

**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, JANUARY 10, 2019**

REGULAR TRUSTEE'S MEETING

BOARD SECRETARY DICKSON CALLED THE MEETING TO ORDER AT 5:03 p.m. and DETERMINATION OF QUORUM

Roll Call

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

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

Additional attendees: FF/PM Scott McCarty, FF Mark Frieders, FF/PM Ryan Thomas, Lt. Brandon Fairfield, FF/PM Joe Jeffers, FF Ted Karlovich, Lt. Dave Duvick, Lt. Humza Shamsuddin, FF/PM Brock Mathewson and James Howard, Governmental Accounting.

APPROVE MINUTES OF THE DECEMBER 13, 2018 REGULAR TRUSTEE MEETING

Board Secretary Dickson entertained a motion to approve the December 13, 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 - President Stewart

This discussion was tabled until next month's meeting due to two trustees not being present at tonight's meeting.

COMMENTS FROM THE PUBLIC

Board Secretary Dickson asked if there were any comments from the public. There were no comments made.

DISTRICT BILLS

Chief Bateman requested approval for the following travel expense: \$26.45 for D/C Tom Lindblom.

Board Secretary Dickson entertained a motion to approve the travel expense for D/C Lindblom. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

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

Chief Bateman requested approval for the following Tyler Technology Conference/travel expense: \$2339.85 for A/C Tim Fairfield.

Board Secretary Dickson entertained a motion to approve the travel expense for A/C Fairfield. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

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

The Cash Requirement Report was presented for approval:

Fire Report - \$96,947.05; Building - \$0.00; EMS - \$218,409.19; Operations - \$22,256.70
Insurance - \$23,420.38; Foreign Fire Insurance Board - \$1,318.82; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$362,351.64

Board Secretary Dickson entertained a motion to approve the District bills. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$126,915.46 for the month of December 2018 for 2 pay periods.

Board Secretary Dickson entertained a motion to approve the Payroll. Motion from Trustee Yabsley. Seconded by Trustee Johnson.

Roll Call

Board President David Stewart –absent; Board Secretary Richard Dickson –yea;
Board Treasurer Gary Schlapp – absent;
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 he had nothing to report at this time.

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 - absent

1. Chief Bateman advised the new CAD is up and running with minimal issues that are quickly being worked out.
2. The ambulance re-chassis will be available for pickup toward the end of this month.
3. A/C Chief Fairfield worked with Verizon on the new 4G modems for the vehicles and the District will be saving about \$500 a month on the Verizon bill.

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 he had nothing to report at this time.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

- A. **Trustee Training January 19, 2019 - Plainfield - Information**
Chief Bateman advised the Trustees have been registered for Trustee training on January 19, 2019 in Plainfield at 8:00 a.m.
- B. **Policy 302 and 605 - Approve**
Chief Bateman turned the floor over to A/C Messersmith to discuss Policy 302 and 605 for approval.

Board Secretary Dickson entertained a motion to approve Policy 302 and 605. Motion from Trustee Johnson. Seconded by Trustee Yabsley.

Roll Call

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

- C. **Policy Updated 609 NIMS, 1201 Emergency Response - Review**
A/C Messersmith asked the Trustees to review Policy Updated 609 NIMS and 1201 Emergency Response for possible approval at the next Trustee's Meeting.
- D. **Policy 713 Personal Protective Equipment - Review**
A/C Messersmith asked the Trustees to review Policy 713 Personal Protection Equipment for possible approval at the next Trustee's Meeting.

E. Surplus Electronic Equipment - Approve

Chief Bateman advised Lt. Shamsuddin has prepared a list of electronic equipment to be approved as surplus for disposal at an electronic recycling facility.

Board Secretary Dickson entertained a motion to approve the disposal of the surplus electronic equipment. Motion from Trustee Johnson. Seconded by Trustee Yabsley.

F. General Information

- A. At 7:00 p.m. Monday evening, Chief Fairfield and D/C Josh Flanders of the OFPD will be recognized for their tireless efforts for the past 2 years implementing the new CAD system.
- B. Training is scheduled on the new air packs will take place next week.
- C. The reserve engine will be 20 years old and specs for a new engine are being researched for preparation for bidding process within the next two months or so.

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

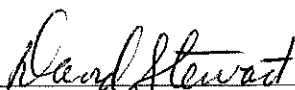
The next Regular Trustee's Meeting is scheduled for Thursday, February 14, 2019 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

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

Meeting adjourned at 5:23 p.m.

Minutes Approved and Accepted:



President



Secretary