

**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, DECEMBER 13, 2018**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:22 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.

Additional attendees: FF Mark Frieders, Lt. Brandon Fairfield and FF Larry Munch.

APPROVE MINUTES OF THE NOVEMBER 8, 2018 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the November 8, 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: \$28.75 for D/C Tom Lindblom.

Board President Stewart entertained a motion to approve the travel expense for D/C Lindblom. Motion from Trustee Yabsley and seconded by Board Secretary 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 - \$109,125.75; Building - \$0.00; EMS - \$232,396.00; Operations - \$22,016.79
Insurance - \$37,252.08; Foreign Fire Insurance Board - \$3,070.00; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$403,860.62

Board President Stewart entertained a motion to approve the District bills. Motion from Board Treasurer Schlapp 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 \$128,559.17 for the month of November 2018 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. 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

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 advised James Howard will not be attending tonight's meeting and proceeded to discuss James' financial report briefly.

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 FF/PM Jacob Jandt has resigned from the PSI contract. Two members of the department graduated paramedic class last night, John McDermott and Austin Childers. Austin Childers has been offered the full-time paramedic vacant position created by FF/PM Jandt leaving.

ASSISTANT CHIEF 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. He has worked on this project for the past two years and Tuesday the system went live and is up and running with a few bugs that will be worked out with time.

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 our 2% funds and the amount received was approximately \$2,700 more than a year ago for a total of \$29,925.36.
- B. The District has received the quarterly report from the City of Yorkville showing building permits have increased and development fees received have increased.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. 2019 Fire Commission and Trustee Meeting Dates - Approve

Chief Bateman advised the BKFPD 2019 Fire Commission and Trustee Meeting Schedule is included in tonight's packet for review and approval.

Board President Stewart entertained a motion to approve the 2019 Schedule. 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. Tax Levy Ordinance 2018-2 - Approve

Chief Bateman advised Ordinance No. 2018-2 Ordinance Levying and Assessing Taxes of the Bristol-Kendall Fire Protection District Kendall County, Illinois for 2018 and the Certificate of Needs May 1, 2019 to April 30, 2020 has been included in tonight's packet for review and approval.

Board President Stewart entertained a motion to approve Ordinance No. 2018-2 and the Certificate of Needs. 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

C. Worker's Compensation Insurance Renewal - Approve

Chief Bateman turned the floor over to D/C Lindblom to discuss the Worker's Compensation Insurance Renewal. Two quotes were received and it was D/C Lindblom's recommendation to renew our existing policy with IPRF for \$97,461.00.

Chief Bateman recommended we continue our relationship with IPRF.

Board President Stewart entertained a motion to approve Chief Bateman's recommendation for the IPRF W/C Insurance Renewal. 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

D. Property & Casualty, Accident & Sickness Insurance Renewal - Approve

Chief Bateman turned the floor over again to D/C Lindblom to discuss. He advised a quotes were received from VFIS and the Horton Group. He advised he found the proposal from the Horton Group was incomplete and recommended the quote from VFIS.

Board Treasurer Schlapp entertained a motion to approve the quote from VFIS. Motion from Board Secretary Dickson. Seconded by Trustee Yabsley.

Board President Stewart questioned if there was much difference in the two premiums. D/C Lindblom advised the premium from VFIS is approximately \$10,000 more than the other quote.

Board Treasurer Schlapp announced he recommends maintaining the motion to approve the same vendor, VFIS.

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

E. Approve Policies 300, 401 and 445 and Update 601 - Approve

Chief Bateman advised Policies 300, 401 and 445 that were presented in the packet last month for review require approval.

Board President Stewart entertained a motion to approve the Policies 300, 401 and 445. Motion from Trustee Yabsley. Seconded by Board Secretary Dickson.

Chief Bateman advised an update to Policy 601 and Policies 302 and 605 have been included in tonight's packet for review.

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 Trustee's Training will be in Plainfield on January 19, 2019 and March 23, 2019 in Cherry Valley.

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 Secretary Dickson and seconded by Trustee Yabsley. Motion carried.

Meeting adjourned at 5:55 p.m.

Minutes Approved and Accepted:

David Stewart

President

R. W. Dickson

Secretary