

**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, SEPTEMBER 12, 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 - 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. Steven Levick, Lt. Brandon Johnson, Lt. Dave Duvick, Lt. Matt Cox, FF/PM Austin Wolf, FF Mark Frieders and James Howard of Governmental Accounting.

APPROVE MINUTES OF THE AUGUST 8, 2019 REGULAR TRUSTEE'S MEETING

Board Secretary Dickson entertained a motion to approve the August 8, 2019 Regular Trustee's Meeting Minutes with revision. Motion to approve by Trustee Yabsley. Seconded by Board Treasurer Schlapp. Motion carried. Minutes were signed.

COMMENTS FROM THE PUBLIC

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

RESIGNATION OF DAVE STEWART FROM THE BOARD OF TRUSTEES - Accept

Chief Bateman advised a resignation letter has been received from Board President Dave Stewart from the Board of Trustees for the BKFPD.

Board Secretary Dickson entertained a motion to accept Board President Stewart's resignation. Motion from Trustee Yabsley and seconded by Board Treasurer Schlapp.

Roll Call

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

**AUTHORIZE TRUSTEE KEN JOHNSON TO SIGN CHECKS ON BEHALF OF THE DISTRICT -
Approve**

Chief Bateman requested the Board authorize Trustee Ken Johnson to be able to sign checks on behalf of the District.

Board Secretary Dickson entertained a motion to approve authorizing Ken Johnson to sign checks on behalf of the District. Motion from Board Treasurer Schlapp and seconded by Trustee Yabsley.

Roll Call

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

DISTRICT BILLS

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

Fire Report - \$104,744.65; Building - \$0.00; EMS - \$232,077.81; Operations - \$29,234.67;
Insurance - \$20,124.55; Foreign Fire Insurance Board - \$1,200.00; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$387,381.68.

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

Roll Call

Board President David Stewart – absent; Board Secretary Richard Dickson – yea
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 \$196,826.92 for the month of August 2019 for 3 pay periods.

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

Roll Call

Board President David Stewart –absent; Board Secretary Richard Dickson – yea;
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 he had nothing to report this month other than we are fully staffed at the moment.

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's report was presented, read out loud and placed on file. A/C Fairfield discussed the following:

- A. The paint work on Ambulance 141 has been completed and it's back in service.
- B. The new computers have been installed and are up and running.
- C. Comcast is continuing the install for the new phones and fiber connection between the stations.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom discussed the A/C unit repair at Station 2. The District will receive a check for \$2,260.00 for a new compressor.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

- A. **Present Plan for the Testing and Hiring of Fire District Fire Medics - Information**
Chief Bateman advised the PSI contract expires June 15, 2021. He presented a timeline for renegotiations with PSI for the third year of the contract and the timeline for testing and actually hiring of fire district fire medics. The Board of Trustees has to approve a Board of Commissioners to be involved in the applications, the testing process and interviews. A discussion was held.
- B. **Amortization of Loan for the New Engine**
Chief Bateman advised the first check will be prepared for interest only in October to First National Bank for the purchase of the new engine.
- C. **Payment to Pension Fund for \$75,000**
Chief Bateman advised a request for a payment of \$75,000 to the Pension Board has been received. The request has been placed in tonight's packet.

Board Secretary Dickson entertained a motion to approve the Pension Fund Payment. Motion from Board Treasurer Schlapp. Seconded by Trustee Yabsley.

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

D. General Information

1. The Annual Fire Safety Open House will be held on Saturday, September 28, 2019.
2. Chief Bateman, B/C Chris Ronning, Lt. Nate King and FF Mark Frieders will travel to Marion, WI to finalize the specs on the new engine.
3. Chief Bateman will be attending a one day class on October 1st for MABAS.

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

B/C Torrence advised he has 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

Pension Board training will be held on Friday, November 1st in Addison.

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, October 10, 2019 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

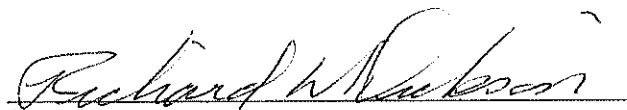
ADJOURNMENT

Board Secretary Dickson entertained a motion to adjourn the Regular Trustee's Meeting. So moved by Board Treasurer Schlapp. Seconded by Trustee Yabsley. Motion carried.

Meeting adjourned at 5:44 p.m.

Minutes Approved and Accepted:

President



Secretary