911 and we received about 20 calls per month. This line is here and has an off premise extension at KenCom and costs about \$500.00 per month. Some fire departments have shut their off. This line is needed for an alarm company outside Kendall County that cannot call 911. If Grandma lives within the District and someone needs an ambulance or the fire department to respond to her home they cannot simply call 911 and be connected to KenCom from outside Kendall County. Chief Hitzemann is looking into it more to determine if this line can be removed.

**D. Present Ordinance #2017 – 01 Ambulance Service Fees –Approve.**

Chief Hitzemann presented Ordinance Number 2017-01 – An Ordinance Fixing Charges for Life Support Emergency Ambulance Service Provided by the BKFPD, Kendall County, IL and repealing Ordinance number 2014-01 of the BKFPD for approval. It has been since 2014 since our ambulance fees were increased.

Board President Stewart entertained a motion to approve Ordinance #2017 – 01 Ambulance Service Fees. 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

**E. Further Discussion on Concept of Hiring District Personnel – Discussion as Necessary.**

Chief Hitzemann advised he wanted to reopen discussion on the concept of hiring District personnel. The Hampshire Fire Department is presenting a Rescue Tax Referendum and he advised he will follow this closely as to whether they are successful in getting it passed with their residents and if so, how it was accomplished. The use of focus groups out speaking with Residents over the next year may help.

He advised the District is losing good people who are leaving to start careers with Departments that have a pension. PSSI Employees, working here at Bristol Kendall have a pension that is fully funded by the District. He reiterated and tried to explain that the BKFD Pension is a defined contribution Pension, it is not a defined benefit Pension. He does realize that it does not include a health benefit nor disability.

A lengthy discussion was held with questions and answers and several members of the department who were in attendance at the meeting spoke up with their concerns and questions.

### **CHIEF'S NOTES**

- A) KenCom Software – KenCom and neighboring fire departments are working on a shared records management systems that would replace our current Firehouse Software in use.
- B) Radio Console Backend Equipment - Equipment can be shared so that we will become Grundy County's backup and they will become our backup. Should this happen, the KenCom center in the basement here at Station 1 will be vacated.
- C) Mobile Data Units – Panasonic Tough Books are currently being utilized and cost about \$3800 each. The District is looking into alternative mobile data units. Little Rock Fox and Kendall County are testing the Microsoft Surface Pros which cost about \$2,000 each. The District may purchase one as well to test before committing to purchasing.
- D) The rough draft of the 2017 / 2018 Budget will be presented in the April 2017 Trustee's Meeting with final approval no later than the July 2017 meeting.
- E) B/C Kalina is retiring in August of 2017. His replacement should be on board starting the first of July, 2017 so he/she can work for a month alongside B/C Kalina before his retirement. There are several candidates that will be recommended for consideration.
- F) As a reminder, the Chief needs to get his requirements to the Board for his replacement when he retires to include:
  - 1) Residency
  - 2) Education
  - 3) Hiring from within or opening up to outside candidates.
  - 4) The IL Fire Chief's Association has a service for \$19,500 to search and hire a Fire Chief.

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

- A) Arizona Building Systems will be building a smaller sports dome at Corneils & Route 47.

### **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, April 13, 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 6:32 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary