

**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, SEPTEMBER 14, 2017**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:07 p.m.
and DETERMINATION OF QUORUM**

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;
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: FF Jim Bateman, Lt. Jeremy Messersmith and FF Mark Frieders, Residents Jeremy and Levi Moore.

APPROVE MINUTES OF AUGUST 17, 2017 TRUSTEE MEETING

Board President Stewart entertained a motion to approve the August 17, 2017 Trustee Meeting Minutes.

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

REVIEW AND APPROVE MINUTES FROM THE AUGUST 17, 2017 CLOSED SESSION

Copies of the August 17, 2017 Closed Session Meeting Minutes were presented to each of the Board of Trustees for review and possible approval and release.

Board President Stewart entertained a motion to approve the Closed Meeting Minutes of August 17, 2017 as presented. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

COMMENTS FROM THE PUBLIC

Board President Stewart asked if there were any comments from the public. Two were in attendance from the public, a cadet candidate and his father. No comments were made.

DISTRICT BILLS

Chief Hitzemann requested the travel expenses be approved for D/C Lindblom in the amount of \$46.00.

Board President Stewart entertained a motion to approve the travel expenses as presented. Motion from Trustee Yabsley and seconded by Trustee Schlapp.

Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;
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 - \$102,780.05; Building - \$0.00; EMS - \$199,102.82; Operations - \$24,812.35
Insurance - \$18,444.79; Foreign Fire Insurance Board - \$1,844.37; Memorial Fund - \$0
Total Bills to be paid from this report: \$346,984.37

Trustee Schlapp had questions on a few of the bills and Chief Hitzemann answered his questions.

Board President Stewart entertained a motion to approve the District bills. Motion from Trustee Schlapp and seconded by Trustee Yabsley.

Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;
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 \$168,035.43 for the month of August 2017 for 3 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;
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 Eric Jones has resigned from his fulltime paramedic position with PSSI as well the District. FF/PM Abigail Faschnet has been hired to fill the open full-time position with PSSI.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Operation's Report:

- 1) The ambulance is at the factory to be re-chassis within the next couple of weeks. The anticipated completion date is mid-October.
- 2) Annual ladder testing is scheduled.
- 3) Hose testing has been completed.

B. Response Report:

- 1) 252 total incident count in August, 2017 with a total fire estimated loss of \$4,650.

C. EMS Accounting Report:

- 1) 178 ambulance runs for the month of July, 2017.
- 2) Receivables for calls prior to May 1, 2016 - \$1,087.00 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$77,842.22 for PSSI's claim submittals for a total of \$76,735.42.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. The second member who was on workers comp with an injury has returned to work.

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 the information that was requested by McGrath Consulting Group for the study was given to them just before Labor Day. They have called to schedule interviews and are moving forward with the Project.

B. Sidewalk Repairs Around Station 1 – Discussion and Possible Action.

Chief Hitzemann requested approval and presented photos in tonight's packets of areas of sidewalk at Station 1 that are in need of repair. The area for handicap parking will be updated so wheelchairs can roll up on the sidewalk to enter the building near the handicap parking. As it is now they must go through the parking lot for access to the sidewalk in front of the building. The Randa Group, Inc. estimates the repairs to cost \$7,540.

Board President Stewart entertained a motion to approve the sidewalk repair. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call
Board President David Stewart –yea; Board Secretary Richard Dickson – absent;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

C. Proposed Changes to the Downtown TIF District - Discussion.

Chief Hitzemann advised the City of Yorkville is proposing to add additional parcels and shuffling others around to the downtown TIF District. He had discussed this briefly with Trustee Stewart previously. Chief Hitzemann is going to ask an official from the city to attend the next Trustee’s meeting in October to discuss with those in attendance. A brief discussion was held.

CHIEF’S NOTES

Nothing to report at this time.

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

B/C Torrence advised there is a meeting to be held next week on the Hotel.

CLOSED SESSION

A closed session was not held because the Board did not want to discuss any issues without the entire board being present.

ACTION AFTER CLOSED SESSION

No Closed Session was held, therefore there was no action to be taken.

OTHER BUSINESS TO COME BEFORE THE BOARD

Nothing to report.

NEXT TRUSTEE’S MEETING

The next Trustee’s Meeting is scheduled for Thursday, October 12, 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 Johnson and seconded by Trustee Schlapp.

Meeting adjourned at 5:43 p.m.

Minutes Approved and Accepted:



President



Secretary