

**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, SEPTEMBER 13, 2018**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:03 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: 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: Lt. Dave Duvick, Lt. Brandon Fairfield, FF Joe Jeffers, FF Mark Frieders and James Howard of Governmental Accounting.

**APPROVE MINUTES OF THE AUGUST 9, 2018 REGULAR TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the August 9, 2018 regular Trustee Meeting Minutes. Motion to approve by Board Secretary Dickson. 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.

**DISTRICT BILLS**

Chief Bateman requested approval for the following travel expense: \$302.04 for A/C Tim Fairfield for EFOP Year 2.

Board President Stewart entertained a motion to approve the travel expenses for A/C Fairfield. 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

Chief Bateman requested approval for the following travel expense: \$857.70 for A/C Tim Fairfield for expenses for the Ambulance 142 re-chassis trip.

Board President Stewart entertained a motion to approve the travel expenses for A/C Fairfield. Motion from Board Secretary Dickson 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 - yea  
Motion carried

The Cash Requirement Report was presented for approval:

Fire Report - \$124,830.71; Building - \$13,906.15; EMS - \$230,885.49; Operations - \$27,612.13  
Insurance - \$34,567.83; Foreign Fire Insurance Board - \$1,834.45; Memorial Fund - \$0.00  
Total Bills to be paid from this report: \$433,636.76

Board President Stewart entertained a motion to approve the balance of the District bills. Motion from Board Treasurer 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 \$220,819.79 for the month of August 2018 for 3 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Board Secretary Dickson. 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 - 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.

## **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.

## **Lt. MESSERSMITH'S TRAINING REPORT**

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

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

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

- 1) He thanked the Board for allowing him to attend the 2 week EFOP class in Maryland.
- 2) He has been implementing the data entry for the new FRMJ system.
- 3) He has to contact Excellance on the progress of the ambulance re-chassis.

### **B. Response Report:**

- 1) 234 total incident count in August 2018 with a total fire estimated loss of \$51,500.

### **C. EMS Accounting Report:**

- 1) 172 ambulance runs for the month of August 2018.
- 2) Receivables for calls prior to May 1, 2016 - \$50 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$56,060.30 for PSI's claim submittals for a total of \$56,110.30.

## **DEPUTY CHIEF LINDBLOM'S REPORT**

- A. D/C Lindblom advised that development fees have significantly increased due to growth from last year.

## **CHIEF BATEMAN REPORT AND GENERAL BUSINESS**

### **A. ISO Report**

Chief Bateman discussed the ISO report that has been received. The ISO rating has remained a 3 as there has not been enough significant change for the rating to improve at this time. A brief discussion was held.

### **B. Grant to Replace Air Packs**

Chief Bateman advised an email was received that the air pack grant that was applied for was denied. We cannot reapply for another grant until October for next year and he feels the air packs need to be replaced. He commented on different options to purchase in a step program so all air packs are not purchased at the same time. Chief Bateman will present further information when available.

### **C. Policies 601, 608, 609, 612 and 613 - Approve**

Chief Bateman turned the floor over to Lt. Messersmith to speak about the training policies presented in tonight's packet.

Board President Stewart entertained a motion to approve Policies 601, 608, 609, 612 and 613. Motion from Trustee Yabsley. Seconded by Board President Stewart.

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. Full-time A/C of Training and Safety Position**

Chief Bateman commented on the changes in the job description of A/C of Training and Safety presented in tonight's packet. He advised this would become a full-time position and the revised job description contains all the requirements of logging and tracking training as required by state and federal authorities. This is being presented to the Board to review for possible action taken on implementing this position in the near future.

**E. New Mobile Data Terminals**

Chief Bateman turned the floor over to A/C Fairfield. A/C Fairfield advised Lt. Shamsuddin is researching new mobile data terminals for the rigs. 19 computers with mounting brackets, antennas and modems would cost approximately \$75,000. Further information will be presented at next month's meeting for approval.

**F. New Staff Vehicle**

Chief Bateman advised he and Mark Frieders will be picking up the new Chief's vehicle tomorrow from Frankfort, IL.

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

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**

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, October 11, 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 5:55 p.m.

Minutes Approved and Accepted:

*David Stewart*

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President

*Rick Dickson*

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Secretary