

**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, AUGUST 9, 2018**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:04 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 - absent

Administration present: 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 (absent – D/C Lindblom took minutes).

Additional attendees: Lt. Michael Fairfield, FF/PM Austin Wolf, FF Brad Sherwood, Tawnya Mack and Lori Pope of Mack & Associates and James Howard of Governmental Accounting.

**APPROVE MINUTES OF THE JULY 12, 2018 REGULAR TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the July 12, 2018 regular Trustee Meeting Minutes. Motion to approve by Trustee Yabsley. Seconded by Board Treasurer Schlapp. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

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

**PRESENTATION OF FY 2017 / 2018 AUDIT FROM MACK & ASSOCIATES**

Deputy Chief Lindblom introduced Tawnya Mack and Lori Pope of Mack & Associates. Lori Pope addressed the Board of Trustees with her presentation of the FY 2017 / 2018 Audit.

Lori advised per the independent auditor's report there was a clean opinion of the financial statements of this District.

Lori discussed the audit that was presented in detail. She discussed the segregation of financial duties by working with Governmental Accounting has remedied the concerns in preparing the financial statements that the District itself previously prepared. A brief discussion was held.

Board President Stewart entertained a motion to accept the audit as presented. Motion from Trustee Yabsley and seconded by Board Treasurer Schlapp.

Roll Call

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

Lori Pope and Tawnya Mack exited the meeting directly after the motion to accept the audit and the motion was carried.

**DISTRICT BILLS**

Chief Bateman requested approval for the following travel expense: \$573.25 for B/C Mike Torrence.

Board President Stewart entertained a motion to approve the travel expenses for B/C Mike Torrence. Motion from Trustee Yabsley and seconded by Board Treasurer Schlapp.

Roll Call

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

The Cash Requirement Report was presented for approval:

Fire Report - \$120,414.64; Building - \$0.00; EMS - \$245,711.16; Operations - \$32,313.95  
Insurance - \$24,973.11; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0.00  
Total Bills to be paid from this report: \$423,412.86

Board President Stewart entertained a motion to approve the balance of the District bills. Motion from Board Secretary 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 - absent  
Motion Carried

The actuary report for the BKFPD Pension Fund was presented for the District's portion of contributions to the pension fund of \$54,972.00.

Board President Stewart entertained a motion to approve the District's pension fund contribution. Motion from Board Secretary 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 - absent  
Motion Carried

## **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$144,104.47 for the month of July 2018 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Board Secretary Dickson. Seconded by Board Treasurer Schlapp.

### Roll Call

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

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

James advised the District should strive to have a pension fund levy for taxes to provide for the pension funding expense and to keep it well funded as the District hires more full-time employees.

## **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**

B/C Ronning advised he had nothing to report this month.

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

The Training and TRT Report was presented, read out loud and placed on file. Lt. Messersmith also requested The Board review of the training policies presented with his report that he would like to implement in the future with Board approval.

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

### **A. Operation's Report:**

- 1) Annual SCBA flow testing was completed.
- 2) Ladder testing will begin in November.
- 3) The second week of the new Fire Records management system has been completed. He discussed the progress of the CAD, records management and the mobile access in vehicles.

- 4) On Sunday he will take the ambulance down for re-chassis. He anticipates tentatively in October it will be completed.
- 5) He advised on Sunday August 19<sup>th</sup>, he will leave to spend two weeks in Maryland for the second year of the Executive Fire Officer Course.

**B. Response Report:**

- 1) 257 total incident count in July 2018 with a total fire estimated loss of \$0.

**C. EMS Accounting Report:**

- 1) 198 ambulance runs for the month of July 2018.
- 2) Receivables for calls prior to May 1, 2016 - \$0 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$55,600.37 for PSSI's claim submittals for a total of \$55,600.37.

**DEPUTY CHIEF LINDBLOM'S REPORT**

- A.** D/C Lindblom advised he will file the Fiscal 2017 / 2018 Audit with the County Clerk and place the notice in the paper that we filed with the County Clerk.

**CHIEF BATEMAN REPORT AND GENERAL BUSINESS**

- A. Purchase Auto Pulse for Ambulance for \$9,017.22 – Approve.**

Chief Bateman requested approval to replace an Auto Pulse for \$9,017.22.

Board President Stewart entertained a motion to approve purchasing the Auto Pulse. Motion from Board Secretary Dickson. 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 - absent

Motion carried

- B. NICOR Energy Evaluation at Station 2 – Update.**

Chief Bateman advised he received a call from NICOR to do an Energy Evaluation at Station 2 and he agreed to do so. The NICOR representative advised Station 2 is already set up for high energy efficiency and will present a report to him.

- C. ComEd Energy Efficiency Program – Station 1 Lighting – Update**

Chief Bateman advised the lighting at Station 1 has been replaced. All lighting fixtures can be adjusted to the brightness desired. Most of the fixtures are 24 watts and are running at 60% which is 15 to 16 watts and are equipped with timers that if there is no motion in the room after 10 minutes, the lights will dim and turn off until motion is detected again.

- D. Discuss moving the Trustee Meeting into the Training Room**

Chief Bateman suggested moving the Fire Commission and Trustee Meetings to the Training Room where there is more seating due to several of the meetings being at room capacity in the Conference Room. He asked the Trustees to think about it and if thought to be a good idea, seating in the Training Room would be configured to hold the monthly meetings in the future.

- E. 2019 Holiday Schedule – Approve**

Chief Bateman presented the 2019 Holiday Schedule for Board Approval.

Board President Stewart entertained a motion to approve the 2019 Holiday Schedule. Motion from Trustee Yabsley. Seconded by Board Treasurer Schlapp.

Roll Call

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

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

- A) He was invited to two pre-building meetings however, the buildings have already begun construction for the Yorkville Christian School and the Holiday Inn. He held a brief discussion.

**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**

No other business was discussed.

**COMMENTS FROM THE PUBLIC**

No comments were made by the public.

**NEXT REGULAR TRUSTEE’S MEETING**


The next Regular Trustee’s Meeting is scheduled for Thursday, September 13, 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 Regular Trustee’s Meeting. So moved by Board Secretary Dickson and seconded by Board Treasurer Schlapp. Motion carried.

Meeting adjourned at 6:09 p.m.

Minutes Approved and Accepted:

  
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President

  
\_\_\_\_\_  
Secretary