

**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, MAY 9, 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 - absent;
Board Treasurer Gary Schlapp - yea;
Trustee Phyllis Yabsley –yea; Trustee Ken Johnson - absent

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. Joe Jeffers, Lt. Dave Duvick, FF Mark Frieders and James Howard, Governmental Accounting.

APPROVE MINUTES OF THE APRIL 11, 2019 REGULAR TRUSTEE MEETING

Board President Stewart entertained a motion to approve the April 11, 2019 regular Trustee Meeting Minutes. Motion to approve by Trustee Yabsley. Seconded by Board Treasurer Schlapp. Motion carried. Minutes were signed.

REORGANIZE THE BOARD OF TRUSTEES

Board President Stewart advised this will be tabled due to two Trustees not in attendance tonight.

Board Treasurer Schlapp entertained a motion to postpone until next month's meeting. Seconded by Trustee Yabsley. 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 travel/meal expense forms presented: Chief Bateman - \$116.45 for the Illinois Governmental CMS Insurance Seminar.

Board President Stewart entertained a motion to approve the travel expenses for Chief Bateman. Motion from Trustee Yabsley and 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 - absent
Motion Carried

A/C Fairfield had travel/meal expenses for his trip to the Tyler Conference for \$1192.75. These charges were placed on his District Visa.

Board President Stewart entertained a motion to approve the travel expenses for A/C Fairfield. Motion from Trustee Yabsley and 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 - absent
Motion Carried

The Cash Requirement Report was presented for approval for the checks cut on April 30, 2019 for FY ending 04/30/2019:

Fire Report - \$19,507.04; Building - \$0.00; EMS - \$767.62; Operations - \$4,592.90
Total Bills to be paid from this report: \$24,867.56.

The Cash Requirement Report was presented for approval for the current district checks:

Fire Report - \$91,116.01; Building - \$0.00; EMS - \$217,806.51; Operations - \$24,364.36;
Insurance - \$19,683.38; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$352,970.26.

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 – absent
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - absent
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$139,243.03 for the month of April 2019 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Board Treasurer Schlapp. 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 - absent
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 Christopher Bockrath and FF/PM Mark Biegalski have been hired for the two open PSI 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 - Absent

- A. Ambulance 142 is having its frame repaired.
- B. Hose testing will be completed soon.
- C. The mutual agreement with LSFD will be updated.
- D. The department will help the City of Yorkville place the buoys back in the river.
- E. He is starting his third year in the Executive Officer's Program and will be out of town in class the last two weeks of June, 2019.

DEPUTY CHIEF LINDBLOM'S REPORT

- A. D/C Lindblom advised the auditors from Mack & Associates will be in on June 4, 2019 to complete the FY 2018/2019 audit. He is expecting their report for the July meeting.
- B. He will be taking the previously approved surplus equipment to IVCC.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

- A. Reappoint B/C Torrence as a Pension /Fund Trustee - Approve
Chief Bateman advised he would like B/C Torrence approved as a Pension Fund Trustee.

Board President Stewart entertained a motion to approve B/C Torrence as a Pension Fund Trustee. Motion

from Board Treasurer Schlapp. 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 - absent
Motion carried

B. Discuss Opening on the KenCom Executive Committee - Possible Action

Chief Bateman advised there is an opening on the KenCom Executive Committee due to Board Secretary Dickson resigning from that position. This discussion was tabled due to two Trustees not in attendance tonight.

C. New Engine Bids - Possible Rebidding - Approve

Chief Bateman advised that three bids were received for the new engine. All three bids were rejected with reference to the specifications as well as pricing. The specifications have been revised by B/C Ronning and FF Frieders. Chief Bateman is requesting approval to rebid the new engine.

Board President Stewart entertained a motion to rebid the new engine. 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. Comcast Fiber and Hosted Phone Service - Acknowledge

Chief Bateman advised the new agreement has been signed for new phones.

E. General Information

- A. A tentative Budget has been posted.
- B. As discussed earlier, B/C Torrence's new vehicle has been received.
- D. A loan for a new engine has been budgeted.
- E. Researching Ambulance 144 rechassis or possibly purchase a new ambulance.
- F. There is a 5 year plan to replace some of the District's computers.

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 was discussed.

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, June 13, 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 Treasurer Schlapp and seconded by Trustee Yabsley. Motion carried.

Meeting adjourned at 5:38 p.m.

Minutes Approved and Accepted:



President



Secretary