

**FIRE COMMISSION MEETING  
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, MAY 11, 2017**

**FIRE COMMISSION MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:00 P.M. AND DETERMINATION OF QUORUM**

Roll Call

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

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.

Additional Attendees: Lt. Jeremy Messersmith, FF/PM Audrey Enlow, FF Jim Bateman, FF/PM Austin Wolf, FF/PM Blake Talip, FF/PM Michael Fairfield, FF/PM Joe Jeffers and FF Mark Frieders.

**PRESENT MINUTES OF APRIL 13, 2017 FIRE COMMISSION MEETING**

Board President Stewart entertained a motion to approve the minutes of the April 13, 2017 Fire Commission Meeting. Motion from Trustee Johnson and Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

No comments from the public.

**ACKNOWLEDGE FF/PM KEVIN McELMEEL'S RESIGNATION FROM PSSI AND AS A PART-TIME EMPLOYEE OF THE FIRE DISTRICT – ACKNOWLEDGE AND ACCEPT**

Chief Hitzemann advised he received a resignation letter from Kevin McElmeel from his full-time PSSI position. Kevin is resigning from his part-time position with the department as well effective May 11, 2017.

Board President Stewart entertained a motion to acknowledge and accept the resignation. Motion from Trustee Yabsley and Seconded by Trustee Johnson. Motion carried.

**ACT ON THE REQUEST FROM JORDAN CASEY TO EXTEND HIS LEAVE OF ABSENCE TO OCTOBER 25, 2017 – APPROVE**

Chief Hitzemann received a request for an extension by Jordan Casey for another 6 months for his leave of absence to be effective through October 25, 2017.

Board President Stewart entertained a motion to approve the leave of absence. Motion from Trustee Johnson and Seconded by Trustee Yabsley. Motion carried.

**PLACE MATTHEW LIPTROT AND JACKSON PEACOCK ON THE WAITING LIST FOR THE CADET PROGRAM – APPROVE**

Chief Hitzemann requested Matthew Liptrot and Jackson Peacock be placed on the waiting list for the Cadet Program.

Board President Stewart entertained a motion to approve placing on the list. Motion from Trustee Yabsley and Seconded by Trustee Johnson. Motion carried.

**FILL THE OPEN POSITION IN THE CADET PROGRAM WITH THE NEXT ONE ON THE LIST (Matthew Liptrot) - APPROVE**

Chief Hitzemann requested Matthew be placed in the open position in the Cadet Program, effectively immediately.

Board President Stewart entertained a motion to approve placing on the list. Motion from Trustee Yabsley and Seconded by Trustee Johnson. Motion carried.

**ACKNOWLEDGE FF/PM JEFFREY PROKOPEC'S RESIGNATION FROM PSSI AND AS A PART-TIME EMPLOYEE OF THE FIRE DISTRICT – ACKNOWLEDGE AND ACCEPT**

Chief Hitzemann advised he received a resignation from Jeffrey Prokopec from his full-time PSSI position. Jeffrey is also resigning from his part-time position with the department effective May 10, 2017.

Board President Stewart entertained a motion to acknowledge and accept the resignation. Motion from Trustee Johnson and Seconded by Trustee Yabsley. Motion carried.

**ANNOUNCE AND APPROVE THE APPOINTMENT OF FF/PM CHRISTOPHER RONNING TO FILL THE POSITION PSSI PARAMEDIC COORDINATOR – APPROVE**

Chief Hitzemann announced the appointment of FF/PM Christopher Ronning to the position of PSSI Paramedic Coordinator effective July 5, 2017. Christopher will fill the vacancy due to B/C Kalina retiring.

Board President Stewart entertained a motion to approve the appointment. Motion from Trustee Johnson and Seconded by Trustee Yabsley. Motion carried

**AWARD CHALLENGE COINS FOR ACTIONS TAKEN OFF DUTY TO FF/PM MICHAEL FAIRFELD AND FF/PM AUSTIN WOLF**

Chief Hitzemann read a letter to be presented to FF/PM Michael Fairfield and FF/PM Austin Wolf outlining the reasoning to present them both with a BKFPD Challenge Coin.

**CLOSED SESSION**

Not required.

**ACTION AFTER CLOSED SESSION**

Not required.

**NEXT FIRE COMMISSION MEETING**

The next Fire Commission Meeting is scheduled for Thursday, June 8, 2017 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560


**ADJOURNMENT**


Board President Stewart entertained a motion to adjourn the Fire Commission Meeting.

Motion from Trustee Johnson and Seconded by Trustee Yabsley. Motion carried.

The Fire Commission Meeting adjourned at 5:10 p.m.

Minutes Approved and Accepted:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary