

**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, APRIL 11, 2019**

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:06 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 (absent), Assistant Chief Jeremy Messersmith, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Brandon Fairfield, Lt. Dave Duvick, FF/PM Austin Childers, FF Mark Frieders and James Howard, Governmental Accounting.

APPROVE MINUTES OF THE MARCH 14, 2019 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the March 14, 2019 regular Trustee Meeting Minutes. Motion to approve by Trustee Yabsley. Seconded by Trustee Johnson. Motion carried. Minutes were signed.

APPROVE THE TRUSTEE CLOSED SESSION MEETING MINUTES OF THE MARCH 14, 2019

Board President Stewart entertained a motion to review and approve but not release the March 14, 2019 Trustee Closed Meeting Minutes. Motion to approve by Trustee Yabsley. 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.

DISTRICT BILLS

There were travel/meal expense forms presented: A/C Fairfield - \$475.51 on BK Visa and B/C Torrence for \$467.83 on his BK Visa.

Board President Stewart entertained a motion to approve the travel expenses for A/C Fairfield. Motion from Board Treasurer Schlapp 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

Board President Stewart entertained a motion to approve the travel expenses for B/C Torrence. Motion from Board Treasurer Schlapp 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 - \$97,809.02; Building - \$0.00; EMS - \$283,066.26; Operations - \$23,607.70;
Insurance - \$20,598.38; Foreign Fire Insurance Board - \$466.97; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$425,548.39

Board President Stewart entertained a motion to approve the District bills. Motion from Board Treasurer Schlapp 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 \$123,755.36 for the month of March 2019 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

James Howard of Governmental Accounting presented his financial report and read out loud. The 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 Joshua McElroy has been hired and started today. B/C Ronning advised he has interviews scheduled for two additional medic positions to be filled.

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

Chief Bateman commented on a few highlights from A/C Fairfield's report that was presented. A/C 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. **Present FY 2019 - 2020 Draft Budget for Review and Set Date for Budget Hearing on June 13, 2019**
James Howard of Governmental Accounting presented the draft budget. A brief discussion was held. The draft budget can be placed on file.
- B. **Mack and Associates for FY 2018 - 2019 - Information**
Chief Bateman advised the engagement letter has been received by Mack and Associates for the FY 2018 - 2019 audit and turned the floor over to Deputy Chief Lindblom.

D/C Lindblom advised there is a 3% fee increase over last year and asked the Board to approve the engagement letter as presented with a fee of \$5200.00.

Board President Stewart entertained a motion to hire Mack & Associates for our FY 2018 - 2019 Audit. 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

- C. **Permission to Run End of FY Checks on April 30 - Approve**
Chief Bateman requested permission to run checks for invoices received tomorrow through April 30th that should be applied to the 2018 / 2019 budget.

Board President Stewart entertained a motion to approve the April 30th check run. 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

D. Designate as Surplus Fire Gear, Air Packs and Bottles - Approve

Chief Bateman requested fire gear and the old SCBA equipment per the lists presented in tonight's packet to be declared as excess equipment and make it available to other departments.

Board President Stewart entertained a motion to approve the Payroll. 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

E. General Information

A. Chief Bateman advised the specs are out for bid on the new engine. Bids are due April 29, 2019 at 3:00 p.m. Bid results will be made available at the May 9, 2019 Trustee's Meeting.

B. Chief Bateman advised the FirstNet cell phones have all been installed in the rigs and are up and running. There are a few issues that are being worked out.

D. Chief Bateman is continuing to research updating the fiber internet service.

E. The lights have been ordered for Chief Torrence's new vehicle.

F. Chief Bateman advised 4 new part-time firefighter's have been hired.

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. Board President Stewart asked if Chief Bateman has researched if the Board could get together to discuss various issues. Chief Bateman advised that only two trustees can discuss an issue amongst themselves. Should the entire Board want to discuss issues, a special meeting must be held and they could then go into a closed session.

B. Board President Stewart requested a discussion be held at next month's Trustee's Meeting to talk about a replacement for Richard "Shorty" Dickson as KenCom Executive Board representative. Chief Bateman advised he will continue as the alternate representative.

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, May 9, 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 Trustee Johnson. Motion carried.

Meeting adjourned at 6:09 p.m.

Minutes Approved and Accepted:

David Stewart

President

Richard W. Dickson

Secretary