

**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, NOVEMBER 9, 2017**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:08 p.m.
and DETERMINATION OF QUORUM**

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – yes;
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 (absent), Battalion Chief Michael Torrence, Battalion Chief Chris Ronning and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Jeremy Messersmith, FF/PM Michael Fairfield, FF/PM Austin Wolf, FF Austin Childers, FF Jon McDermott.

APPROVE REGULAR TRUSTEE MEETING MINUTES OF OCTOBER 12, 2017 TRUSTEE MEETING AND THE OCTOBER 17, 2017 SPECIAL TRUSTEE MEETING MINUTES

Board President Stewart entertained a motion to approve the October 12, 2017 Trustee Meeting Minutes and the October 17, 2017 Special Trustees Meeting. Motion to approve the Trustee Meeting Minutes by Trustee Johnson and Seconded by Trustee Schlapp. Motion carried. Minutes were signed.

APPROVE THE CLOSED SESSION MEETING MINUTES OF OCTOBER 12, 2017

Board President Stewart entertained a motion to approve the October 12, 2017 Closed Session Meeting Minutes. Motion to approve but not release the Trustee Meeting Minutes of October 12, 2017 by Trustee Yabsley and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

COMMENTS FROM THE PUBLIC

Board President Stewart asked if there were any comments from the public. No one from the public was in attendance for comments to be made.

RESUMES FOR FIRE CHIEF POSITION

Board President Stewart advised he would like to open the resumes received for the Fire Chief and would like copies of all the resumes to be made and returned to the Board tonight so the Board can take them home and review. The resumes were opened and Chief Hitzemann will make the additional copies and give each Board Member a copy of each resume when the meeting adjourned. Board President Stewart advised resumes for the Fire Chief position were received from A/C Tim Fairfield, Lt. Nathan King, A/C Scott McCarty,

Lt. Jeremy Messersmith and FF James Bateman.

Board President requested a Special Trustee Meeting to be held to discuss the resumes that were received. A brief discussion was held between the Board Members as to their availability so a date could be set. The Board agreed on Thursday, November 30, 2017 at 5:00 p.m.

DISTRICT BILLS

Chief Hitzemann requested the travel expenses be approved for D/C Lindblom in the amount of \$31.05.

Board President Stewart entertained a motion to approve the travel expenses for Tom Lindblom as presented. 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

Chief Hitzemann requested the travel expenses be approved in the amount of \$587.44 for travel expenses for Mark Frieders.

Board President Stewart entertained a motion to approve the travel expenses for Mark Frieders as presented. 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

The Cash Requirement Report was presented for approval:

Fire Report - \$86,056.95; Building - \$0.00; EMS - \$199,300.21; Operations - \$31,520.33
Insurance - \$18,561.26; Foreign Fire Insurance Board - \$2,781.37; Memorial Fund - \$128.28
Total Bills to be paid from this report: \$335,825.38

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 – 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 \$108,447.13 for the month of October 2017 for 2 pay periods.

Board President Stewart entertained a motion to approve the 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 - 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 and placed on file.

BATTALION CHIEF RONNING'S REPORT

- A. B/C Ronning advised FF/PM Paul Boecker has been hired to replace the open position due to the Resignation of FF/PM Blake Talip. Paul will start his position mid-November, 2017.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Operation's Report:**
- 1) The ambulance re-chassis will be completed mid-December, 2017 and A/C Fairfield will travel to Alabama to pick it up and drive it back.
 - 2) The live fire training held included KenCom Dispatchers and the County Unified Command Vehicle was on sight and used.
- B. **Response Report:**
- 1) 210 total incident count in October, 2017 with a total fire estimated loss of \$1,300.
- C. **EMS Accounting Report:**
- 1) 142 ambulance runs for the month of October, 2017.
 - 2) Receivables for calls prior to May 1, 2016 - \$0.00 from Darlene's claim submittals.
 - 3) Receivables for calls after May 1, 2016 - \$0.00 for PSSI's claim submittals for a total of \$0.00. (Reports were not presented on Receivables for October, 2017 as they have not been received in time for the meeting)

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom advised the sidewalk repair at Station 1 is almost completed.
- B. The Workers Comp renewal premium is \$3,708 which is lower than in the past.

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 advised it is anticipated another meeting will be held with McGrath Consulting some time in December. He believes he will have something to report to the Board in the January, 2018 Trustees Meeting.

B. Grant permission to Go Out for Bid for New Heart Monitors – Approve.

Chief Hitzemann requested permission to go out for bid for new heart monitors after testing several different models.

Board President Stewart entertained a motion to approve going out for bid for new heart monitors. 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

C. Present Preliminary PTELL Calculations and Tax Levy Request for FY 2018 / 2019 - Information.

Chief Hitzemann advised in the packet tonight, the Board will find a rough draft of the BKFPD Corporate FY 2018/2019 Levy PTELL Requirement Property Tax Extension Limitation Law and the BKFPD Corporate – Certificate of Needs. On December 12, 2017, a Truth in Taxation will be held preceding the Trustees Meeting.

CHIEF'S NOTES

A. Chief Hitzemann advised there is a letter from the Kendall County Forest Preserve District regarding a Notice of Pending Parcel Exemption.

B. Also included in tonight's packet is information from Mack & Associates regarding audits of financial statements to be prepared on an accrual basis of accounting which has been discussed previously and will continue to be discussed. A brief discussion was held.

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

Nothing to report.

CLOSED SESSION

A Closed Session was not required.

ACTION AFTER CLOSED SESSION

A Closed Session was not required therefore no action was needed to be taken.

OTHER BUSINESS TO COME BEFORE THE BOARD

Nothing to report.

NEXT REGULAR TRUSTEE'S MEETING

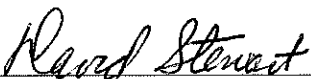
The next Regular Trustee's Meeting is scheduled for Tuesday, December 12, 2017 at 6:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

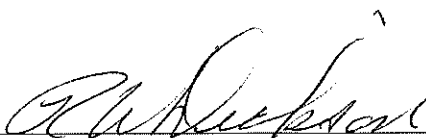
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Johnson and seconded by Trustee Dickson.

Meeting adjourned at 5:50 p.m.

Minutes Approved and Accepted:



President



Secretary