

**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, OCTOBER 11, 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 - yea

Administration present: Chief James Bateman, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Battalion Chief Michael Torrence (absent), Battalion Chief Chris Ronning, Lt. Jeremy Messersmith and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Humza Shamsuddin, Lt. Dave Duvick, Lt. Michael Fairfield, FF/PM Austin Wolf, FF/PM Ryan Thomas and James Howard of Governmental Accounting.

APPROVE MINUTES OF THE SEPTEMBER 13, 2018 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the September 13, 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

Chief Bateman requested approval for the following travel expense: \$45.43 for D/C Tom Lindblom.

Board President Stewart entertained a motion to approve the travel expenses for D/C Lindblom. Motion from Board Secretary Dickson 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

The Cash Requirement Report was presented for approval:

Fire Report - \$95,441.27; Building - \$0.00; EMS - \$218,095.05; Operations - \$21,906.32
Insurance - \$19,780.27; Foreign Fire Insurance Board - \$725.00; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$353,947.90

Board President Stewart entertained a motion to approve the balance of the District bills. 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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$148,831.16 for the month of September 2018 for 2 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 - 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.

INTERNET TRANSFER REPORT

The Internet Transfer report was presented for review and placed on file.

FIRE MARSHAL TORRENCE'S REPORT

B/C Torrence was absent. The Fire Marshal's Report was 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) Still working on data input for the CAD and records management system.
- 2) The ambulance re-chassis delivery date is estimated to be in December.
- 3) Stronger passwords are required to be created by all users for all internal department computers on Monday.

B. Response Report:

- 1) 255 total incident count in September 2018 with a total fire estimated loss of \$115,820.

C. EMS Accounting Report:

- 1) 175 ambulance runs for the month of September 2018.
- 2) Receivables for calls prior to May 1, 2016 - \$25 from Darlene's claim submittals.
- 3) Receivables for calls after May 1, 2016 - \$50,279.88 for PSI's claim submittals for a total of \$50,304,88.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom advised he and Chief Bateman spent time with insurance agents on policy renewals. Quotes will be available from each agent at next month's meeting.

CHIEF BATEMAN REPORT AND GENERAL BUSINESS

A. Resolution 2018-02 IMRF Authorized Agent - Approve

Chief Bateman presented Resolution No 2018-02 - A Resolution Appointing a New IMRF Authorized Agent for the Bristol Kendall Fire Protection District for approval.

Board President Stewart entertained a motion to approve Resolution 2018-02. 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 - yea

Motion carried

B. Mobile Data Terminal Proposal – Review and Approve

Chief Bateman turned the floor over to A/C Fairfield. A/C Fairfield advised Lt. Shamsuddin has spent a lot of time on researching mobile data terminals. Quotes were received from various vendors (SHI, USAT Corporation and Fleet Safety) for various aspects of the bid for 19 computers, modems and docking stations for vehicles. A/C Fairfield requested approval for \$88,381.35 which includes a 5 year software maintenance plan for the modems. Ancillary brackets are still required at an additional cost.

Board President Stewart entertained a motion to approve purchasing the mobile data terminals. 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

- C. Going Out for Bid on New Self-Contained Breathing Apparatus - Approve**
Chief Bateman requested approval to go out to bid for the new Self Contained Breathing Apparatus.

Board President Stewart entertained a motion to approve going out to bid on the new self-contained breathing apparatus. Motion from Board Treasurer Schlapp. 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

- D. Payroll Services - Information**
Chief Bateman advised he is working on obtaining information and pricing on hiring a new payroll service to handle payroll processing as well as coordinating the District's 401K program. He advised he is doing this to not only save the District money, but he's also looking toward the future with a payroll company that can service the District as it grows.
- E. Assistant Chief of Training/Safety - Information**
Chief Bateman advised he would like to proceed on the process and interviewing for an Assistant Chief of Training/Safety position. He will have more information at next month's meeting.
- F. Policy 1004 and 1005 for Review**
Chief Bateman advised Policy 1004 and 1005 on computer and internet use will be presented at next month's meeting for approval.
- G. New Staff Vehicle**
Chief Bateman advised his new vehicle's lights and radio should be installed next week.

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

- A. Chief Bateman commented on the Open House that was coordinated by B/C Torrence and FF/PM Ryan Thomas. He advised attendance was good and everyone had a great time despite the threat of rain and the helicopter not being able to attend due to being called out on an emergency basis.
- B. Chief Bateman advised he will be in class regarding referendums and bond issues tomorrow.

C. Chief Bateman advised he attended the City Council Meeting with discussion on rehabbing the old jail.

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, November 8, 2018 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

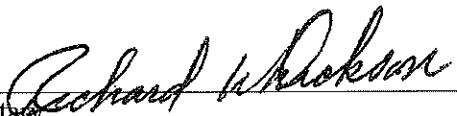
Board President Stewart entertained a motion to adjourn the Regular Trustee's Meeting. So moved by Board Secretary Dickson and seconded by Trustee Johnson. Motion carried.

Meeting adjourned at 5:38 p.m.

Minutes Approved and Accepted:



President



Secretary