

**TRUSTEE MEETING MINUTES  
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, MARCH 8, 2018**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:03 p.m.  
and DETERMINATION OF QUORUM**

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

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/PM Michael Fairfield, FF/PM Austin Wolf, FF/PM Zachary Morel/ FF/PM Ryan Thomas, FF/PM Audrey Enlow, Lt. Nathan King, Lt. Brandon Fairfield, FF/PM Jon Kellogg, Lt. Larry Simmons, Lt. Jeremy Messersmith, Gary Fredrick and Jack Westphall.

**APPROVE MINUTES OF THE FEBRUARY 8, 2018 REGULAR TRUSTEE MEETING  
MINUTES, THE FEBRUARY 15, 2018 SPECIAL TRUSTEES MEETING MINUTES AND THE  
MARCH 1, 2018 SPECIAL MEETING MINUTES**

Board President Stewart entertained a motion to approve the February 8, 2018 Regular Trustee Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Schlapp. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the February 15, 2018 Special Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Schlapp. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the March 1, 2018 Special Meeting Minutes. Motion to approve by Trustee Schlapp and Seconded by Trustee Dickson. Motion carried. Minutes were signed.

**REVIEW AND APPROVE THE CLOSED SESSION MINUTES FROM FEBRUARY 15, 2018  
AND MARCH 1, 2018**

Board President Stewart entertained a motion to approve the February 15, 2018 and the March 1, 2018 Closed Session Special Meeting Minutes. Motion to approve by Trustee Yabsley and Seconded by Trustee Johnson. Motion carried. Minutes were approved, signed but not released.

## COMMENTS FROM THE PUBLIC

Board President Stewart asked if there were any comments from the public. Jack Westphall who was in attendance advised the Board he had presented his resume at least 3 times over the past 3 years and requested an explanation as to why he was not called for any Administrative positions that have become available. Chief Hitzemann advised there have been no Administrative positions available for him to have been called to be interviewed for.

## DISTRICT BILLS

Chief Hitzemann requested approval for the following expenses: D/C Lindblom Mileage Expenses \$55.20 and F/M Torrence Travel Expenses for \$114.24.

Board President Stewart entertained a motion to approve the travel expenses. Motion from Trustee Yabsley 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

Two Cash Requirement Report was presented for approval:

Fire Report - \$86,034.79; Building - \$0.00; EMS - \$197,732.45; Operations - \$29,060.75  
Insurance - \$18,319.79; Foreign Fire Insurance Board - \$600.00; Memorial Fund - \$0.00  
Total Bills to be paid from this report: \$331,747.78

Fire Report - \$1274.60; EMS Fund - \$469.96; Operations Fund – 2228.02  
Total Bills to be paid from this report: \$3907.62

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

## PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$110,244.19 for the month of February 2018 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. 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

## **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.

## **BATTALION CHIEF RONNING'S REPORT**

- A. B/C Ronning announced due to FF/PM Jon Kellogg being promoted to a Lieutenant, FF/PM Cory Westphall has been hired as his replacement as a full-time contract employee.
- B. B/C Ronning announced he again has the honor of presenting the lifesaving award pin and certificate letter to the following: Receiving their first award pins - Joe Hanson and Stephanie Moore; receiving their second award pins Nick Schiradelly and Joe Jeffers and receiving his fourth award pin - Lt. David Duvick. He proceeded to read the letter out loud and presented the pins along with the certificate letters.

## **ASSISTANT CHIEF MCCARTY'S REPORT**

The Training and TRT Report was presented for review and placed on file.

## **ASSISTANT CHIEF FAIRFIELD'S REPORT**

- A. **Operation's Report:**
  - 1) A/C Fairfield advised he's been busy gathering information for the ISO audit.
  - 2) He advised he's continuing with the setup of the new records management system.
- B. **Response Report:**
  - 1) 206 total incident count in February 2018 with a total fire estimated loss of \$0.
  - 2) Almost \$41,000 has been collected through the Fire Recovery program.
- C. **EMS Accounting Report:**
  - 1) 165 ambulance runs for the month of February 2018.
  - 2) Receivables for calls prior to May 1, 2016 - \$0.00 from Darlene's claim submittals.
  - 3) Receivables for calls after May 1, 2016 - \$51,060.92 for PSSI's claim submittals for a total of \$51,060.92.

## **DEPUTY CHIEF LINDBLOM'S REPORT**

- A. D/C Lindblom has nothing to report.

## **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 the rough draft has been received and he anticipates the final report will be completed by next month's Trustees Meeting.

- B. Approve Engagement Letter with Mack and Associates for FY 2017/2018 Audit – Approve.**  
Chief Hitzemann requested approval on the engagement letter with Mack and Associates to complete FY 2017/2018 audit.

Board President Stewart entertained a motion to approve the engagement letter. 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

- C. Contract Assignments from PSSI to PSI – Approve**  
Chief Hitzemann presented three contracts to the Board: Billing Agreement, Business Agreement and the Employee/Contract Employees for the assignment from PSSI to PSI to be approved and signed. Chief Hitzemann advised the 90 day notice wording or clause to cancel the contract by one or both parties has been eliminated somehow since the signing of the 2014 contract. There has never been a problem with the contract and Chief Hitzemann advised there shouldn't be a concern with this new assignment from PSSI over to PSI for contract employees.

Jack Westphall commented on his thoughts on signing the contracts.

A brief conversation was held.

Board President Stewart entertained a motion to approve and sign the contracts. 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

**CHIEF'S NOTES**

Chief Hitzemann requested direction and clarification on the training and acclamation to transition his responsibilities over to the new Fire Chief. He questioned what the pay scale would be for Lt. Bateman to receive while in training. Different suggestions were presented for consideration.

A brief discussion was held. Trustee Schlapp advised the Board will be going into Closed Session tonight and this will be discussed with direction given at next months meeting.

**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 Board Stewart

Board President Stewart advised the Board has already announced their decision of who they have chosen as the new Fire Chief but has no further details at this time to share as the contract between the District and Lt. Bateman has not been finalized yet.

## **CLOSED SESSION**

Board President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120/2(C)(1):

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A motion was made by Board Treasurer Yabsley and seconded by Trustee Schlapp.

Board President: The following members are present: will the clerk please take a roll call:

Dave Stewart, President  
Richard Dickson, Secretary  
Gary Schlapp, Treasurer  
Trustee Phyllis Yabsley  
Trustee Ken Johnson

Board President: Also joining the board in closed session is:

All in attendance at the meeting were asked to depart for the Closed Session.

Board President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

The closed session began at 5:52 p.m. Motion carried.

Board President: At this time I would ask for a motion to adjourn the closed session and return to the regular meeting.

A motion was made by Trustee Johnson and seconded by Trustee Schlapp to adjourn the closed session of the meeting at 6:10 p.m. and reconvene the regular Trustee Meeting. Motion carried.

### 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

## **ACTION AFTER CLOSED SESSION**

No action was taken by the Board after the Closed Session.

## **OTHER BUSINESS TO COME BEFORE THE BOARD**

There was no other business to come before the Board.

## **COMMENTS FROM THE PUBLIC**

There was no public in attendance to make comments.

**NEXT REGULAR TRUSTEE'S MEETING**

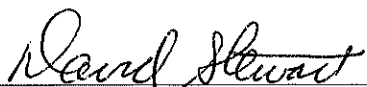
The next Regular Trustee's Meeting is scheduled for Thursday, April 12, 2018 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

**ADJOURNMENT**

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

Meeting adjourned at 6:11 p.m.

Minutes Approved and Accepted:



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President



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Secretary