

**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, MARCH 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 - absent;
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 (absent), Assistant Chief Jeremy Messersmith, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, and Minutes Recorder, Darlene Perez.

Additional attendees: FF Mark Frieders and James Howard, Governmental Accounting.

APPROVE MINUTES OF THE FEBRUARY 14, 2019 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the February 14, 2019 regular Trustee Meeting Minutes. Motion to approve by Board Treasurer Schlapp. Seconded by Trustee Yabsley. 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.

DISTRICT BILLS

There was one travel/meal expense for Deputy Chief Tom Lindblom for \$56.35.

Board President Stewart entertained a motion to approve the travel expense for Deputy Chief Lindblom. Motion from Board Treasurer Schlapp and seconded by Trustee Yabsley.

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent
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 - \$314428.72; Building - \$0.00; EMS - \$325,710.04; Operations - \$25,359.84;
Insurance - \$119,769.38; Foreign Fire Insurance Board - \$8424.56; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$810,692.54

Board President Stewart entertained a motion to approve the District bills. Motion from Board Treasurer Schlapp and seconded by Trustee Johnson.

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent
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 \$128,246.38 for the month of February 2019 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Trustee Johnson. Seconded by Board Treasurer Schlapp.

Roll Call

Board President David Stewart – yea; Board Secretary Richard Dickson – absent;
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

James Howard of Governmental Accounting presented and read out loud. His report was placed on file.

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 a new FF/PM has been hired. Phil Sinitos will replace the open position due to the of resignation Scott McCarty from the PSI contract.

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

Assistant Chief Fairfield is in Alabama tonight picking up the ambulance. Chief Bateman commented on a few highlights from his report that was presented. Assistant Chief Fairfield's report was then placed on file.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom advised he had nothing to report.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. Ambulance - Information

Chief Bateman advised Assistant Chief Fairfield is driving the ambulance back from Alabama and should be back in town tonight.

B. Air Packs - Information

Chief Bateman advised classroom and practical training has been done on the new air packs during the last two weeks. The vehicles have been set up to accept the new air packs and everything looks good to go.

C. General Information

A. Chief Bateman advised he has been working on the budget and it should be ready to be viewed by next month's Trustee's Meeting.

B. Chief Bateman requested approval for the new engine bid packet to be released on April 1, 2019 with bids due on April 29, 2019. He advised Battalion Chief Ronning and FF Mark Frieders have been working diligently on the specs.

Board President Stewart entertained a motion to approve releasing the new engine bid packet. Motion from Board Treasurer Schlapp. Seconded by Trustee Johnson.

Roll Call

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

C. Chief Bateman advised the cell phones in all rigs are being replaced with a plan by a government program called First Net which is managed by AT&T. It appears the district will be saving approximately \$500 a month and they are providing all new cell phones under this program. Their contract is with the government for 25 years. First Net is one year into their contract and for the next 24 years there will be no rate increases.

D. Chief Bateman is looking to update the infrastructure for the District's internet provider.

E. Mr. Richard Dickson's term will be up for reappointment by the County Board.

F. Board President Stewart questioned the proper way for the Board of Trustees to get together to discuss various things. Will a Special Trustee's Meeting have to take place and the Board would have to go into Closed Session? Chief Bateman advised he would look into the proper procedure for this to be accomplished.

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

Nothing to report.

CLOSED SESSION

Board President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120/2(C)(1):

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A motion was made by Trustee Johnson and seconded by Board Treasurer Schlapp.

Board President: The following members are present: will the clerk please take a roll call:

- Dave Stewart, President
- Richard Dickson, Secretary - absent
- Gary Schlapp, Treasurer
- Trustee Phyllis Yabsley
- Trustee Ken Johnson

Board President: Also joining the board in closed session is:

All in attendance at the Trustee's Meeting were asked to depart the Closed Session with the exception of Chief James Bateman and Minutes Recorder Darlene Perez.

Board President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

The closed session began at 5:38 p.m. Motion carried.

Board President: At this time I would ask for a motion to adjourn the closed session and return to the Trustee's Meeting.

A motion was made by Board Treasurer Schlapp and seconded by Trustee Johnson to adjourn the closed session of the meeting at 5:52 p.m. and reconvene the Trustee Meeting. Motion carried.

Roll Call

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

ACTION AFTER CLOSED SESSION

Motion from Board Treasurer Schlapp to approve the pay increases proposed by Chief Bateman in Closed Session. Seconded by Trustee Johnson.

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

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, April 11, 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 Trustee Yabsley and seconded by Board Treasurer Schlapp. Motion carried.

Meeting adjourned at 5:57 p.m.

Minutes Approved and Accepted:



President



Secretary