

**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, NOVEMBER 14, 2019**

**REGULAR TRUSTEE'S MEETING**

**BOARD SECRETARY DICKSON CALLED THE MEETING TO ORDER AT 5:02 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 - Trustee Marty Schwartz - 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 D/C Tom Lindblom for Darlene Perez - absent.

Additional attendees: FF/PM Brock Mathewson, FF/PM Tara Diaz, FF Larry Munch, FF Mark Frieders, Lt. Stephen Levick and Lt. Dave Duvick.

**APPROVE MINUTES OF THE OCTOBER 10, 2019 REGULAR TRUSTEE'S MEETING**

Board Secretary Dickson entertained a motion to approve the October 10, 2019 Regular Trustee's Meeting Minutes. Motion to approve by Trustee Johnson. Seconded by Trustee Yabsley. 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.

**REORGANIZE THE BOARD OF TRUSTEES**

Board Secretary Dickson announced it was time to reorganize the Board. He then turned the floor over to Chief Bateman. Chief Bateman announced it was time to accept nominations for reorganization of the Board of Trustees starting with nominations for President:

President: Chief Bateman requested nominations for Board President.

Richard Dickson nominated Ken Johnson. Ken Johnson moved to nominate Gary Schlapp. A brief discussion followed with regard to the responsibilities of the Board positions. Gary Schlapp respectfully declined at this time.

Gary Schlapp seconded the nomination of Ken Johnson. The nomination was closed with the nomination passing.

Chief Bateman then turned the floor over to Board President Ken Johnson.

Board President Johnson requested nominations for the following positions:

Secretary: Gary Schlapp moved to nominate Phyllis Yabsley for Board Secretary.

Marty Schwartz seconded the nomination of Phyllis Yabsley. The nomination was closed with the nomination passing.

Treasurer: Phyllis Yabsley moved to nominate Gary Schlapp as Board Treasurer.

Richard Dickson seconded the nomination of Gary Schlapp. The nomination was closed with the nomination passing.

### **DISTRICT BILLS**

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

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

#### Roll Call

Board President Ken Johnson; Board Secretary Phyllis Yabsley – yea

Board Treasurer Gary Schlapp – yea;

Trustee Richard Dickson - yea - Trustee Marty Schwartz - yea

Motion Carried

A travel/meal expense form was presented: FF Mark Frieders for \$307.40 for travel reimbursement for a mechanic's class in Peoria.

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

#### Roll Call

Board President Ken Johnson; Board Secretary Phyllis Yabsley – yea

Board Treasurer Gary Schlapp – yea;

Trustee Richard Dickson - yea - Trustee Marty Schwartz - yea

Motion Carried

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

Fire Report - \$105,257.80; Building - \$0.00; EMS - \$233,487.82; Operations - \$35,518.20;

Insurance - \$20,124.55; Foreign Fire Insurance Board - \$0.00; Memorial Fund - \$0.00

Total Bills to be paid from this report: \$394,388.37.

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

#### Roll Call

Board President Ken Johnson; Board Secretary Phyllis Yabsley – yea

Board Treasurer Gary Schlapp – yea;

Trustee Richard Dickson - yea - Trustee Marty Schwartz - yea

Motion Carried

## **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$130,873.27 for the month of October 2019 for 2 pay periods.

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

### **Roll Call**

Board President Ken Johnson; Board Secretary Phyllis Yabsley – yea  
Board Treasurer Gary Schlapp – yea;  
Trustee Richard Dickson - yea - Trustee Marty Schwartz - 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 was running late due to heavy traffic. His presentation was tabled until his arrival.

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

- A. Working on the Check it Program - barcoding and computers.
- B. District telephones have been switched over from AT&T to Comcast fiber. He's working out minor issues, i.e. paging from station to station and parking calls.

## **DEPUTY CHIEF LINDBLOM'S REPORT**

D/C Lindblom advised the workers comp insurance rates have been reduced.

James Howard of Governmental Accounting entered the meeting at 5:25 p.m. and presented his financial report and read out loud. The report was placed on file.

James presented Ordinance 2019-4 Ordinance Levying and Assessing Taxes of Bristol-Kendall Fire Protection District Kendall County, Illinois for 2020/2021.

Board President Johnson entertained a motion to approve Ordinance 2019-4. Motion from Trustee Yabsley. Seconded by Board Treasurer Schlapp.

Roll Call

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

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

**A. Proposed FY 21 Tax Levy**

Chief Bateman turned the floor over to James Howard of Government Accounting to present the FY 21 Tax Levy.

Board President Johnson entertained a motion to approve FY 21 Tax Levy. Motion from Board Treasurer Schlapp. Seconded by Board Secretary Yabsley.

Roll Call

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

**B. Ambulance Specs Out for Bid - Dec 2, is the Bid Opening**

Chief Bateman advised the ambulance specs are out for bid with bids due for opening on December 2, 2019.

**C. Policy Updates: 107 Fire Service Authority, 425 Workplace Violence, 448 Anti-Retaliation**

Chief Bateman turned the floor over to Assistant Chief Messersmith to discuss policy updates 107 Fire Service Authority, 425 Workplace Violence and 448 Anti-Retaliation for approval.

Board President Johnson entertained a motion to approve updated policies 107 Fire Service Authority, 425 Workplace Violence and 448 Anti-Retaliation. Motion from Trustee Yabsley. Seconded by Board Treasurer Schlapp. Motion carried.

**D. Policy Review and Approve: 441 Family Medical Leave, 718 Personal Firearms - Approve**

Assistant Chief Messersmith discussed 441 Family Medical Leave and 718 Personal Firearms for review and approval.

Board President Johnson entertained a motion to approve Policies 441 Family Medical Leave and 718 Personal Firearms. Motion from Board Treasurer Schlapp. Seconded by Board Secretary Yabsley. Motion carried

**E. Fire Commission and Trustee 2020 Meeting Schedule**

Chief Bateman advised the 2020 Fire Commission and Trustee Meeting Schedule is in tonight's packet for approval.

Board President Johnson entertained a motion to approve the 2020 Fire Commission and Trustee Meeting Schedule. Motion from Trustee Dickson. Seconded by Board Treasurer Schlapp. Motion carried.

**F. Pension Fund Request - Approve**

Chief Bateman turned the floor over to Assistant Chief Fairfield to present and discuss the Tax Levy Request from the Bristol Kendall Firefighters Pension Fund. A brief discussion was held.

Board President Johnson entertained a motion to approve the Tax Levy Request for the Bristol Kendall Firefighters Pension Fund. Motion from Board Treasurer Schlapp. Seconded by Board Secretary Yabsley.

**Roll Call**

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

**G. General Information**

1. Final purchase numbers have been estimated for the new engine and it looks as though the purchase price will be less than anticipated.
2. Chief Bateman advised he and Deputy Chief Lindblom discussed the possibility of a Board President Pro-Temp in case the need arises again. He asked the Board to consider it.
3. Chief Bateman advised the Certificate of Needs for FY 20/21 will be coming up and he would like to meet with PSI to discuss contract pricing for the third year of the contract.

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

B/C Torrence advised he attended a meeting for solar panel systems.

**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 to be 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, December 12, 2019 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

## ADJOURNMENT

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

Meeting adjourned at 5:50 p.m.

Minutes Approved and Accepted:

Ken Johnson  
President

Phyllis A. Gabsley  
Secretary