

**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
TUESDAY, DECEMBER 12, 2017**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 6:03 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. Larry Simmons, FF Jim Bateman, Lt. Dave Duvick, Lt. Steve Andel, FF/PM Austin Wolf, FF/PM Michael Fairfield, Lt. Jeremy Messersmith, FF Zachary Morel, Lt. Tyler Riemenschneider.

APPROVE REGULAR TRUSTEE MEETING MINUTES OF NOVEMBER 9, 2017 TRUSTEE MEETING AND THE NOVEMBER 30, 2017 SPECIAL TRUSTEE MEETING MINUTES

Board President Stewart entertained a motion to approve the November 9, 2017 Trustee Meeting Minutes and the November 30, 2017 Special Trustees Meeting. Motion to approve the Trustee Meeting Minutes by Trustee Dickson and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

REVIEW AND APPROVE THE CLOSED SESSION MEETING MINUTES OF NOVEMBER 30, 2017

Board President Stewart entertained a motion to approve the November 30, 2017 Closed Session Meeting Minutes. Motion to approve but not release the Trustee Meeting Minutes of November 30, 2017 by Trustee Johnson and Seconded by Trustee Yabsley. 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.

DISTRICT BILLS

Chief Hitzemann requested the tuition and meal expenses be approved for A/C Fairfield and B/C Torrence for the Fire Investigator Class taken for a total of \$791.70.

Board President Stewart entertained a motion to approve the travel and tuition and meals expenses for A/C Fairfield and B/C Torrence for the Fire Investigator Class taken as presented. 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

The Cash Requirement Report was presented for approval:

Fire Report - \$89,077.95; Building - \$0.00; EMS - \$287,300.92; Operations - \$48,018.31
Insurance - \$38,740.57; Foreign Fire Insurance Board - \$1,406.35; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$464,544.10

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 - yea
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$111,176.42 for the month of November 2017 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Trustee Schlapp 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.

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 a BKFD run was chosen as the Rush Copley Hospital Cardiac Run of the Quarter. Members from Rush Copley brought breakfast and presented certificates to the crew members who responded to the cardiac patient who had a heart attack at the Raging Waves Water Park this past summer.
- B. B/C Ronning was pleased to advise that Cory Westphall, Ryan Thomas, Brad Sherwood and Brock Mathewson have completed and will participate in the graduating ceremony from paramedic class tomorrow evening.
- C. B/C Ronning advised Chief Hitzemann passed on some pleasant news to him of people who have praised the service and treatment received from our BKFD medics. It's always good to hear when someone does a good job and praise is given because people tend to only dwell on complaints and negative comments.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Operation's Report:**
 - 1) The buoys have been removed from the river that were installed before Memorial Day. Next year they will be removed mid-September.
 - 2) There were two horrific accidents that occurred this past weekend. Both accidents required extrication with the crews doing an amazing job on both incidents.
- B. **Response Report:**
 - 1) 226 total incident count in November, 2017 with a total fire estimated loss of \$95,400.
- C. **EMS Accounting Report:**
 - 1) 163 ambulance runs for the month of November, 2017.
 - 2) Receivables for calls prior to May 1, 2016 - \$886.70.00 from Darlene's claim submittals.
 - 3) Receivables for calls after May 1, 2016 - \$95,726.27 for PSSI's claim submittals. These totals include both October and November 2017 ambulance fee receivables.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. The annual TIF meeting was held this afternoon for the two TIF Districts. A brief discussion was held.

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 there is nothing new to report at this time.
- B. **Approve Tax Levy Ordinance for FY 2018 / 2019 – Approve.**
Chief Hitzemann presented the revised Tax Levy Ordinance for FY 2018 / 2019 for review and approval.

Board President Stewart entertained a motion to approve the 2018 / 2019 Tax Levy Ordinance. 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

The 2018 / 2019 Tax Levy Ordinance was signed. D/C Lindblom will file tomorrow, December 13, 2017.

C. Purchase Heart Monitors and AEDs - Approve.

Chief Hitzemann turned the floor over to A/C Fairfield and B/C Ronning to discuss the purchase of the hearts monitors and AEDs that went out for bid. A/C Fairfield advised bids were received from two manufacturers. The lower bid did not meet the bid spec and A/C Fairfield requested the bid for the Zoll monitors be accepted to purchase the heart monitors and AEDs. B/C Ronning discussed the description of the monitors and how they are used. The crews that evaluated both heart monitors, preferred the Zoll monitors.

Board President Stewart entertained a motion to approve purchasing the Zoll heart monitors and AEDs for a purchase price not to exceed \$205,000 to include extra cables and mounting brackets. 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 - yea
Motion Carried

D. Present 2018 Meeting Dates – Approve.

Chief Hitzemann presented the Fire Commission and Trustee Meeting Dates schedule for 2018 for approval.

Board President Stewart entertained a motion to approve the 2018 Fire Commission and Trustee Meeting Schedule. 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

E. Purchase Used SCBA Bottles – Approve

Chief Hitzemann discussed the opportunity to purchase used SCBA air cylinders in lieu of purchasing new cylinders which would save an incredible amount of money. Air cylinders are certified for 15 years and per the DOT once they become 15 years old they are no longer considered usable. We have 67 cylinders that are expired. We have found a source for 25 used SCBA bottles for a cost of \$6,975.00. We can purchase 3 used cylinders for the price of a new one.

Board President Stewart entertained a motion to approve the purchase of 25 used SCBA air cylinders for \$6,975.00. 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

F. Intergovernmental Agreements between KenCom and the District for new CAD and Fire Records Management System – Approve.

Chief Hitzemann commented on the Intergovernmental Agreements between KenCom and the District for the new CAD and Fire Records Management System. A lengthy discussion was held on the fire records management system and the agreements and why this system is so important to the agencies that may need to work together during an incident. The cost sharing has been hashed over and the agencies have come to a cost sharing agreement. Chief Hitzemann requested permission to sign and pay the one-time buy-in cost of \$13,160.00 for the mobile CAD and mapping terminals with an annual maintenance cost of \$2,220.75 which will increase slowly during consecutive years per the table in the agreement. The Records Management one-time cost will be \$35,238.70 with \$4,702.84 in annual maintenance.

Board President Stewart entertained a motion to approve the Intergovernmental Agreements between KenCom and the District. 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

G. Discussion and Approval of Changes to Email and Network – Approve.

Chief Hitzemann requested permission to approve changes to our email and network. We have been having problems with the email locking up and being attacked with foreign emails which has now been remedied for the time being. The IT company the services our email and network suggested the email server be rebuilt or become serviced on the Cloud. Chief Hitzemann commented further and a discussion was held. The anticipated cost will be \$17,793.00.

Board President Stewart entertained a motion to approve rebuilding the email network with email being serviced and stored on the cloud. 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 - yea
Motion Carried

The District's email address will change for all members from BristolKendallFire.com to BKFire.org effective immediately. Emails will cross over automatically but when giving out your email address, please remember to give out the new one.

Jack Westphall entered the meeting at 7:21 p.m.

H. Discussion and Approval of Purchasing Target Solutions as our Online Training Solutions – Approve.

Chief Hitzemann turned the floor over to A/C Fairfield who presented this in A/C McCarty's absence. Over 450 hours of online training classes are offered through Target Solutions. Chief McCarty now prepares his own training agenda and this would cut down his man hours drastically. Several fire departments and Districts utilize Target Solutions as their online training course. Classes include training in EMS, firefighting, driver training, hazmat, etc. The cost is \$89.00 per user for the first year. If we sign up before the end of December the \$1500 setup fee will be waived and we will save on the EMS training fee (\$20 per user) for the first year. A brief discussion was held.

Board President Stewart entertained a motion to purchasing the Target Solutions Online Training Solutions for \$7960 for the first year. 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

I. Permission to Start Working on the Next Ambulance Re-Chassis and to Go Out for Bids for an Ambulance Chassis – Approve

Chief Hitzemann again turned the floor over to A/C Fairfield who requested permission to start the process to go out for bids for the next ambulance re-chassis.

Board President Stewart entertained a motion to approve working on the bid package to re-chassis and to go out for bids. Motion from Trustee Schlapp 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

J. Advanced Trustee Training Continuing Education – Oswego FPD – January 20, 2018 – Information.

Chief Hitzemann reminded and confirmed the date for the Advanced Trustee Training Continuing Education for the Board for January 20, 2018 on Wolf Road in Oswego.

CHIEF'S NOTES

- A. Chief Hitzemann advised the Oswego Fire District is considering using station alerting. We will be reimbursed a quarter of what we paid when we started the program for about \$10,450.00.

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

Nothing to report.

ANNOUNCE INTENTION TO INTERVIEW CANDIDATES FOR NEW FIRE CHIEF – President David Stewart

Board President Stewart advised the Board of Trustees' intention to interview the candidates for the new Fire Chief. He advised interviewing would be after the first of the year with December being so busy for everyone during the holidays. After each Board member checked their schedules it was Board consensus to hold a Special Meeting. The Trustees Special Meeting will be held on Tuesday, January 9th at 2:00 p.m. in the Conference Room at Station 1 to interview 3 candidates and will go into recess until Wednesday January 10th at 2:00 p.m. to interview the remaining two candidates, same time and location. The interviews will be decided by alphabetical order by last name.

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

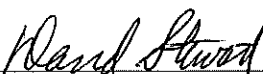
The next Regular Trustee's Meeting is scheduled for Thursday, January 11, 2018 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

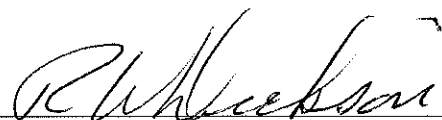
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Dickson and seconded by Trustee Johnson.

Meeting adjourned at 7:37 p.m.

Minutes Approved and Accepted:



President



Secretary