

**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, APRIL 12, 2018**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:11 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, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Jim Bateman, FF/PM Michael Fairfield, FF/PM Audrey Enlow, Lt. Jeremy Messersmith, FF/PM Ryan Thomas, FF Jordan Casey, Lt. Larry Simmons, Dr. Tim McGrath, Robert Stedman, and Jack Westphall.

**APPROVE MINUTES OF THE MARCH 8, 2018 REGULAR TRUSTEE MEETING  
MINUTES AND THE MARCH 22, 2018 SPECIAL MEETING MINUTES**

Board President Stewart entertained a motion to approve the March 8, 2018 Regular Trustee 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 March 22, 2018 Special Meeting Minutes. Motion to approve by Trustee Schlapp and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

**REVIEW AND APPROVE THE CLOSED SESSION TRUSTEE MEETING MINUTES FROM  
MARCH 8, 2018 AND THE MARCH 22, 2018 SPECIAL MEETING MINUTES**

Board President Stewart entertained a motion to approve the March 8, 2018 Closed Session Trustee Meeting Minutes. Motion to approve by Trustee Yabsley and Seconded by Trustee Schlapp. Motion carried. Minutes were approved, signed but not released.

Board President Stewart entertained a motion to approve the March 22, 2018 Closed Session Special Trustee Meeting Minutes. Motion to approve by Trustee Johnson and Seconded by Trustee Schlapp. 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. There were no comments made by the Public.

## DISTRICT BILLS

Chief Hitzemann requested approval for the following expenses: F/M Torrence Travel Expenses for \$650.65.

Board President Stewart entertained a motion to approve the travel expenses. 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

Two Cash Requirement Report was presented for approval:

Fire Report - \$56,967.76; Building - \$0.00; EMS - \$203,819.26; Operations - \$62,041.57  
Insurance - \$25,690.45; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$11.98  
Total Bills to be paid from this report: \$348,531.02

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 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

## PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$109,241.02 for the month of March 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.

Attorney Shawn Flaherty entered the meeting at 5:29 p.m. FF/PM Jason Knobloch entered the meeting at 5:36 p.m. Lt. Larry Simmons entered the meeting at 5:43 p.m.

## **PRESENTATION OF THE "OPERATIONS AND FUTURE NEEDS STUDY" FROM McGRATH CONSULTING GROUP**

Chief Hitzemann introduced Dr. Tim McGrath and Chief Stedman to the Board and handed the floor over to Dr. McGrath who reintroduced Chief Stedman. Chief Stedman proceeded with the results of the Operations and Future Needs Study. Just a few of the highlights of the study that were covered were: 1) how well the existing fire stations were thought out, staffed and equipped; 2) Leadership – the organization of staffing is working well; 3) The budget is adequate and conservative; 4) Monies are being collected by the billing company. He also commented on many other aspects of the District and all findings were favorable. Chief Stedman commented on the potential challenges of retaining current employees who have been fully trained that have and are searching employment elsewhere due to pay, benefits and a pension plan. Chief Stedman asked if there were any questions on the study that was presented and the Board did not have any.

Dr. Tim McGrath and Chief Stedman exited the meeting at 5:55 p.m. after congratulating Chief Hitzemann on his retirement.

Chief Hitzemann requested permission to place the Study on the Bristol Kendall website. Board consensus approved his request.

Board President Stewart entertained a motion to accept the study. Motion from Trustee Johnson and seconded by Trustee Schlapp.

## **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 advised the switchover from PSSI (Public Safety Services, Inc.) to PSI (Paramedic Services, Inc.) has been completed April 30, 2018. There were a few snags but they have been worked out.
- B. B/C Ronning was not in attendance at last month's meeting and he wanted to personally thank the Board for the new monitors purchased.

## **TRAINING REPORT** – Lt. Jeremy Messersmith

The Training and TRT Report was presented for review and placed on file by Lt. Jeremy Messersmith.

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

- A. **Operation's Report:**
  - 1) A/C Fairfield advised the ambulances have passed the IDPH inspections.
  - 2) He advised he's continuing with the setup and data entry of the new records management system.
  - 3) He is still collecting data for the ISO audit.
  - 3) Expected installation of the Excellence Ambulance chassis is tentatively mid-July.

- 4) Hose testing to begin.
- 5) AFG Grant for equipment has been denied.

**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) 155 ambulance runs for the month of March 2018.
- 2) Receivables for calls prior to May 1, 2016 - \$891.00 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$63,914.49 for PSSI's claim submittals for a total of \$64,805.49.

**DEPUTY CHIEF LINDBLOM'S REPORT**

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

**CHIEF HITZEMANN'S REPORT AND GENERAL BUSINESS**

- A. **Approve Agreement with Arcadian Monitoring Services to provide space to install an IP Link at Station 1 – Approve.**

Chief Hitzemann commented on the Agreement from Arcadian Monitoring Services who provides fire alarm monitoring at all three stations. Chief Hitzemann requested permission to install an IP link at Station 1 Arcadian Monitoring Services to act as the central link to connect all three stations. The District will no longer pay for monitoring due to the IP link being installed which will save the District over \$1600.00 annually.

Board President Stewart entertained a motion to approve the fire alarm monitoring agreement and the installation of the IP link. 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

- B. **Approve the “Amended Pooling Agreement and By-Laws” with Illinois Public Risk Fund – Approve.**  
 Chief Hitzemann turned the floor over to D/C Lindblom to discuss. Attorney Shawn Flaherty advised he could speak on the changes to the Amended Pooling Agreement and By-Laws.

Board President Stewart entertained a motion to approve the Amended Pooling Agreement and By-Laws. 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

- C. **Approve Employment Contract Between BKFPD and James Bateman – Approve**  
Chief Hitzemann tabled this section of the Agenda due to not realizing the Contract between the District and Lt. Bateman had not been finalized. This section of the Agenda will be revisited later in tonight's meeting.
- D. **Present the Draft of FY 2018/2019 Budget**  
Chief Hitzemann commented on the first run draft for the FY 2018/2019 Budget. He requested the Board review and in the May's meeting vote to display the Budget because they won't be able to vote on the Budget until July.
- E. **Request Permission to Process an "End of Fiscal Year" batch of checks on April 27, 2018 – Approve.**  
Chief Hitzemann requested permission to run a batch of checks on April 27, 2018 for the balance of bills received for F/Y 2017/2018. These checks will be held until the Board approves them to be released at the May 10, 2018 Trustee Meeting.

Board President Stewart entertained a motion to approve permission to run a batch of checks on April 27, 2018 to close out FY 2017/2018. Motion from Trustee Dickson and seconded by Trustee Schlapp.

**CHIEF'S NOTES**

Chief Hitzemann advised there are a few items he would like to address that are not listed on the Agenda:

- 1) Effective May 1, 2018, there will be two positions on the KenCom Board that will have to be filled: Alternate Member on the Executive Board and also Alternate Member on the Operations Board.
- 2) It has been discussed in the past that an Accounting firm should be hired to conduct the accounting functions for the District. Lt. Bateman is familiar with an accounting firm in Inverness and has met with them and is confident they will be able to handle the District's accounting starting May 1, 2018. Chief Hitzemann requested permission to hire the accounting firm to start May 1, 2018 so the transition to this outside firm will have checks ready for approval at next month's meeting. Lt. Bateman will place on the Agenda next month for proper approval.

It was Board consensus to move forward with using the accounting firm with Board proper approval at next month's meeting.

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

F/M Torrence discussed his meeting on Casey's.

**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 Johnson 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 with the exception of Attorney Shawn Flaherty and Minutes Recorder Darlene Perez.

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 6:42 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 7:35 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**

Board President Stewart entertained a motion to approve a Fire Chief Contract between BKFPD and Lt. Jim Bateman for three (3) years. Motion from Trustee Johnson and seconded by Trustee Schlapp. The contract was signed.

#### 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

### **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, May 10, 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 Schlapp.

Meeting adjourned at 7:51 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary