

**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, FEBRUARY 8, 2018**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 3:31 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 and Jack Westphall.

**APPROVE MINUTES OF THE JANUARY 11, 2018 TRUSTEE MEETING MINUTES, THE
JANUARY 23, 2018 SPECIAL MEETING MINUTES AND THE FERUARY 5, 2018 SPECIAL
TRUSTEES MEETING**

Board President Stewart entertained a motion to approve the January 11, 2018 Regular Trustee Meeting Minutes. Motion to approve by Trustee Yabsley and Seconded by Trustee Schlapp. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the January 23, 2018 Special Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the February 5, 2018 Special Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Schlapp. Motion carried. Minutes were signed.

**REVIEW AND APPROVE THE CLOSED SESSION MINUTES FROM JANUARY 23, 2018 AND
FEBRUARY 5, 2018**

Board President Stewart entertained a motion to approve the January 23, 2018 Closed Session Special Meeting Minutes. Motion to approve by Trustee Schlapp and Seconded by Trustee Dickson. Motion carried. Minutes were signed.

Board President Stewart entertained a motion to approve the February 5, 2018 Closed Session Special Meeting Minutes. Motion to approve by Trustee Dickson and Seconded by Trustee Schlapp. 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: There were no expenses to be approved for travel conferences and/or mileage.

Two Cash Requirement Report was presented for approval:

Fire Report - \$98,916.10; Building - \$0.00; EMS - \$373,663.13; Operations - \$26,396.33
Insurance - \$72,243.79; Foreign Fire Insurance Board - \$1,911.28; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$573,130.63

Fire Report - \$3,523.51; EMS Fund - \$2,566.22; Operations Fund - 955.97
Total Bills to be paid from this report: \$580,176.33

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 \$169,151.18 for the month of January 2018 for 3 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.

ASSISTANT CHIEF MCCARTY'S REPORT

The Training and TRT Report was presented, read out loud and placed on file.

BATTALION CHIEF RONNING'S REPORT

- A. B/C Ronning announced FF/PM Ryan Thomas has been selected to fill the PM full-time position created by FF/PM Blake Huseman resigning from the PSSI full-time PM position.
- 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 the pre-work for the CAD RMS system implementation has already been started.
 - 2) The AFG grant has been submitted for SCBA air packs. BKFD and Sandwich Fire have submitted a combined regional grant for air packs.
- B. **Response Report:**
 - 1) 307 total incident count in January 2018 with a total fire estimated loss of \$3,350.
 - 2) Almost \$41,000 has been collected through the Fire Recovery program.
- C. **EMS Accounting Report:**
 - 1) 189 ambulance runs for the month of January 2018.
 - 2) Receivables for calls prior to May 1, 2016 - \$25.60 from Darlene's claim submittals.
 - 3) Receivables for calls after May 1, 2016 - \$56,043.92 for PSSI's claim submittals for a total of \$56,069.52.

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 he had nothing new to report that this time. He just spoke with them and has given them more information and is hoping the report will be available soon.
- B. **Purchase New Ambulance Chassis for Replacement of 142 – Approve.**

Chief Hitzemann turned the floor over to A/C Fairfield to discuss the new ambulance chassis bid results. A/C Fairfield advised only one bid was received and opened on February 2, 2018 in the amount of \$83,062.26 from Excellence.

Board President Stewart entertained a motion to approve the re-chassis. 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

C. Approve Contract to re-Chassis Ambulance 142 – Approve

A/C Fairfield advised the quote for the ambulance conversion for \$114,280.89. To purchase the new ambulance chassis replacement for 142 and the conversation totals \$196,472.70. If the chassis is prepaid, a discount of \$870.45 can be taken plus a credit of \$8,000 for a final total of \$188,472.20.

Board President Stewart entertained a motion to approve the conversion for \$188,472.20. 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. Declare Old Chassis for 142 Surplus – Approve.

Board Secretary Schlapp entertained a motion to declare the old 142 chassis surplus to obtain the \$8,000 credit toward the new re-chassis as presented by A/C Fairfield. 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

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

Chief Hitzemann moving the telephone service from AT&T has not happened. They discovered pricing was not as was presented to them. He and A/C Fairfield will continue to research.

F. A.F.G Grant for Replacement SCBA's – Information.

Chief Hitzemann advised A/C Fairfield discussed earlier in his presentation.

G. Out of Date PPE Equipment to be Declared Surplus for Disposal Purposes – Approve.

Chief Hitzemann advised a list requesting to declare PPE Equipment surplus is enclosed in tonight's packet by D/C Lindblom.

Board President Stewart entertained a motion to declare the listed PPE equipment as surplus. Motion by 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

H. Retirement Letter from Chief Hitzemann

Chief Hitzemann advised his letter with his intent to retire is included in tonight’s packet. His last official day as Chief of the BKFPD will be April 30, 2018.

Board President Stewart entertained a motion to accept Chief Hitzemann’s retirement letter. Motion by Johnson 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

I. Appreciation Dinner – February 10, 2018 at Whitetail Ridge Golf Course Clubhouse – (information)

Chief Hitzemann reminded the Board of the Appreciation Dinner on February 10, 2018 at the Whitetail Ridge Golf Course Clubhouse.

CHIEF’S NOTES

Chief Hitzemann advised included in tonight’s packet is a letter from Gary Fredrick, President of PSSI advising he is in the final stages of negotiating and transitioning PSSI with Paramedic Services of Illinois (PSI). Chief Hitzemann read off several benefits PSSI contract employees will be able to participate in that have not been available through PSSI as well as some that will remain the same. The Contract will remain the same with PSI as it is with PSSI. Further discussion will be held.

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 discussions have been held but at this time no action is to be taken on the hiring of a new Fire Chief.

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, March 8, 2018 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

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

No one in attendance was asked to participate in 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 3:32 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 Schlapp and seconded by Trustee Johnson to adjourn the closed session of the meeting at 5:25 p.m. and reconvene the Special 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.

OTHER BUSINESS TO COME BEFORE THE BOARD

Nothing to report.

NEXT TRUSTEE'S MEETING

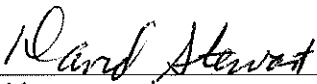
The next Trustee's Meeting is scheduled for Thursday, March 8, 2018 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

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 5:30 p.m.

Minutes Approved and Accepted:



President



Secretary