

**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, APRIL 13, 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 – 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. Bob Wirtz, FF James Bateman, Lt. Stephen Levick, Lt. Dave Duvick, FF/PM Tyler Riemenschneider and FF Mark Frieders.

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

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

Motion to approve the minutes by Trustee Yabsley and Seconded by Trustee Dickson. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**DISTRICT BILLS**

Chief Hitzemann requested the travel expenses be approved first for D/C Lindblom for in-District travel expense for \$58.07 and Trustee Gary Schlapp for travel expense for Trustee Training in Champaign, IL for \$129.95.

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

The Cash Requirement Report was presented for approval:

Fire Report - \$104,240.96; Building - \$3,626.80; EMS - \$195,160.14; Operations - \$20,510.26  
Insurance - \$27,794.62; Foreign Fire Insurance Board - \$295.83; Memorial Fund - \$0  
Total Bills to be paid: \$348,001.81

Board President Stewart entertained a motion to approve the District bills. 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 \$107,715.02 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 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.

**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**

- A. The Illinois Department of Public Health completed our ambulance inspections on April 13, 2017.
- B. The Project Medical Director of Southern Fox Valley EMS Dinner with the Docs will be held here at Station 1 at 6:00 p.m. on April 25, 2017.

- C. The Good Samaritan Hospital in Downers Grove will present trauma team discussion from actual Trauma incidents here in the Fox Valley area here at Station 1. They are providing a luncheon from Noon to 2:00 p.m. on April 27, 2017.

### ASSISTANT CHIEF FAIRFIELD'S REPORT

**A. Operation's Report:**

- 1) He reported he has spent most of last month working with KenCom in multiple meetings on the CAD system and new radio councils.
- 2) The specs to re-chassis the ambulance have almost been completed. The process is taking a little longer than anticipated. He is hoping to present bids received to the Board next month.
- 3) Hose testing has started.

**A. Response Report:**

- 1) 270 total incident count in March 2017 with a total fire estimated loss of \$320,000.

**B. EMS Accounting Report:**

- 1) 216 ambulance runs for the month of March 2017.
- 2) Receivables for calls prior to May 1, 2016 - \$371.51 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$54,912.27 for PSSSI's claim submittals for a total of \$55,283.78.

### DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom had nothing to report.

### CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS

**A. New Tanker, Inspection Trip and Anticipated Delivery – Information Only.**

Chief Hitzemann advised he will be traveling to the Pierce plant in FL next week to inspect the tanker. After the inspection, the tanker will be then be sent to WI and one more inspection the second week of May 15<sup>th</sup> will take place. He asked FF/Mechanic Mark Frieders to attend that inspection. The delivery of the new tanker is anticipated the end of May.

**B. Revised Budget Schedule:**

Chief Hitzemann advised he miscounted the days between Trustee Meetings and presented a revised Budget schedule. On May 11, 2017 a tentative Budget will be presented. The Budget will be reviewed on June 8, 2017 and on July 13, 2017 a Public Hearing will be held and action on the budget will take place at the Trustee's Meeting.

**C. Present Draft Budget and Some Employee Pay Policies Information and Consensus on Pay Policy Changes.**

Chief Hitzemann advised a rough Draft Budget was included in tonight's packet and commented on the yellow highlighted line items which are rough numbers due to the final numbers not being received. He again presented the revised schedule previously discussed above. A brief discussion was held.

Chief Hitzemann commented on pay policies that are included in the rough draft Budget presented and requested they be approved outside the normal budget tonight:

- 1) PSSSI employees will receive a 3% increase. Part-time FF pay will be increased from \$15.00 to \$15.50/hour and part-time FF/Engineer pay will increase from \$15.75 to \$16.25/hour.
- 2) Officers have been paid \$100 per month for years. Full-time Lieutenants have been hired and their salaries reflect a full-time Lieutenants salary through PSSSI. Some Officers have been

receiving \$100 month and do not work for months on end. Chief Hitzemann proposed a \$2.50/hour pay rate increase for Officers who sign up for part-time shift hours up to \$18.75.

Board President Stewart entertained a motion to approve the pay increases. 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

- 3) The District’s current General Alarm Policy. When firefighters respond to a general alarm, they’re compensated from a \$300 general alarm fund that has been allocated for each general alarm. If one firefighter responds, he/she would receive the whole \$300. If more respond the \$300 is split evenly with all who have responded. There is no set time for a general alarm, i.e., if a fire is put out in a half hour, the firefighters split the \$300 for responding and working for a half hour. However, another general alarm can last for many hours and the same \$300 is split up between those that have responded which may not be worth their responding due to the compensation being so low.

Chief Hitzemann proposed a new General Alarm Policy. Each firefighter who responds to a general alarm will receive a minimum of two hours pay up to how many hours they actually work the general alarm at the rate they participate at.

Board President Stewart entertained a motion to adopt as policy. 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

- 4) Chief Hitzemann requested a 3% pay increase for District employees. For himself he requested a 3% increase with a fifth week of vacation. The fifth week vacation will be deducted from his 3% pay increase with the remaining funds to be included in his salary.

Board President Stewart entertained a motion to approve the 3% pay increase and the fifth week of vacation for the Chief. 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 - absent  
Motion Carried

Chief Hitzemann commented on various line items in the Draft Budget as presented: new Engine; grant for breathing apparatus; training can repairs and props; new records management system; TRT funds; re-stripe the parking lot spaces at Stations 2 and 3.

**D. Present Fire Chief Job Description for Consideration- Information and Possible Acceptance:**

Chief Hitzemann presented a Fire Chief Job Description he prepared as a guide to help with the search for his replacement. The District’s current Fire Chief job description was utilized and information

he has gathered in speaking with other Fire Chiefs as to what qualifications and education is required in the position of Fire Chief within their departments. Chief Hitzemann discussed the nature and scope of the document as presented with possible future changes deemed as required by the Board.

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

Chief Hitzemann advised he is well aware of the reasoning of those that are resigning from the BKFD and moving on to other positions. He doesn't and can't blame them for doing what is best for themselves and their families as well as their future.

He commented on a few local area departments that had referendums voted on with two passing and several others unsuccessful.

A discussion was held. Trustee Schlapp suggested a professional be contacted for discussions and possible help in presenting the referendum to educate the public with the necessity of the referendum. Trustee Yabsley agreed with Trustee Schlapp.

**CHIEF'S NOTES**

- A) B/C Kalina is retiring in August of 2017. The first candidate has been interviewed. When interviewing has been completed, the successful candidate will be announced.

**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**

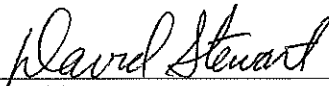
The next Trustee's Meeting is scheduled for Thursday, May 11, 2017 at 103 E. Beaver Street, Yorkville, IL 60560.


**ADJOURNMENT**

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

Meeting adjourned at 6:23 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary