

**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, MAY 13, 2021**

A regular meeting of the Bristol Kendall Fire Protection District Trustee Meeting was held on Thursday, May 13, 2021 at 5:02 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 5:02 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 (absent), 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 APRIL 8, 2021 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the April 8, 2021 Regular Trustee's Meeting Minutes. Motion to approve by Board Secretary Yabsley. 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
Minutes were signed

COMMENTS FROM THE PUBLIC

Board President Johnson asked if there were any comments from the public. There were no comments made.

REORGANIZE THE BOARD OF TRUSTEES

Board Treasurer Schlapp moved to table the reorganization of the Board of Trustees. Seconded by Trustee Schwartz.

DISTRICT BILLS

A travel/meal expense form was presented: D/C Lindblom for \$44.80 for travel reimbursement.

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

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

A travel/meal expense form was presented: Board Treasurer Schlapp for \$68.32 for travel reimbursement.

Board President Johnson entertained a motion to approve Board Treasurer Schlapp's travel expense. Motion from Trustee Schwartz and seconded by Board Secretary Yabsley.

Roll Call

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

The Board List of Bills First Report was presented for approval:

Fire - \$32,980.34; Capital - \$15,417.82; EMS - \$4,198.76; Operations - \$17,373.01;
Insurance - \$9,326.00; Foreign Fire Insurance Board - \$0; Memorial - \$0.00
Total: \$79,295.93

The Board List of Bills Second Report (end of F/Y 2020/2021) was presented for approval:

Fire - \$6,980.75; Capital - \$6,676.60; EMS - \$5,641.14; Operations - \$8,871.52;
Insurance - \$0; Foreign Fire Insurance Board - \$0; Memorial - \$0.00
Total: \$28,170.21

Board President Johnson entertained a motion to approve the District bills. 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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$71,889.11 for the month of April 2021 for 2 pay periods.

Board President Johnson entertained a motion to approve the Payroll. Motion from Board Secretary 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

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.

APPROVE TENTATIVE FY 22 BUDGET

Chief Bateman requested to approve the Tentative Budget for FY 22 for James Howard to present after his financial report has been presented. Board consensus agreed.

James Howard presented the Tentative FY 22 Budget for approval. A brief discussion was held.

Board President Johnson entertained a motion to approve the Tentative FY 22 Budget. Motion from Trustee Schwartz. 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

INTERNET TRANSFER REPORT

The Internet Transfer report was presented for review and placed on file.

FIRE MARSHAL TORRENCE'S REPORT - Absent

The Fire Marshal's Report was presented and placed on file.

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.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom advised he had nothing to report.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. Recognize Trustee Dickson's Resignation from the Board

Chief Bateman entertained a motion to accept Trustee Dickson's resignation from the Board. Motion from Trustee Schwartz. Second 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. Board Approval of Replacement for Trustee Richard "Shorty" Dickson - Approval

Board President Johnson entertained a motion to recommend to the County Board that Jeff Farren be appointed as new Trustee to replace Richard "Shorty" Dickson. Motion from Board Treasurer Schlapp. Second by Board Secretary Yabsley.

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

C. Approve Final FY 22 Budget - Approval

Board President Johnson entertained a motion to approve the FY 22 Budget. Motion from Board Treasurer Schlapp. Second by Trustee Schwartz.

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

D. Update on PSI Contract - Approve

Chief Bateman advised the PSI contract will follow the District's fiscal year with the first year starting May 1, 2021 and ending on April 30, 2022. The contract was \$270,000 less expensive than was budgeted.

Board President Johnson entertained a motion to approve the updated 3 Year PSI Contract. 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 Marty Schwartz - yea
Motion Carried

E. Direct Commissioners to Hire Additional Full-time FF/PMs - Approve

Chief Bateman requested to hire a total of 12 full-time firefighter/paramedics.

Board President Johnson entertained a motion to approve hiring a total of 12 full-time firefighter/paramedics. Motion from Board Treasurer Schlapp and seconded by Board Secretary Yabsley.

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

F. Fire Inspector Position Appointment

Chief Bateman advised 3 inside members of the department applied for the position of Fire Inspector.

Randy Roberts has been offered the position of Fire Inspector Position.

Board President Johnson entertained a motion to approve Randy Roberts for the position of Fire Inspector. 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 Marty Schwartz - yea
Motion Carried

G. Cadet Status

The floor was turned over to A/C Messersmith who advised Collin Bower's has resigned from the Cadet Program.

H. Policy 315 - EMS Coordinator - Review and Approval

A/C Messersmith requested board review and approval for Policy 315 - EMS Coordinator. Full-time FF/PM Audrey Enlow is our EMS Coordinator.

Board President Johnson entertained a motion to approve Policy 315 - EMS Coordinator. Motion from Board Secretary Yabsley. Seconded by Trustee Schwartz.

Roll Call

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

I. Surplus Equipment

Chief Bateman advised the technical rescue equipment was removed from the old TRT vehicle. Chief Bateman requested permission to place the 2011 box and chassis of the old vehicle as surplus equipment to be sold.

Board President Johnson entertained a motion to approve the box and chassis of the old vehicle as surplus equipment. Motion from Trustee Schwartz. Seconded by Board Treasurer Schlapp.

Roll Call

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

J. Fire Commissioner's Report

Chief Bateman advised the Fire Commissioners met on May 1, 2021 and went into session and went into recess to attend the swearing-in of 4 new firefighter/paramedics. The Fire Commissioners came out of recess and continued the meeting. The Final Eligibility List was approved and has been posted. A Closed Session was held. Offers of Employment Letters will be sent to 12 additional candidates.

K. General Information

Chief Bateman commented on the following:

- 1) Jacob Mapalo has resigned.
- 2) Joshua Hadden has resigned from the PSI Contract.

- 3) The new engine will be picked up on May 31, 2021.

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

Nothing to report.

CLOSED SESSION

Closed session per 5 ILCS 120 / 2C (C)(1).

(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.

There was no need for a closed session so no action was taken.

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, June 10, 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 Secretary Yabsley. Seconded by Trustee Schwartz.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea

Board Treasurer Gary Schlapp - yea; Trustee Marty Schwartz - yea

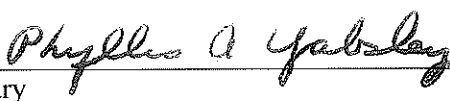
Motion carried.

The Trustee Meeting of May 13, 2021 adjourned at 6:01 p.m.

Minutes Approved and Accepted:



President



Secretary