

**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, FEBRUARY 14 2019**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:05 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, Assistant Chief Jeremy Messersmith, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Larry Simmons, FF/PM Jacob Johns, FF Larry Munch, Lt. Dave Duvick, FF Mark Frieders, FF/PM Austin Wolf and James Howard, Governmental Accounting.

**APPROVE MINUTES OF THE JANUARY 10, 2019 REGULAR TRUSTEE MEETING**

Board President Stewart entertained a motion to approve the January 10, 2019 regular Trustee Meeting Minutes. Motion to approve by Board Secretary Dickson. Seconded by Trustee Johnson. Motion carried. Minutes were signed.

**SEMI-ANNUAL REVIEW OF ALL MINUTES FROM CLOSED SESSIONS - President Stewart**

The semi-annual review of all minutes from Trustee Meeting Closed Sessions were reviewed.

Board President Stewart entertained a motion that the reviewed closed session meeting minutes were not to be released. The dates for the closed session trustee meeting minutes are: December 10, 2015, January 14, 2016, March 10, 2016, July 13, 2017, March 8, 2018, March 22, 2018 and April 12, 2018. Motion to approve by Board Treasurer Schlapp. Seconded by Trustee Johnson. Motion carried.

**COMMENTS FROM THE PUBLIC**

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

**DISTRICT BILLS**

There were no travel expenses to be approved this month.

The Cash Requirement Report was presented for approval:

Fire Report - \$91,087.56; Building - \$0.00; EMS - \$222,932.62; Operations - \$33,525.59  
Insurance - \$73,825.38; Foreign Fire Insurance Board - \$7,495.00; Memorial Fund - \$0.00

Total Bills to be paid from this report: \$428,866.15

Board President Stewart entertained a motion to approve the District bills. Motion from Board Secretary Dickson 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 - yea  
Motion Carried

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$197,399.61 for the month of January 2019 for 3 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**

Chief Bateman turned the floor over to James Howard of Governmental Accounting to proceed with his 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 two new FF/PM have been hired: Tara Diaz and Rachel Mammosser to fill the open contract positions.

**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. Still working on the new CAD.
- B. Fire Records is up and running.
- C. A/C Fairfield requested a check be prepared after this meeting for a not to exceed amount of \$106,000 so that he can take it with him to Alabama when he picks up the ambulance.. He estimates the check will be written for \$105,703.41 but that includes a \$3,000.00 contingency.

Board President Stewart entertained a motion to approve a check be prepared and not to exceed \$106,000. 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

The EMS Accounts Receivables and Response Reports were presented, read out loud and placed on file.

**DEPUTY CHIEF LINDBLOM'S REPORT**

D/C Lindblom advised those that are required to file the economic interest form were submitted to the county clerk.

**CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS**

- A. **Approve Ordering New Fire Marshal Vehicle - Approve**  
Chief Bateman advised a new vehicle is needed for the Fire Marshal position. B/C Torrence does a lot of driving in the District and his current vehicle has a lot of miles on it and it is rusting out. Chief Bateman and FF Frieders have included information on a 2019 Ford Escape for an estimated \$23,415.00 from SPC (Suburban Purchasing Cooperative).

Board President Stewart asked what additional costs will be, lighting, striping, etc. Chief Bateman advised there will be some additional costs for lighting, etc. as other vehicles in the past have had.

Board President Stewart entertained a motion to approve the purchase of a 2019 Ford Escape. 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

- B. **Policy 609, 713, 1201 - Approve**  
Chief Bateman turned the floor over to A/C Messersmith to discuss Policies 609, 713 and 1201 for approval.

Board President Stewart entertained a motion to approve Policies 609, 713 and 1201. 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

**C. Policy 430 Uniform Regulations Updated - Review**

Chief Bateman asked the Trustees to review Policy 430 Uniform Regulations which has been updated for possible approval with the following policies below.

**D. Policies 704 - Safety Vest and 710 - Seat Belt Usage Moved Over to Lexipol**

Chief Bateman asked the Trustees to approve Policies 430 with minor updates to the uniform policy and 704 and 710 which have been moved over to Lexipol.

Board President Stewart entertained a motion to approve Policies 430, 704 and 710. 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

**E. Review Policy 716 Atmospheric Monitor - New**

Chief Bateman explained what this policy is used for and the cost of the medication to be administered to a firefighter should he/she be exposed to hydrogen cyanide and carbon monoxide.

A discussion was held.

Board President Stewart entertained a motion to approve the approve Policy 716. Motion from Trustee Yabsley. Seconded by Board Treasurer Schlapp.

**F. General Information**

- A. B/C Ronning has been working on the specs for the new engine. He should have them completed and ready to be bid by next week. Chief Bateman advised he is going to look into the possibility of financing the vehicle versus taking the paid in full discount to see if we would save more by financing.
- B. The Appreciation Dinner is tomorrow evening, cocktails at 6:30 p.m. at the Whitetail Golf Course.
- C. The worker's comp claim that was filed by a cadet has been settled and paid out.

**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 to come before the Board.

**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, March 14, 2019 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 5:57 p.m.

Minutes Approved and Accepted:



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President



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Secretary