

**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, DECEMBER 12, 2019**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT JOHNSON CALLED THE MEETING TO ORDER AT 5:03 p.m. and  
DETERMINATION OF QUORUM**

Roll Call

Board President – Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea  
Board Treasurer Gary Schlapp - yea;  
Trustee Richard Dickson –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 Darlene Perez.

Additional attendees: FF Mark Frieders, FF/PM Brock Mathewson, Lt. Brandon Johnson and James Howard of Government Accounting.

**APPROVE MINUTES OF THE NOVEMBER 14, 2019 REGULAR TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the November 14, 2019 Regular Trustee's Meeting Minutes. Motion to approve by Board Secretary Yabsley. Seconded by Board Treasurer Schlapp. Motion carried. Minutes were signed.

**COMMENTS FROM THE PUBLIC**

Board President Johnson 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 \$55.20 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 - yea; 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 - \$121,338.04; Building - \$0.00; EMS - \$242,779.01; Operations - \$28,126.53;

Insurance - \$19,866.55; Foreign Fire Insurance Board - \$430.00; Memorial Fund - \$0.00  
Total Bills to be paid from this report: \$412,540.13.

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

Roll Call

Board President Ken Johnson - yea; 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 \$132,737.79 for the month of November 2019 for 2 pay periods.

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

Roll Call

Board President Ken Johnson - yea; 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 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 the vacant PSI contract full-time PM positions will be filled within a few weeks.

**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. Continuing the process of working out minor issues with the new Comcast phones.
- B. Vehicles checks to be completed.
- C. Working on the fire reporting software.

**DEPUTY CHIEF LINDBLOM'S REPORT**

D/C Lindblom advised United City of Yorkville Development Fees have been received from for \$121,700.

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

**A. Bank Loan Paperwork for the New Engine**

Chief Bateman advised the signers for the loan documents for the new engine need to be updated and accepted: Ken Johnson as Board President; Gary Schlapp as Board Treasurer and Phyllis Yabsley as Board Secretary.

Board President Johnson entertained a motion to accept the bank loan documents signors. Motion from Board Treasurer Schlapp. Seconded by Trustee Schwartz.

Roll Call

Board President Ken Johnson - yea; 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**

Chief Bateman advised two ambulance bids were received and opened by Excellance and Foster Coach. Bids were for a re-chassis and also for a new ambulance. A bid was received for \$212,000 by Excellance for a re-chassis. A bid for \$273,000 was received by Foster Coach for a new ambulance and a bid for \$309,000 was received from Excellance for a new ambulance. A discussion was held. This discussion was tabled until the next Trustees meeting so that the bids can be reviewed closer so that an informed recommendation can be presented to the board.

**C. Stryker Ambulance Cot and Autoloader - Approve**

Chief Bateman advised the districts ambulance cots have come to the end of their life cycle. He discussed and explained the difference between the present cots and the Stryker cots. A discussion was held. The estimated cost for 4 units with a 7 year extended warranty is \$177,000 with payments of \$60,000 for 3 years. The installation in 4 ambulances is \$1800 each.

Board President Johnson entertained a motion to approve the purchase of the Stryker Ambulance Cot and Autoloaders. Motion from Trustee Dickson. Seconded by Board Treasurer Schlapp. Motion carried.

**D. Surplus Equipment - Approve**

Chief Bateman advised a list of surplus equipment is included in tonight's packet for disposal.

Board President Johnson entertained a motion to approve the surplus equipment for disposal. Motion from Trustee Dickson. Seconded by Board Secretary Yabsley. Motion carried

**G. General Information**

1. There are no training classes in January that Trustee Schwartz could attend. Trustee training classes will be held in May in Peoria and November of 2020.

2. Trustee CE classes are scheduled for January 18 in Oswego, February 1 in Fulton, March 7 at FSI and March 28 in Cherry Valley.
3. Update on District Employees: Chief Bateman and Deputy Chief Lindblom met with Attorney Shaun Flaherty to discuss full-time district testing. The Board of Trustees can act as Fire Commissioners up to 12 district employees. A Board of Fire Commissioners is required over 12.
4. Looking at independent testing companies.
5. Applications can be filled out on-line for a fee.
6. Preference points can be discussed for current firefighters.
7. Discussions on testing to be discussed in the future: i.e. physicals, background checks, psychological, polygraphs and integrity.
8. Age requirements are 21 through 35 years of age. This requirement can be waived for current employees.

#### **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**

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, January 9, 2020 following the Fire Commission Meeting at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

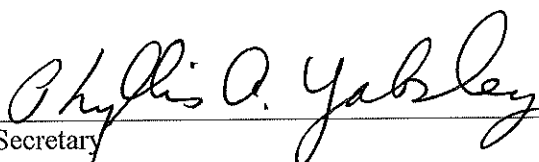
#### **ADJOURNMENT**

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

Meeting adjourned at 6:03 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary