

**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, MAY 10, 2018**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:05 p.m.
and DETERMINATION OF QUORUM**

Roll Call

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

Administration present: Fire Chief James Bateman, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, Lt. Jeremy Messersmith and Minutes Recorder, Darlene Perez.

Additional attendees: FF/PM Audrey Enlow, Lt. Michael Fairfield, FF/PM Zachary Thorne, FF/PM Joe Jeffers, Lt. Brandon Fairfield, FF/PM Ryan Thomas, FF/PM Joseph Hanson, Lt. David Duvick, Lt. Brandon Johnson, FF/PM Brad Sherwood, FF/PM Jonathon Stone, FF Mark Frieders and James Howard of Gov. Accounting, Inc.

APPROVE MINUTES OF THE APRIL 12, 2018 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the April 12, 2018 Regular Trustee Meeting Minutes. Motion to approve by Trustee Johnson and Seconded by Trustee Schlapp. Motion carried. Minutes were signed.

REVIEW AND APPROVE THE CLOSED SESSION TRUSTEE MEETING MINUTES FROM APRIL 12, 2018

Board President Stewart entertained a motion to approve the April 12, 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.

COMMENTS FROM THE PUBLIC

Board President Stewart asked if there were any comments from the public. There were no comments made by the Public.

REORGANIZE THE BOARD OF TRUSTEES

Board President Stewart advised due to Board Secretary Dickson being absent from tonight's meeting, he motioned to table reorganizing the Board of Trustees until next month's meeting. Motion to approve by Trustee Schlapp and Seconded by Trustee Johnson. Motion carried.

JAMES HOWARD FROM GOVERNMENTAL ACCOUNTING TO EXPLAIN THE NEW ACCOUNTING PROCEDURES – Approve

Chief Bateman introduced James Howard of Governmental Accounting and turned the floor over to him to explain the new accounting procedures since May 1, 2018.

James Howard again introduced himself and continued to explain the services they provide to several fire departments and Districts and the service they will provide to BKFPD. James explained they use Quickbooks software for their accounting reporting and he will be available for monthly presentations. Required information (invoices, payroll, bank statements, budgets, etc.) will be scanned, labeled and placed into Dropbox. Nick who is our everyday contact will enter all information, invoices, bank statements, etc. into Quickbooks to create payments and the monthly reports required for the Trustee Meetings.

The Trustees had a few questions for James and James answered their questions.

A. Approve Contract with Governmental Accounting

The Contract between Governmental Accounting, Inc. and BKFPD was presented for approval and signature. Fees & Charges would be \$2,500 to transition information over to Quickbooks and \$2,000 per month for the Financial Oversight Package. All additional services for James Howard would be \$125/hour and experienced staff would be \$75.00/hour. The District may terminate the contract with a written 30 day notice.

Board President Stewart entertained a motion to approve the Contract with Governmental Accounting. Motion to approve by Trustee Yabsley and Seconded by Trustee Johnson. Motion carried.

James Howard exited the meeting at 5:20 p.m.

DISTRICT BILLS

Chief Bateman requested approval for the following expenses: \$47.15 for D/C Tom Lindblom.

Board President Stewart entertained a motion to approve the travel expenses for D/C Tom Lindblom. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

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

Two Cash Requirement Report was presented for approval:

Balance of April 2018 Bills
Fire Report - \$68,440.72; Building - \$0.00; EMS - \$193,699.41; Operations - \$14,064.87
Insurance - \$18,195.00; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$294,400.00

Board President Stewart entertained a motion to approve the balance of the April 2018 District bills. Motion from Trustee Schlapp and seconded by Trustee Yabsley.

Roll Call

Board President David Stewart –yea; Board Secretary Richard Dickson – absent;

Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

May 2018 Bills
Fire Report - \$86,736.36; Building - \$0.00; EMS - \$222,705.49; Operations - \$20,656.06
Insurance - \$10,291.79; Foreign Fire Insurance Board - \$743.97; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$341,133.67

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 – absent;
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 \$102,602.03 for the month of April 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 –absent;
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.

B/C Torrence discussed the Bomb Terrorism Training Class he attended in New Mexico that he admitted was the best class he'd ever attended in his career.

BATTALION CHIEF RONNING'S REPORT

- A. B/C Ronning advised FF/PM Brock Mathewson will be replacing the open position created by FF/PM Brandon Johnson; FF/PM Jacob Johns will be replacing FF/PM Patrick Watson and FF/PM James Greengard will replace the open position created by FF/PM Michael Fairfield.

TRAINING REPORT – Lt. Jeremy Messersmith

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

ASSISTANT CHIEF FAIRFIELD'S REPORT

A. Operation's Report:

- 1) Hose testing has begun.
- 2) A/C Fairfield wanted to share his gratitude for the Board attending Chief Hitzemann's Retirement Celebration. The Board commended how well it was handled.
- 3) The first pension audit will be conducted by the Illinois Department of Insurance. A/C Fairfield advised he is currently pulling the required information as requested.

B. Response Report:

- 1) 233 total incident count in April 2018 with a total fire estimated loss of \$9,100.

C. EMS Accounting Report:

- 1) 159 ambulance runs for the month of April 2018.
- 2) A/C Fairfield advised he has not received the information of how much was collected for April, 2018.

DEPUTY CHIEF LINDBLOM'S REPORT

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

CHIEF BATEMAN REPORT AND GENERAL BUSINESS

A. Present FY 2018 / 2019 Tentative Budget.

Chief Bateman advised the tentative budget for FY 2018 / 2019 is in the packets presented tonight. He requested permission to display. D/C Lindblom will have the tentative budget published in next week's edition of the Kendall County Record.

Board President Stewart entertained a motion to post the FY 2018 / 2019 Budget. Motion from Trustee Johnson and seconded by Trustee Yabsley.

Roll Call

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

B. Goals for FY 2018 / 2019

Chief Bateman presented a few of his Goals for FY 2018 / 2019:

- 1) A committee is to be formed for thoughts and ideas to replace Engine 127.
- 2) He will look into replacing F/M Torrence's vehicle as it has several rust issues.
- 3) Updating Ordinance Plan Review fees.
- 4) SOG on Fireground.
- 5) Lieutenants SOP.
- 6) Grants.
- 7) District Employees.
- 8) Kendall County Sheriff's Department – Assist NIMS team. A meeting has been scheduled for May 29, 2018.

- C. Accept the Resignation of Mike Hitzemann from the Bristol Kendall Pension Board – Approve**
Chief Bateman advised he has received a resignation letter from Mike Hitzemann from his position on the Bristol Kendall Pension Board, effective May 10, 2018.

Board President Stewart entertained a motion to accept Mike Hitzemann's resignation from his position on the Pension Board. Motion from Trustee Yabsley and seconded by Trustee Schlapp. Motion carried.

- D. Accept the Resignation of Mike Kalina from the Bristol Kendall Pension Board – Approve**
Chief Bateman advised he has received a resignation letter from Mike Kalina from his position on the Bristol Kendall Pension Board, effective May 10, 2018. Motion carried.

Board President Stewart entertained a motion to accept Mike Kalina's resignation from his position on the Pension Board. Motion from Trustee Schlapp and seconded by Trustee Yabsley. Motion carried.

- E. Appoint Mike Torrence to the Bristol Kendall Pension Board – Approve**
Chief Bateman requested permission for Mike Torrence to be appointed to the Bristol Kendall Pension Board.

Board President Stewart entertained a motion to appoint Mike Torrence to the Pension Board. Motion from Trustee Yabsley and seconded by Trustee Schlapp. Motion carried.

- F. Appoint Chief James Bateman to the Bristol Kendall Pension Board – Approve**
Chief Bateman requested permission for himself to be appointed to the Bristol Kendall Pension Board.

Board President Stewart entertained a motion to appoint Chief Bateman to the Pension Board. Motion from Trustee Yabsley and seconded by Trustee Johnson. Motion carried.

- G. Appoint an Alternate for the KenCom Executive Board – Approve**
Chief Bateman advised an Alternate for the KenCom Executive Board needs to be appointed due to Mike Hitzemann's resigning from that position.

Board Secretary Schlapp entertained a motion to table this discussion. Seconded by Trustee Yabsley. Motion carried.

- H. Appoint an Alternate for the KenCom Operations Board – Approve**
Chief Bateman advised an Alternate for the KenCom Operations Board needs to be appointed due to Scott McCarty resignation from that position.

Chief Bateman advised he would be willing to fill the position of Alternate for the KenCom Operations Board. Trustee Yabsley entertained a motion for Chief Bateman to fill the Alternate position for the KenCom Operations Board. Seconded by Trustee Schlapp. Motion carried.

CHIEF'S NOTES

Chief Bateman had no other business to discuss.

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

F/M Torrence advised there was nothing to report.

CLOSED SESSION

A closed session was not required at this time.

ACTION AFTER CLOSED SESSION

No action was required as there was no 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, June 14, 2018 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

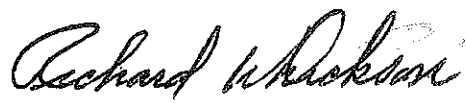
Board President Stewart entertained a motion to adjourn the Trustee's Meeting. So moved by Trustee Schlapp and seconded by Trustee Johnson.

Meeting adjourned at 5:55 p.m.

Minutes Approved and Accepted:



President



Secretary