

**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, AUGUST 12, 2021**

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 - absent; Trustee Marty Schwartz - yea

Administration present: Chief James Bateman, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Assistant Chief Jeremy Messersmith, Fire Marshall Michael Torrence, 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 JULY 8, 2021 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the July 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 - absent; Trustee Marty Schwartz - yea

Motion carried
Minutes were signed

SEMI-ANNUAL REVIEW OF CLOSED MEETING MINUTES - Approved but not released

Deputy Chief Lindblom presented two sets of closed meeting minutes for review, approval and possible release. The Board reviewed the closed meeting minutes of August 13, 2020 and March 12, 2021.

Board President Johnson entertained a motion to approve the March 12, 2021 Trustee's Closed Session 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 - absent; Trustee Marty Schwartz - yea

Minutes were signed

Board President Johnson entertained a motion to approve the August 13, 2020 Trustee's Closed Session Meeting Minutes. Motion to approve by Trustee Schwartz. Seconded by Board Secretary Yabsley.

Roll Call

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

Board Treasurer Gary Schlapp - absent; Trustee Marty Schwartz - yea
Minutes were signed

Board President Johnson entertained a motion to not release the August 13, 2020 and March 12, 2021 Trustee's Closed Session Meeting Minutes. Motion by Trustee Schwartz. Seconded by Board Secretary Yabsley.

Roll Call

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

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 \$34.72 for travel reimbursement.

Board President Johnson entertained a motion to approve D/C Lindblom's travel expense. 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 - absent; Trustee Marty Schwartz - yea
Motion carried

The Board List of Bills was presented for approval:

Fire - \$52,042.41; Capital - \$29,604.24; EMS - \$59,251.47; Operations - \$17,770.24;
Insurance - \$9,326.00; Foreign Fire Insurance Board - \$1,350.71; Memorial - \$0.00
Total: \$169,345.07

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$418,752.95 for the month of June 2021 for 2 pay periods.

Board President Johnson entertained a motion to approve the Payroll. 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 - 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.

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 the auditors from Mack & Associates will be in next month to present the audit.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. Surplus Computer Equipment

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

Board President Johnson entertained a motion to approve monitoring our social media. Motion from Board Secretary Yabsley. Seconded by Trustee Schwartz. All in favor, say aye. Motion passed.

B. Social Media Archiving - Approve

Chief Bateman turned the floor over to Chief Fairfield to discuss social media archiving. Chief Fairfield requested approval for a company called ArchiveSocial to monitor our social media for \$3,192.00 from September 1, 2021 through April 30, 2022.

Board President Johnson entertained a motion to approve monitoring our social media. 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 - absent; Trustee Marty Schwartz - yea

Motion carried

C. Authorize to Begin Promotional Testing Process

Chief Bateman requested authorization for the Fire Commission to begin the Lieutenant promotional testing process.

Board President Johnson entertained a motion to approve the Fire Commission to beginning the promotional testing process. Motion from Trustee Schwartz. Seconded by Board Secretary Yabsley. All in favor, aye.

D. Fire Commissioner's Report

Chief Bateman advised the Fire Commission did not meet in July of 2021.

E. General Information

Chief Bateman discussed an update on the BKFPD 401K plan. The voluntary corrections forms have been sent in to the IRS. Employees have already started enrolling in the 457 plan.

REPORTS FROM YORKVILLE PLANNING COUNCIL – F/M Torrence

Nothing to report.

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

No other business or comments from the public were made.

NEXT REGULAR TRUSTEE'S MEETING

The next Regular Trustee's Meeting is scheduled for Thursday, September 9, 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 Trustee Schwartz. Seconded by Board Secretary Yabsley.

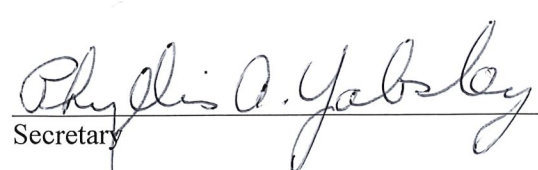
Roll Call
Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - absent; Trustee Marty Schwartz - yea
Motion carried.

The Trustee Meeting of August 12, 2021 adjourned at 5:30 p.m.

Minutes Approved and Accepted:



President



Secretary