

**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, JULY 12, 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. Brandon Johnson, FF/PM Joe Jeffers, FF Mark Frieders, Lt. Dave Duvick, James Howard (Governmental Accounting) and Jack Westphall.

APPROVE MINUTES OF THE JUNE 14, 2018 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the June 14, 2018 Regular Trustee Meeting Minutes. Motion to approve by Trustee Johnson. Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

SEMI-ANNUAL REVIEW OF ALL MINUTES FROM CLOSED SESSIONS

Board President Stewart advised the list of the closed session meeting minutes that have been approved should be reviewed for possible release. A brief discussion was held.

Board Treasurer Schlapp moved to release the approved closed meeting minutes on the list that have not been released yet except for the following: December 10, 2015, January 14, 2016, March 10, 2016, July 13, 2017, March 8, 2018, March 22, 2018 and April 12, 2018. Seconded by Secretary Board Secretary Dickson.

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.

COMMENTS FROM THE PUBLIC

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

REORGANIZE THE BOARD OF TRUSTEES

Board President Stewart announced it was time to reorganize the Board. He then turned the floor over to Chief Bateman. Chief Bateman announced it was time to accept nominations for reorganization of the Board of Trustees starting with nominations for President:

President: Chief Bateman requested nominations for Board President.

Board Secretary Dickson nominated David Stewart.

Board Treasurer Schlapp seconded the nomination. The nomination was closed with the motion passing.

Chief Bateman then turned the floor over to Board President Stewart. Board President Stewart requested nominations for the following positions:

Secretary: Board Treasurer Schlapp moved to nominate Richard Dickson for Board Secretary.

Trustee Yabsley seconded the nomination. The nomination was closed with the motion passing.

Treasurer: Trustee Yabsley moved to nominate Gary Schlapp as Board Treasurer.

Trustee Johnson seconded the nomination. The nomination was closed with the motion passing.

DISTRICT BILLS

Chief Bateman requested approval for the following travel expenses: \$1021.30 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 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 expenses: \$465.75 for Chief Bateman.

Board President Stewart entertained a motion to approve the travel expenses for Chief Bateman. 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 for July 2018 was not in tonight's packet for approval:

Board President Stewart entertained a motion to approve the District bills. 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 - yea
Motion carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$105,776.51 for the month of June 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 - 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 and proceeded to present the report.

Board President Stewart entertained a motion to accept the report from Governmental Accounting. Motion from Board Treasurer Schlapp. 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

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 in March he had applied to the American Heart Association for a mission based Mission Lifeline Award. We received the Bronze Plus Award.

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) Next week the SCBA flow testing will begin.
- 2) The second round of the CAD buildout is still in process.
- 3) The fire records buildout will be during the second week of August.
- 4) Seven part-timers have been hired.
- 5) \$65,000 has been collected from the Fire Recovery program.

B. Response Report:

- 1) 243 total incident count in June 2018 with a total fire estimated loss of \$72,000.

C. EMS Accounting Report:

- 1) 172 ambulance runs for the month of June 2018.
- 2) Receivables for calls prior to May 1, 2016 - \$565.30 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$49,410.54 for PSSI's claim submittals for a total of \$48,070.61.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom had nothing to report.

CHIEF BATEMAN REPORT AND GENERAL BUSINESS

A. Present Annual Treasurer's Report for FY 2017 – 2018 – Approve.

Chief Bateman turned the floor over to D/C Lindblom to discuss the Annual Treasurer's Report. The report was signed and D/C Lindblom will file with the County Clerk's office.

B. Appoint Alternate to the KenCom Executive Board – Approve.

Chief Bateman advised an Alternate to the KenCom Executive Board needs to be nominated.

Board Secretary Dickson entertained a motion to appoint Chief Bateman as the Alternate to the KenCom Executive Board. Seconded by Trustee Schlapp. Motion carried.

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

Chief Bateman advised ComEd visited with the subcontractor and was told a few of the outside fixtures would have to be purchased so that all fixtures would match at a cost of about \$1,000. The installation of the new light fixtures should be delivered and installed within the next week or so.

F. Pledge of Allegiance Prior to Month Meetings

Chief Bateman advised there was a suggestion at last month's meeting that the Pledge of Allegiance be recited before meetings.

Board President Stewart entertained a motion to recite the Pledge of Allegiance before the Fire Commission Meeting each month. Motion from Board Treasurer Schlapp. Seconded by Trustee Johnson. Motion carried.

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

- A) Burger King
- B) A fireworks show will be presented at the river location due to the cancellation of the 4th of July fireworks.

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

Board Treasurer Schlapp directed staff to look into purchasing an additional conference room chair.

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, August 9, 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 5:39 p.m.

Minutes Approved and Accepted:



President



Secretary