

**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, OCTOBER 10, 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 – position vacant; 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, Assistant Chief Jeremy Messersmith (absent), Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, and Minutes Recorder, Darlene Perez.

Additional attendees: Lt. Larry Simmons, FF/PM Brock Mathewson, Lt. Brandon Fairfield, FF/PM Tara Diaz, Lt. Brandon Johnson and James Howard of Governmental Accounting.

APPROVE MINUTES OF THE SEPTEMBER 12 2019 REGULAR TRUSTEE'S MEETING

Board Secretary Dickson entertained a motion to approve the September 12, 2019 Regular Trustee's Meeting Minutes. Motion to approve by Trustee Yabsley. Seconded by Trustee Johnson.
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.

DISTRICT BILLS

A travel/meal expense form was presented: D/C Lindblom for \$50.03 for in-District travel reimbursement.

Board Secretary Dickson entertained a motion to approve the travel expenses for D/C Lindblom. Motion from Trustee Yabsley and seconded by Trustee Johnson.

Roll Call

Board President – position vacant; Board Secretary Richard Dickson – yea
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion Carried

A travel/meal expense form was presented: FF Mark Frieders for \$307.40 for travel reimbursement for a class for Spartan engines.

Board Secretary Dickson entertained a motion to approve the travel expenses for FF Mark Frieders. Motion from Trustee Yabsley and seconded by Board Treasurer Schlapp.

Roll Call

Board President – position vacant; 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 - \$154,013.01; Building - \$0.00; EMS - \$279,904.36; Operations - \$17,038.11;
Insurance - \$20,124.55; Foreign Fire Insurance Board - \$904.35; Memorial Fund - \$0.00
Total Bills to be paid from this report: \$471,984.38.

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

Roll Call

Board President – position vacant; 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 \$128,797.187 for the month of September 2019 for 2 pay periods.

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

Roll Call

Board President – position vacant; 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 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 by Chief Bateman in A/C Messersmith's absence.

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 Check it Program - barcoding.
- B. District telephones will be switched over from AT&T to Comcast fiber tomorrow October 11, 2019.
- C. He had conversations with the ambulance committee and this will be discussed at a later time.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom advised he has nothing to report.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

- A. **Letter to the County Board Recommending Martin Schwartz to the Board of Trustees**
Chief Bateman advised a letter was written for presentation to the County Board recommending Mr. Martin Schwarz to the BKFPD Board of Trustees. He is hoping the County Board will approve Mr. Schwartz and he will be able to start at the November Trustee Meeting. The letter was signed.
- B. **Present Plan for the Testing and Hiring of Fire District Firefighter Paramedics - Information**
Chief Bateman turned the floor over to James Howard of Governmental Accounting to discuss the financial aspect for the District. Board Treasurer Schlapp asked several questions with Chief Bateman and James Howard providing answers. A discussion was held.

Chief Bateman requested a motion to proceed with planning for BKFD to go District in the future. Motion from Board Treasurer Schlapp and Seconded by Trustee Johnson. Motion carried.

- C. **Place Ambulance Specs Out for Bid - Approval**
Chief Bateman advised A/C Fairfield, B/C Ronning and FF Frieders have been working on the new ambulance specs. A/C Fairfield requested permission to put the ambulance specs out for bid. Bids will be due on December 2, 2019. He advised there will be two different specs: 1) one to re-chassis and one for a new ambulance.

Board Secretary Dickson entertained a motion to approve placing the ambulance specs out for bid. Motion from Trustee Yabsley. Seconded by Trustee Johnson.

Roll Call

Board President – position vacant; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion carried

C. Board Approval for Controlled Substance Lock Boxes - Approve

Chief Bateman turned the floor over to A/C Fairfield who requested permission to purchase 9 vehicle controlled substance lock boxes for an estimated cost of \$12,908.60.

Board Secretary Dickson entertained a motion to approve purchasing 9 substance lock boxes not to exceed \$13,000. Motion from Board Treasurer Schlapp. Seconded by Trustee Johnson.

Roll Call

Board President – position vacant; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion carried

D. GEMT IGA Addition Federal Funding for Ambulance Billing

Chief Bateman advised the State of Illinois has started a program where they can submit our Medicaid claims and provide us with 27% more than Medicaid now pays on claims that we submit directly to Medicaid. Chief Bateman turned the floor over to James Howard who provided financial information on how this program would financially benefit the District. The Board President must sign this agreement but Chief Bateman advised Board Secretary Dickson would sign.

Board Secretary Dickson entertained a motion to move forward and sign the GEMT IGA. Motion from Trustee Yabsley. Seconded by Trustee Johnson.

Roll Call

Board President – position vacant; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion carried

E. Cadet Eligibility List - Approve

Chief Bateman advised a new Cadet Eligibility List is available and he would like permission to add 6 cadets to the program, conditional on passing the department physical.

Board Secretary Dickson entertained a motion to approve the Cadet Eligibility List and to add 6 cadets to the program. Motion from Board Treasurer Schlapp. Seconded by Trustee Johnson. Motion carried.

F. 2020 Holiday Schedule - Approve

Chief Bateman presented the 2020 Holiday Schedule for Board approval.

Board Secretary Dickson entertained a motion to approve the 2020 Holiday Schedule. Motion from Trustee Yabsley. Seconded by Trustee Johnson. Motion carried.

G. Surplus Equipment - Approve

Chief Bateman advised a surplus equipment list is in tonight's packet and would like board approval to be declared as surplus. IVCC will gladly accept the surplus equipment on this list.

Board Secretary Dickson entertained a motion to approve the Surplus Equipment. Motion from Trustee Johnson. Seconded by Trustee Yabsley.

Roll Call

Board President – position vacant; Board Secretary Richard Dickson – yea;
Board Treasurer Gary Schlapp – yea;
Trustee Phyllis Yabsley – yea; Trustee Ken Johnson - yea
Motion carried

- H. Approve Policy Update 430 Uniform Regulations - Approve**
Chief Bateman requested approval to update Policy 430 Uniform Regulations.

Board Secretary Dickson entertained a motion to approve Policy Update 430 Uniform Regulations. Motion from Trustee Yabsley. Seconded by Trustee Johnson. Motion carried.

I. General Information

1. Tax Levy - Chief Bateman turned the floor over to James Howard to discuss his presentation to be approved at the November's Trustee Meeting.
2. Comcast - A/C Fairfield discussed earlier in his presentation.
3. Chief Bateman, B/C Ronning, Lt. King and FF Frieders visited Marion Fire Equipment where the new engine is being built for a pre-build meeting.
4. The County Board Meeting will recognize Mr. David Stewart on October 15, 2019 at 9:00 am.

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

B/C Torrence advised he is attending an October 24th meeting.

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, November 14, 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 Trustee Johnson. Seconded by Board Treasurer Schlapp. Motion carried.

Meeting adjourned at 6:12 p.m.

Minutes Approved and Accepted:

Ken Johnson
President

Phyllis A. Gabsley
Secretary