

**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, JUNE 14, 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; Secretary Richard Dickson - absent;  
Treasurer Gary Schlapp - yea;  
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea

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

Additional attendees: Lt. Michael Fairfield, FF Alexander Dunn, Lt. Brandon Fairfield, James Howard (Governmental Accounting) and Jack Westphall.

**APPROVE MINUTES OF THE MAY 10, 2018 REGULAR TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the May 10, 2018 Regular Trustee Meeting Minutes. Motion to approve by Trustee Yabsley and Seconded by Trustee Johnson. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

Board President Stewart asked if there were any comments from the public. Jack Westphall suggested The Pledge of Allegiance be recited before the meetings start. President Stewart advised his suggestion would be taken into consideration.

**REORGANIZE THE BOARD OF TRUSTEES**

It was board consensus to table reorganizing the Board of Trustees until next month's meeting due the absence of Trustee Dickson.

**DISTRICT BILLS**

Chief Bateman requested approval for the following travel expenses: \$326.38 for A/C Tim Fairfield.

Board President Stewart entertained a motion to approve the travel expenses for A/C Tim Fairfield. Motion from Trustee Yabsley and seconded by Trustee Schlapp.

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

The Cash Requirement Report was presented for approval:

June 2018 Bills  
Total Bills to be paid from this report: \$337,225.33

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 \$153,902.26 for the month of May 2018 for 3 pay periods.

Board President Stewart entertained a motion to approve the Payroll. 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

### **FINANCIAL REPORTS**

The Financial Reports were presented for review and placed on file.

### **JAMES HOWARD FROM GOVERNMENTAL ACCOUNTING TO DISCUSS THE FINANCIAL REPORT – Approve**

Chief Bateman turned the floor over to James Howard of Governmental Accounting to discuss the Financial Report presented. James Howard introduced himself again and proceeded to present the report.

### **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 advised Brad Sherwood and Brennon Kuhn have filled the available two positions on the PSI Contract.

**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 is almost completed.
  - 2) Data is still being entered into the fire records management system.
  - 3) Our ISO review was this past Monday. We should hear something in October through December.
  - 4) The ambulance re-chassis is scheduled for August.
  - 5) Orientation for the 7 new part-time firefighters will begin next week.
- B. **Response Report:**
  - 1) 265 total incident count in April 2018 with a total fire estimated loss of \$12,000.
- C. **EMS Accounting Report:**
  - 1) 197 ambulance runs for the month of April 2018.
  - 2) Receivables for calls prior to May 1, 2016 - \$325.00 from Darlene's claim submittals.
  - 3) Receivables for calls for April 2018 was \$51,523.07.
  - 3) Receivables for calls after May 1, 2016 - \$60,109.73 for PSSSI's claim submittals for a total of \$60,434.73.

**DEPUTY CHIEF LINDBLOM'S REPORT**

- A. D/C Lindblom was not in attendance this month.

**CHIEF BATEMAN REPORT AND GENERAL BUSINESS**

- A. **Adopt Ordinance 2018-01 – FY 2018-2019 Budget – Approve.**  
Chief Bateman presented Ordinance 2018-01 – FY 2018/2019 Budget for approval.

Board President Stewart entertained a motion to approve the FY 2018 / 2019 Budget. 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

- B. **Adopt Resolution 2018-02 – Prevailing Wage Rates – Approve.**  
Chief Bateman presented Resolution 2018-02 – Prevailing Wage Rates for approval.

Board President Stewart entertained a motion to approve Resolution 2018-02 – Prevailing Wage Rates. Motion from Trustee Schlapp 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

**C. Appoint Alternate to the KenCom Executive Board – Approve.**

This was tabled until the next meeting due to an absent Trustee.

**D. Appoint Chief James Bateman as the District FOIA Officer – Approve.**

Chief Bateman advised the District needs a new FOIA Officer. He advised he would take on the responsibility as the District FOIA Officer.

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

**E. ComEd – Energy Efficiency Program – Station 1 Lighting – Approve**

Chief Bateman presented information from ComEd to conduct an energy cost savings analysis for Station 1. He advised other departments have completed this analysis and feels the District will save money in the future after the initial cost has been recouped. The program is too new to confirm energy cost savings at this time.

Board President Stewart entertained a motion to approve the energy cost savings program and payback analysis. Motion from Trustee Johnson and seconded by Trustee Yabsley. Motion carried.

**F. Ordering New Administrative Vehicle Replacing Car 106**

Chief Bateman advised he requested and received two quotes for a 2018 Ford Interceptor to replace Chief Torrence’s vehicle. One quote was from MorrowBrothers Ford from the State of IL Interceptor Utility AWD Government Pricing of \$31,155.00. The second quote was from Currie Motors for \$29,192.00.

The ordering cutoff was June 8, 2018 so the order was placed for the 2018 Ford Interceptor with Currie Motors. Chief Bateman advised he took the liberty to order to be able to save money now in lieu of ordering a 2019.

Trustee Schlapp asked a few questions with regard to the lighting package and striping and Chief Bateman advised quotes have not been received yet.

Chief Bateman advised he will utilize the newer vehicle and Chief Torrence will receive his current vehicle.

Board President Stewart entertained a motion to approve the purchase of the 2018 Ford Interceptor for \$29,192.00. Motion from Trustee Yabsley and seconded by Trustee Schlapp. 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.

**CHIEF’S NOTES**

Chief Bateman advised he attended the City Council Meeting and they are receiving bids to demolish the old jail.

**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**

Board President Stewart commented on the request to recite the Pledge of Allegiance before the meetings each month. It was Board Consensus this would be fine and it will be added to the Agenda next month for approval.

**NEXT REGULAR TRUSTEE'S MEETING**


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

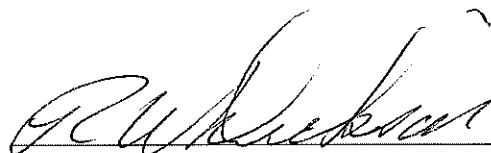
**ADJOURNMENT**

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

Meeting adjourned at 5:47 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary