

**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, JANUARY 11, 2018**

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; Secretary Richard Dickson - yea;
Treasurer Gary Schlapp - absent;
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 Larry Munch, FF Jim Bateman, Lt. Tyler Riemenschneider, FF Brandon Johnson, Lt. Steve Andel, FF/PM Audrey Enlow, FF/PM Michael Fairfield, FF/PM Austin Wolf, FF/PM Kellogg, Lt. Jeremy Messersmith, Lt. Dave Duvick, Cadet Brice Mack and Austin West.

APPROVE THE DECEMBER 12, 2017 TRUTH IN TAXATION PUBLIC HEARING MEETING MINUTES, REGULAR TRUSTEE MEETING MINUTES OF DECEMBER 12, 2017 AND THE JANUARY 9-10, 2018 SPECIAL TRUSTEE MEETING MINUTES

Board President Stewart entertained a motion to approve the December 12, 2017 Truth in Taxation Public Hearing Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the December 12, 2017 Regular Trustee Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the January 9-10, 2018 Special Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

REVIEW AND APPROVE THE CLOSED SESSION MINUTES FROM JANUARY 9-10, 2018

Board President Stewart entertained a motion to approve the January 9-10, 2018 Special Meeting Closed Session Minutes. Motion to approve 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 approval for the following expenses: Chief Hitzemann Meal - \$24.11; D/C Lindblom Mileage - \$29.90 and A/C Fairfield - \$778.04 on the District Visa for his trip to Alabama.

Board President Stewart entertained a motion to approve the travel and meals expenses for Chief Hitzemann, D/C Lindblom and A/C Fairfield 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 – absent;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Carried

The Cash Requirement Report was presented for approval:

Fire Report - \$91,955.38; Building - \$0.00; EMS - \$206,176.73; Operations - \$22,022.64

Insurance - \$20,849.37; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0.00

Total Bills to be paid from this report: \$341,004.12

Board President Stewart entertained a motion to approve the District bills. 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 – absent;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$107,972.59 for the month of December 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 – absent;

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. A/C McCarty also wanted to thank the Board for the purchase of the training software, Target Solutions that was purchased from last month's meeting.

BATTALION CHIEF RONNING'S REPORT

- A. As discussed earlier, FF/PM Blake Huseman who is resigning from his full-time PM position with PSSI. B/C Ronning is anticipating filling the vacant position soon.
- B. The cardiac monitors have been ordered that were approved at the last meeting and delivery is expected soon.

ASSISTANT CHIEF FAIRFIELD'S REPORT

- A. **Operation's Report:**
 - 1) A/C Fairfield advised he flew down to AL to pick up the ambulance and drove it back. It was inspected on December 21st and placed in service.
 - 2) He commented on how the cold weather has affected some of our vehicles and has taken them out of service for a while but they're back up and running.
 - 3) There is nothing new to report on the specifications for the new chassis. He will update next month.
- B. **Response Report:**
 - 1) 247 total incident count in December, 2017 with a total fire estimated loss of \$20,000.
- C. **EMS Accounting Report:**
 - 1) 165 ambulance runs for the month of December, 2017.
 - 2) Receivables for calls prior to May 1, 2016 - \$110.00 from Darlene's claim submittals.
 - 3) Receivables for calls after May 1, 2016 - \$61,728.01 for PSSI's claim submittals for a total of \$61,838.00.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom advised per the year end bank statement, there was \$4,849 in interest from the Money Market Account.

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 another meeting was held and he hopes to receive a draft in time for the February Trustees Meeting.

B. Resolution 2018-1 – Adopting New Sexual Harassment Policy – Approve.

Chief Hitzemann presented the 2018-1 Adopting New Sexual Harassment Policy written by Sean Flaherty for approval.

Board President Stewart entertained a motion to approve Resolution 2018-1 Adopting New Sexual Harassment Policy. 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 – absent;

Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

Motion Carried

C. Semi-Annual Review of Closed Session Minutes and Recordings for Possible Release –Action as Necessary.

Chief Hitzemann presented the Board with a list of Closed Session Meeting Minutes and Recordings for Possible Release. He advised in January and July the Board reviews the current list of closed session meetings that may be ready for possible release. The Board reviewed the list as presented. A brief discussion was held.

Board President Stewart entertained a motion to approve the list as presented. The closed session minutes that have not been previously released will remain closed. Motion from Trustee Yabsley and seconded by Trustee Johnson.

D. Moving Telephone Service Off of AT&T – Information Only.

Chief Hitzemann advised the bill for the telephone service has quadrupled for Station 2 because the promotional package has expired. He and A/C Fairfield are looking into another service for better pricing.

E. Update on Transition to the New Email Service– Update Only

Chief Hitzemann discussed the new email service. Everything has been switched over and there have been a few issues that are being addressed. The transition has been relatively smooth.

F. Appreciation Dinner – February 10, 2018 – Information Only.

Chief Hitzemann confirmed the 2018 Appreciation Dinner being held on Saturday, February 10, 2018 at The White Tail Ridge Golf Club in Yorkville. Invitations will be mailed to everyone's home soon.

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

Chief Hitzemann reminded the Board of the Advanced Trustee Training Continuing Education held in Oswego for January 20, 2018 for Trustee continuing education.

CHIEF'S NOTES

Chief Hitzemann advised earlier in the meeting that he received a call from Insurance Services and they will be re-evaluating the District's fire rating. The District has already received a packet of items that have been requested for the evaluation.

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

Nothing to report.

DISCUSSION AND POSSIBLE ACTION FOR THE HIRING OF A NEW FIRE CHIEF -- President
David Stewart

Board President Stewart advised the Board of Trustees need to hold another Special Trustees Meeting to continue discussion on the hiring of a new fire chief. It was Board consensus to schedule the Special Trustees Meeting on Tuesday, January 23, 2018 at 2:00 p.m.

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

There was no other business to come before the Board.

NEXT REGULAR TRUSTEE'S MEETING

The next Regular Trustee's Meeting is scheduled for Thursday, February 8, 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 Johnson and seconded by Trustee Dickson.

Meeting adjourned at 5:40 p.m.

Minutes Approved and Accepted:



President



Secretary