

**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, JULY 11, 2019**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT STEWART CALLED THE MEETING TO ORDER AT 5:04 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, Assistant Chief Jeremy Messersmith, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, and Minutes Recorder, Darlene Perez.

Additional attendees: FF/PM Brock Mathewson, FF/PM Austin Wolf, Lt. Dave Duvick, FF Mark Frieders, Erica Blumberg of Mack & Associates and James Howard of Governmental Accounting.

**APPROVE MINUTES OF THE JUNE 13, 2019 PUBLIC HEARING MEETING**

Board President Stewart entertained a motion to approve the June 13, 2019 Public Hearing Meeting Minutes. Motion to approve by Trustee Johnson. Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

**APPROVE MINUTES OF THE JUNE 13, 2019 REGULAR TRUSTEE'S MEETING**

Board President Stewart entertained a motion to approve the June 13, 2019 Regular Trustee's Meeting Minutes. Motion to approve by Board Treasurer Schlapp. Seconded by Trustee Yabsley. Motion carried. Minutes were signed.

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

Chief Bateman advised it was time to review the minutes from past closed sessions for review, approval and/or release.

Board Treasurer Schlapp made a motion that the unreleased closed meeting minutes will remain sealed. Seconded by Trustee Yabsley. Motion carried.

**REORGANIZE THE BOARD OF TRUSTEES**

After a brief discussion, it was Board consensus to proceed reorganizing the Board of Trustees Regardless of Board Secretary Dickson not being in attendance tonight.

Board President Stewart announced it was time to reorganize the Board. He then turned the floor over to D/C Lindblom. D/C Lindblom announced it was time to accept nominations for reorganization of the Board.

Board Treasurer Schlapp made a motion to maintain the Board as is (President - David Stewart; Board Secretary - Richard Dickson; Board Treasurer - Gary Schlapp; Trustees Phyllis Yabsley and Ken Johnson).  
Seconded by Trustee Yabsley.

D/C Lindblom then turned the floor over to Board President Stewart for the motions for Clerk of the Board and Minutes Recorder.

Chief Bateman entertained a motion to nominate D/C Lindblom as Clerk of the Board. Trustee Yabsley moved to nominate D/C Lindblom as Clerk of the Board. Trustee Johnson seconded the nomination. The nomination was closed with the motion passing.

Chief Bateman entertained a motion to nominate Darlene Perez as Minutes Recorder. Trustee Yabsley moved to nominate Darlene Perez for Minutes Recorder. Board Treasurer Schlapp seconded the nomination. The nomination was closed with the motion passing.

### COMMENTS FROM THE PUBLIC

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

### PRESENTATION OF FY 2017 / 2018 AUDIT FROM MACK & ASSOCIATES

Deputy Chief Lindblom introduced Erica Blumberg of Mack & Associates. Erica addressed the Board of Trustees with her presentation of the FY 2017 / 2018 Audit.

Erica discussed the audit that was presented in detail. A few questions were asked by Board Treasurer Schlapp and answered by Erica. Erica advised no issues were found.

Board Secretary Dickson entered the meeting at 5:19 p.m.

Board President Stewart entertained a motion to accept the audit as presented. 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

Erica Blumberg exited the meeting directly after the motion to accept the audit and the motion was carried.

### DISTRICT BILLS

A travel/meal expense form was presented: D/C Lindblom for \$72.45 for in-District travel reimbursement.

Board President Stewart entertained a motion to approve the travel expenses for D/C Lindblom. Motion from Trustee Yabsley and 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

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

Fire Report - \$118,375.11; Building - \$0.00; EMS - \$232,262.83; Operations - \$35,228.42;  
Insurance - \$21,958.66; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0.00  
Total Bills to be paid from this report: \$407,825.02.

Board President Stewart entertained a motion to approve the District bills. Motion from Trustee Yabsley and 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

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$125,645.80 for the month of June 2019 for 2 pay periods.

Board President Stewart entertained a motion to approve the Payroll. Motion from Trustee Yabsley. 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 he had nothing to report this month.

**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/C Fairfield discussed the following:

- A. Ambulance 141 paint warranty work will be done the last week of July.
- B. The new computers have been installed and are up and running.
- C. He is working on the mutual aid agreement between Lisbon Seward Fire Department and BKFD.
- D. He advised he has successfully completed the classroom portion of the Executive Fire Officer Year 3.

**DEPUTY CHIEF LINDBLOM'S REPORT**

D/C Lindblom had nothing to report.

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

- A. **Ordinance No. 2019-01 Tentative FY 2019/2020 Budget - Approve**  
Chief Bateman advised Ordinance 2019-01 was included in tonight's packet for approval.

Board President Stewart entertained a motion to Approve Ordinance No. 2019-01. 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

- B. **Ordinance No. 2019-02 FY 2019/2020 Budget - Approve**  
Chief Bateman advised Ordinance 2019-02 was included in tonight's packet for approval.

Board President Stewart entertained a motion to Approve Ordinance No. 2019-02. Motion from Board Treasurer Schlapp. Seconded by Board Secretary Dickson.

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. **Approve Purchase of New Engine from Marion Body Works - Approve**  
Chief Bateman requested approval to purchase the new engine from Marion Body Works for \$636,433.00. A brief discussion was held.

Board President Stewart entertained a motion to purchase the new engine. Motion from Board Treasurer Schlapp. Seconded by Board Secretary Dickson.

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

**D. General Information**

1. #181 is back in service.
2. B/C Torrence's new vehicle is in service as of today.
3. The 4th of July celebration was successful. Sparky was a big hit with the children as usual. Mayor Purcell especially enjoyed the children's water fights.
4. We are waiting for State and City permits to be issued to install the fiber.
5. The Youth Law Enforcement Academy trained at Station 1 this week Tuesday through Thursday.

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

B/C Torrence advised he was invited to a couple of meetings to answer some code questions.

**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, August 8, 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 Johnson. Seconded by Board Secretary Dickson. Motion carried.

Meeting adjourned at 6:33 p.m.

Minutes Approved and Accepted:



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President



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Secretary