

**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, JUNE 8, 2017**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:18 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, B/C Michael Kalina, B/C Mike Torrence, Minutes Recorder Darlene Perez (absent).

Additional Attendees: FF Mark Frieders, FF/PM Chris Ronning, Lt. Brandon Fairfield, Lt. Jeremy Messersmith, Lt. Dave Duvick.

**APPROVE MINUTES OF MAY 11, 2017 TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the May 11, 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 one Board member was not present.

**PRESENTATION FROM DR. TIMOTHY McGRATH – McGRATH CONSULTING GROUP, INC.**

Chief Hitzemann turned the floor over to Dr. Timothy McGrath of McGrath Consulting Group, Inc. to speak on the concept of hiring District personnel. His firm prepared a facility study for the District back in 2004.

Dr. McGrath then introduced himself and discussed his background in the fire service. He commented on the need to create a core group of employees. He advised he brought Chief Robert Stedman along who will look into the "fiscals" of the BKFD District. Another part of the study will be the operations in the planning of possibly combining forces. Dr. McGrath then turned the floor over to Bob.

Bob introduced himself and he too discussed his background in the fire service. He advised he has already met with Chief Hitzemann to get a feel of District procedures and the core of employees. He discussed the possibility of a document that could be uploaded to the District's website for residents to access. The document could help residents understand how vital it is to the District to maintain experienced and qualified personnel who know their craft and the area they are serving.

A brief discussion was held.

## **DISTRICT BILLS**

Chief Hitzemann requested the travel expenses be approved for D/C Lindblom for in-District travel expense for \$59.80.

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

The Cash Requirement Report was presented for approval:

Fire Report - \$146,356.29; Building - \$0.00; EMS - \$307,426.04; Operations - \$32,165.53  
Insurance - \$24,658.49; Foreign Fire Insurance Board - \$1,886.00; Memorial Fund - \$0  
Total Bills to be paid from this report: \$512,492.35

Board President Stewart entertained a motion to approve all the District bills. Motion from Trustee Schlapp 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 - absent  
Motion Carried

## **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$106,784.62 for the month of May 2017 for 2 pay periods.

Board President Stewart entertained a motion to approve 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 - absent  
Motion Carried

Lt. Larry Simmons entered the meeting at 5:51 p.m.

## **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 KALINA'S REPORT**

- A. Two new Acting Officers, Michael Fairfield and Patrick Watson, have completed training. The District now has a total of 4 Acting Officers with two more in the training process.
- B. The process for contract employees requesting PTO days has been established and is working well. Binders with monthly shift calendars are distributed and redistributed continually to each of the stations for members to request the days they wish to take for approval. This method has been working nicely keeping everyone advised of what days are and are not available for the taking.

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

- A. **Operation's Report:**
  - 1) Hose testing is almost complete.
  - 2) The Air Pack grant is still in process.
  - 3) He will be out of the office in class at the National Fire Academy in MD the last two weeks of June.
- A. **Response Report:**
  - 1) 224 total incident count in May, 2017 with a total fire estimated loss of \$81,000.00.
- B. **EMS Accounting Report:**
  - 1) 161 ambulance runs for the month of May, 2017.
  - 2) Receivables for calls prior to May 1, 2016 - \$763.00 from Darlene's claim submittals.
  - 3) Receivables for calls after May 1, 2016 - \$40,528.81 for PSSI's claim submittals for a total of \$42,621.75.

## **DEPUTY CHIEF LINDBLOM'S REPORT**

- A. The auditors were in and will present their report to the Board in the July Trustee Meeting.

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

- A. **Possible Action on Proposal from McGrath Consulting Group, Inc. for Consulting Services on Hiring District Personnel.**  
Chief Hitzemann advised this topic will be tabled as there is no proposal available for discussion or approval at this time.

**B. Resolution 2017-01 – Prevailing Wage - Adopt.**

Chief Hitzemann advised the Prevailing Wage Resolution 2017-01 requires approval and adoption.

Board President Stewart entertained a motion to the adopt Resolution 2017-01. 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

**C. Countywide Fire Records Management System with Mobile Inspections - Approve.**

Chief Hitzemann advised discussion on the Countywide Fire Records Management System is continuing. Approval should be close to having all parties agree to purchasing. At this time the cost to the District is anticipated to be \$43,500. This amount may be reduced depending on buy-in costs from other Fire Districts. Chief Hitzemann is requesting commitment to proceed for purchase price of \$43,500 if negotiations are successful.

Board President Stewart entertained a motion to approve the purchase of the Countywide Fire Records Management System not to exceed \$43,500. 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

**D. Present FY 2017-2018 Modified Tentative Budget (Corporate and Operations and place on Display – Approve to Place Modifications on Display**

Chief Hitzemann advised the tentative Operations Budget and Corporate Budgets have been revised and he is requesting approval to place the newest modifications to the Tentative Budget on display.

Board President Stewart entertained a motion to approve displaying the new revision to the Tentative Budget on display. Motion from Trustee Schlapp 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 - absent  
Motion Carried

**E. Fire Alarm Panel Replacement at Station 1 – Authorize Emergency Replacement Action Already Taken**

Chief Hitzemann advised the original fire alarm panel installed at Station 1 has stopped working and had to be replaced on an emergency basis. He is requesting approval for the replacement cost of \$13,707.

Board President Stewart entertained a motion to approve the replacement of the fire alarm panel at Station 1 at a cost of \$13,707. 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

**F. Replacement Office Chairs for Station 2 – Request to Share Expense with the Foreign Fire Insurance Board. District Cost to be \$1,294.36 – Approve**

Chief Hitzemann advised the office chairs for Station 2 are in need of replacement and is requesting approval. The District and the Foreign Fire Board has agreed to split the cost.

Board President Stewart entertained a motion to approve the replacement of the office chairs at Station 2. 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 - absent  
Motion Carried

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

Chief Hitzemann advised he has nothing further to report at this time. A brief discussion was held.

**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, July 13, 2017 at 103 E. Beaver Street, Yorkville, IL 60560.

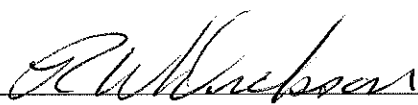
**ADJOURNMENT**

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

Meeting adjourned at 6:22 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary