

**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, DECEMBER 9, 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 via remote
Board Treasurer Gary Schlapp - yea; Trustee Marty Schwartz - yea; Trustee Jeff Farren - yea

Administration present: Chief James Bateman, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Assistant Chief Jeremy Messersmith - absent, Fire Marshal Michael Torrence - absent, Deputy Chief Tom Lindblom recorded the minutes.

Also in attendance was Firefighter/Paramedics Stephen Levin and Nathan King. James Howard of Government Accounting in attendance via remote.

The Pledge of Allegiance was recited.

APPROVE MINUTES OF THE NOVEMBER 11, 2021 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the November 11, 2021 Regular Trustee's Meeting Minutes. Motion to approve by Trustee Schwartz. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

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: Tom Lindblom for \$52.64 for mileage reimbursement.

Board President Johnson entertained a motion to approve Tom Lindblom's mileage expense. Motion from Board Secretary Yabsley and seconded by Trustee Farren.

Roll Call

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

The Board List of Bills was presented for approval:

Fire - \$42,773.08; Capital - \$636.66; EMS - \$51,262.30; Operations - \$25,384.78;
Insurance - \$9,326.00; Foreign Fire Insurance Board - \$443.71; Memorial - \$0.00
Total: \$129,826.53

Board President Johnson entertained a motion to approve the District bills. Motion from Trustee Farren 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; Trustee Farren
Motion Carried

Chief Bateman requested that most utility and insurance invoices be paid via ACH. There are vendors that are not depositing our payments in a timely manner and each new invoice received has a past due balance. Some are charging late charges when our payments are made on a timely basis.

Board President Johnson entertained a motion to approve the ACH debits for most utility and insurance invoices received. Motion from Board Secretary Yabsley. Seconded by Trustee Farren.

Roll Call

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$282,148.25 for the month of November, 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 Marty Schwartz - yea; Trustee Jeff Farren - yea
Motion carried

JAMES HOWARD - GOVERNMENTAL ACCOUNTING TO DISCUSS THE FINANCIAL REPORT

James Howard of Governmental Accounting presented his financial report and read it out loud via remote. His 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

Fire Marshall was absent from tonight's meeting. His report is included in tonight's packet and placed on file.

ASSISTANT CHIEF MESSERSMITH'S TRAINING REPORT

Assistant Chief Messersmith was absent from tonight's meeting. His Training and SRT Report is included in tonight's packet 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

Deputy Chief Lindblom had nothing to report.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. ACH Utility, Insurance Invoices - Approval

This was discussed for approval during the presentation of District bills for payment.

B. Trustee Annual CE Registration

C. Hire Phillip Gruca as a Part-time Firefighter - Approval

Chief Bateman requested permission to hire Phillip Gruca as a part-time firefighter.

Board President Johnson entertained a motion to hire Phillip Gruca as a part-time firefighter. Motion from Board Treasurer Schlapp. Seconded by Trustee Schwartz. All in favor say aye. All those opposed say no. Motion passed.

D. General Information

- 1) Chief Bateman advised that Deputy Chief Lindblom has filed the tax levy.
- 2) Chief Bateman advised the Board of Fire Commissioners have hired two new full-time Firefighter/Paramedics, Matthew Liptrot and Levi Franklin.
- 3) Chief Bateman advised the eligibility list has been exhausted with the remaining four declining the third position for a full-time firefighter/paramedic. The application process has been started and the written test is scheduled the end of December, 2021. The Board of Commissioners will interview those that pass the test on January 14, 2022. Four PSI contract employees have been interviewed and we're waiting for them to complete testing.

REPORTS FROM YORKVILLE PLANNING COUNCIL – F/M Torrence

Nothing to report in Fire Marshal Torrence's absence.

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, January 13, 2022 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

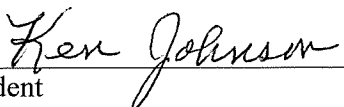
Board President Johnson entertained a motion to adjourn the Regular Trustee's Meeting. Motion by Board Secretary Yabsley. Seconded by Board Treasurer Schlapp.

Roll Call


Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea; Trustee Marty Schwartz - yea; Trustee Jeff Farren - yea
Motion carried.

The Trustee Meeting of December 9, 2021 adjourned at 5:21 p.m.

Minutes Approved and Accepted:



President



Secretary