

**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, NOVEMBER 8, 2018**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:06 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 – absent; 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 (absent). D/C Lindblom recorded minutes.

Additional attendees: Lt. Michael Fairfield, FF/PM Audrey Enlow, FF/PM Paul Boecker, FF/EMT Lewis Downs, FF/PM Scott McCarty, FF/PM Brad Sherwood, FF Teddy Karlovich, FF/PM Ryan Thomas, Lt. Larry Simmons, John Dinnsen of Air One Equipment and James Howard of Governmental Accounting.

APPROVE MINUTES OF THE OCTOBER 11, 2018 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the October 11, 2018 regular Trustee Meeting Minutes. Motion to approve by Trustee Johnson. 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

The Cash Requirement Report was presented for approval:

Fire Report - \$100,833.13; Building - \$0.00; EMS - \$217,191.35; Operations - \$107,443.21
Insurance - \$20,344.40; Foreign Fire Insurance Board - \$3,546.86; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$449,358.95

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

Roll Call

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

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$140,073.27 for the month of October 2018 for 2 pay periods.

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

Roll Call
Board President David Stewart –yea; Board Secretary Richard Dickson –absent;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – absent; 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

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

James discussed and explained the 2018 Tax Levy Report as presented in tonight's packet. Board Secretary Schlapp asked a few questions and James was able to fully answer his questions.

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 commented that Stephanie Moore's resignation was accepted earlier in the meeting. Jamie Martinez worked as a part-time firefighter for the District before coming on board as a full-time paramedic through PSI to replace Stef.

B/C Ronning advised the Board that one of our crews delivered a baby in the parent's vehicle at Routes 126 and 47 on October 22. They were on their way to the hospital but obviously didn't quite make it. Most of the crew is present tonight and he presented them with a letter from the District, a Certificate of Heroism and they will also be presented a certificate from the Medical Director of the EMS system.

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) Still working on data input for the CAD and records management system. The system will go live in about a month. The modems and antennas are being installed and the computers are being programmed. Lt. Shamsuddin will help with installation next week.

The Response Reports and EMS Account Report were presented, read out loud and placed on file.

DEPUTY CHIEF LINDBLOM'S REPORT

- A/ D/C Lindblom advised we received notice from our worker's comp carrier IPRF, of our annual grant for 2019 will be for \$7,489.

CHIEF BATEMAN REPORT AND GENERAL BUSINESS

A. Air Pack Bids – Approve

Chief Bateman advised the bids for the SCBA Air Packs have been received and discussed some of the specs that were to be met by the bidding companies. The bid results were presented in tonight's packet by A/C Fairfield for review.

Chief Bateman requested approval to accept the bid from MES (Scott) for \$336,564.00.

Board President Stewart entertained a motion to approve purchasing the SCBA Air Packs. Motion from Board Treasurer Schlapp. Seconded by Trustee Johnson.

Roll Call

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

B. Training Safety Officer Proceed with Notice and Interviews - Approval

Chief Bateman advised the cover letter and internal job posting for the position of Assistant Chief of Training/Safety has been included in tonight's packet for review.

He requested approval to continue to move forward and accept resumes through 4:00 p.m. on November 30, 2018. Any qualified candidate(s) would be interviewed in December with a recommendation presented to the Board at the December 13th Trustee Meeting to be discussed in Closed Session.

Board President Stewart entertained a motion to continue with the A/C of Training/Safety position. Motion from Trustee Johnson. Seconded by Board Treasurer Schlapp.

Roll Call

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

C. CAD Tablet Update - Approve

This topic was not discussed as the CAD Tablets were approved in October, 2018.

D. Levy Request

The levy request was discussed earlier in the meeting with James Howard of Governmental Accounting.

E. Pension Request

Chief Bateman turned the floor over to A/C Fairfield to discuss the annually required Tax Levy Request from the BK Firefighters Pension Fund. He advised the request and the Actuarial Valuation Report is presented in tonight's packet.

Board Treasurer Schlapp entertained a motion to approve the suggested actuarial amount of \$75,000. Seconded by Trustee Johnson.

Roll Call

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

Board Treasurer Gary Schlapp – yea;

Trustee Phyllis Yabsley – absent; Trustee Ken Johnson - yea

Motion carried

F. Insurance Update

Chief Bateman advised the insurance information is not available to present to the Board for approval at this time.

G. Approve Policies 1004 and 1005 – Approval

Chief Bateman advised the policies were previously presented for review by the Board. Chief Bateman requested Board approval for Policies 1004 and 1005.

Board President Stewart entertained a motion to approve Policies 1004 and 1005. Motion from Trustee Johnson. Seconded by Board Treasurer Schlapp.

Roll Call

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

Board Treasurer Gary Schlapp – yea;

Trustee Phyllis Yabsley – absent; Trustee Ken Johnson - yea

Motion carried

H. Review Policies 300, 401 and 445

Chief Bateman advised Policies 300, 401 and 445 have been presented in tonight's packet for Board review.

I. Car 101 in Service

Chief Bateman advised the new 101 vehicle has been placed in service.

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

Chief Bateman advised he will be teaching in Champaign tomorrow and he will be taking a few vacation days next month to go to Florida.

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, December 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 Treasurer Schlapp and seconded by Trustee Johnson. Motion carried.

Meeting adjourned at 6:05 p.m.

Minutes Approved and Accepted:



President



Secretary