

**FIRE COMMISSION MEETING MINUTES  
OF THE  
BRISTOL KENDALL FIRE PROTECTION DISTRICT  
KENDALL COUNTY, ILLINOIS  
HELD IN THE TRAINING ROOM, 2<sup>ND</sup> FLOOR  
103 E. BEAVER STREET, YORKVILLE, IL 60560  
THURSDAY, JANUARY 28, 2021**

Call Meeting to Order Determination of Quorum - Board Chairman

The meeting was called to order by Chairman Brian Berkey at 6:34 p.m. In attendance were Fire Commissioners Brian Berkey, Mark Hoffert and Robert Wunsch, Chief Bateman., Deputy Chief Lindblom, A/C Fairfield, A/C Messersmith. Lt. Johnson, Lt. Wolf, FF/PM Ryan Cihak were also in attendance.

Minutes of the January 5, 2021 Special Meeting - Approve

A motion was made by Chairman Berkey to approve the January 5, 2021 Fire Commission Meeting Minutes. Seconded by Commissioner Hoffert.

Comments from the Public - Board Chairman

There were no comments from the public.

Review Conditional Offer of Employment Letter

Chief Bateman advised the Conditional Offer of Employment letter is in tonight's packet for review. A brief discussion was held.

Review Initial Employment Agreement Form

Chief Bateman advised the Initial Employment Agreement that will be enclosed with the Conditional Offer of Employment Letter is in tonight's packet for review. A brief discussion was held.

Send Out COEs to Applicants - Approve

Chief Bateman requested permission to mail the COE letters and Initial Employment Agreement Forms to those on the final eligibility list.

Chairman Berkey made a motion to send the COE letters and Initial Employment Agreement Forms to those on the final eligibility list. Commissioner Hoffert seconded the motion. Motion carried.

Begin Process of Testing for New FF/PM Eligibility List

Chief Bateman requested permission to begin the process of establishing a new FF/PM Eligibility List once the COE letters are mailed.

Written Testing Companies - Review and Select

Chief Bateman requested permission to utilize Assessment Services of Alexandria, VA for the next written FF/PM exam. D/C Lindblom's recommendation memo is included in tonight's packet for review.

A brief discussion was held.

Chairman Berkey made a motion to hire Assessment Services of Alexandria, VA for the next written FF/PM exam. . Commissioner Wunsch seconded the motion. Motion carried.

Applicant Interview Companies - Review and Select

This was tabled until the Board can review the previous interview process. Chief Bateman will give a USB to each board member to watch the recorded interviewing process from the previous applicant interview company.

Resignation of Brandon Cihak as a Part-time Firefighter - Approve

Chief Bateman advised FF/PM Brandon Cihak has resigned as a part-time firefighter.

Chairman Berkey made a motion to accept FF/PM Brandon Cihak's resignation. Commissioner Hoffert seconded the motion. Motion carried.

Comments from the Public - Board Chairman

There were no comments from the public.

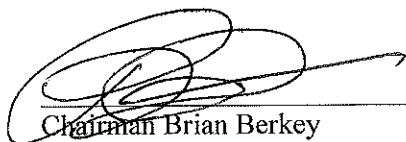
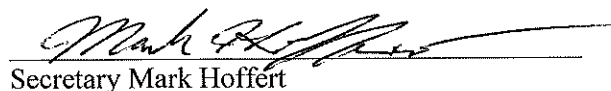
Next Fire Commission Meeting

The next Fire Commission Meeting is scheduled for March 9, 2021 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560

Chairman Berkey moved to adjourn the Fire Commission Meeting. Seconded by Commissioner Hoffert.

The Fire Commission Special Meeting adjourned at 6:55 p.m.

Minutes Approved and Accepted:

  
Chairman Brian Berkey  
Secretary Mark Hoffert