

**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, FEBRUARY 11, 2021**

A regular meeting of the Bristol Kendall Fire Protection District Trustee Meeting was held on Thursday, February 11, 2021 at 5:00 p.m. in accordance with Section 5 of Governor Pritzker's Executive Order 2020-18 (COVID-19 Order No. 16), pursuant to notice.

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT JOHNSON CALLED THE MEETING TO ORDER AT 5:00 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 – absent; 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, Deputy Chief Tom Lindblom recorded the minutes in the absence of Minutes Recorder Darlene Perez.

The Pledge of Allegiance was recited.

**APPROVE MINUTES OF THE JANUARY 14, 2021 REGULAR TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the January 14, 2021 Regular Trustee's Meeting Minutes. Motion to approve by Trustee Yabsley. 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 – absent; Trustee Marty Schwartz - yea

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 \$27.60 for travel reimbursement.

Board President Johnson entertained a motion to approve D/C Lindblom's travel expense. Motion from Trustee Schlapp and seconded by Trustee Schwartz.

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

The Board List of Bills Report was presented for approval:

Fire - \$101,333.43; Capital - \$3,360.17; EMS - \$237,186.01; Operations - \$27,968.87;  
Insurance - \$19,924.40; Foreign Fire Insurance Board - \$65.86; Memorial - \$0.00  
Total: \$389,838.74

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

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

### **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$123,006.27 for the month of January 2021 for 2 pay periods.

Board President Johnson entertained a motion to approve the Payroll. 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 – absent; Trustee Marty Schwartz - yea  
Motion Carried

### **JAMES HOWARD FROM GOVERNMENTAL ACCOUNTING TO DISCUSS THE FINANCIAL REPORT**

James Howard of Governmental Accounting presented his financial report and read it 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 and placed on file.

### **BATTALION CHIEF RONNING'S REPORT**

B/C Ronning advised he has nothing new to report at this time.

### **ASSISTANT CHIEF MESSERSMITH'S TRAINING REPORT**

The Training and TRT Report was presented and placed on file.

### **ASSISTANT CHIEF FAIRFIELD'S REPORT**

A/C Fairfield's report was presented and placed on file. He also advised he's still working on projects as he's presented in the past.

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

D/C Lindblom advised he had nothing to report.

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

#### **A. Policies: 111 Performance of Duties, 405 Classification of Employees, 416 Outside Employment, 431 Badges 700 Illness and Injury**

Chief Bateman asked for approval and advised most of these policies will pertain to the full-time district employee.

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 – absent; Trustee Marty Schwartz - yea

Motion Carried

#### **B. Fire Commissioner's Report**

Chief Bateman advised the Fire Commissioner's met on January 28, 2021. The Board approved the new written testing company and approved using RMA for interviewing applicants. He advised Conditional Offers of Employment letters were sent out to the qualified candidates. He stated applications will be available and the Job Application will be in the Kendall County Record today. The applicants passing the tests will be placed on the new eligibility test.

The written test will be given on March 23, 2021 with the physical ability test being held on March 27, 2021. The next Fire Commissioner's Meeting will be held on March 9, 2021 at 5:00 p.m.

#### **C. General Information - Chief Bateman**

- 1) The new engine went in to service.
- 2) Mark Frieders and a few others will make a trip to inspect the new ambulance. Delivery of the new ambulance is expected the end of March, 2021.

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

Nothing to report.

## **CLOSED SESSION**

President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120 / 2C (C)(1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Motion by: Trustee Schwartz      Second by: Board Treasurer Schlapp

A Closed Session of the Bristol Kendall Fire Protection District Trustee Meeting was held on Thursday, February 11, 2021 at 5:27 p.m. in accordance with Section 5 of Governor Pritzker's Executive Order 2020-18 (COVID-19 Order No. 16), pursuant to notice.

President: The following members are present; will the clerk please take a roll call:

### Roll Call

Board President Johnson – yea; Secretary Phyllis Yabsley - yea (from home);  
Treasurer Gary Schlapp – yea; Trustee Richard Dickson – absent; Trustee Marty Schwartz – yea  
Motion Carried

President: Also joining the board in closed session are:

Administration present: Chief James Bateman, Deputy Chief Lindblom (Minutes Recorder).

All others were muted from the meeting at 5:27 p.m.

Closed Session began at 5:27 p.m.

President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

President: At this time I would ask for a motion to adjourn the closed session and return to the regular meeting.

Motion by: Board Treasurer Schlapp      Second by: Trustee Schwartz

Regular Trustee Meeting reconvened at 6:25 p.m.

President: Will the clerk please take a roll call.

### Roll Call

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

## **ACTION AFTER CLOSED SESSION**

Board President Johnson entertained a motion to approve a 3% pay raise for staff for FY 2021/2022. Motion from Board Treasurer Schlapp and seconded by Trustee Schwartz.

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

**OTHER BUSINESS OR COMMENTS FROM THE PUBLIC TO COME BEFORE THE BOARD**

No other business to be discussed and no comments were made by the public.

**NEXT REGULAR TRUSTEE'S MEETING**

The next Regular Trustee's Meeting is scheduled for Thursday, March 11, 2021 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.

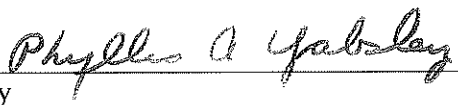
Motion by Board Treasurer Schlapp. Seconded by Trustee Schwartz.

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

The Trustee Meeting of February 11, 2021 adjourned at 6:29 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary