

**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, FEBRUARY 10, 2022**

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 - absent; Trustee Jeff Farren - yea

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

Also in attendance was Firefighter/Paramedics Stephen Levick and Alex Dunn. James Howard of Government Accounting was also in attendance.

The Pledge of Allegiance was recited.

APPROVE MINUTES OF THE JANUARY 13, 2022 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the January 13, 2022 Regular Trustee's Meeting Minutes. Motion to approve by Board Secretary Yabsley. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

APPROVE MINUTES OF THE AUGUST 13, 2020 TRUSTEE'S CLOSED SESSION MEETING

Board President Johnson entertained a motion to approve but not release the August 13, 2020 Trustee's Meeting Closed Session Minutes. Motion to approve by Board Secretary Yabsley. 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 \$34.52 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 - absent; Jeff Farren - yea
Motion carried

The Board List of Bills was presented for approval:

Fire - \$8,571.92; Capital - \$5,380.51; EMS - \$72,066.09; Operations - \$13,940.50;
Insurance - \$9,326.00; Foreign Fire Insurance Board - \$2502.74; Memorial - \$0.00
Total: \$111,787.76

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$282,331.34 for the month of January, 2022 for 2 pay periods.

Board President Johnson entertained a motion to approve the Payroll. Motion from Trustee Farren. 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 - absent; 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. 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 Marshal Torrence's report was read out loud and placed on file.

ASSISTANT CHIEF MESSERSMITH'S TRAINING REPORT

Assistant Chief Messersmith's report read out loud and placed on file.

ASSISTANT CHIEF FAIRFIELD'S REPORT

Assistant Chief 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. Auditing Official

Chief Bateman advised a letter was received from the Office of the State's Attorney Kendall County, IL regarding a designated auditing official for our unit of local government. A brief discussion was held.

Board President Johnson entertained a motion to approve Eric Weiss as the auditing official. Motion from Board Treasurer Schlapp to follow the advice of the District's attorney in electing Eric Weiss. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

B. Tax Levy Request from the Bristol Kendall Firefighters Pension Fund

Chief Bateman advised enclosed in tonight's packet is a tax levy request from the Bristol Kendall Firefighters Pension Fund prepared by A/C Fairfield.

Board President Johnson entertained a motion to approve the request. Motion from Board Secretary Yabsley to levy the amount of \$500,000 on behalf of the BKFPD. 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 - absent; Trustee Jeff Farren - yea
Motion carried

C. Update on Fire Commission

Chief Bateman advised the new final eligibility list is completed. There are 3 candidates that meet the requirements. They were contacted and asked if they would like to accept a full-time firefighter/paramedic position. The 3 candidates accepted the offer and have passed their background checks and taking their physicals. The Commissioners meet next Tuesday and will approve the hiring of these 3 candidates to start on February 21, 2022.

Chief Bateman advised we will be testing for Lieutenant positions next month. We have received ten letters of intent to test. We are in the process of setting up the testing process. A list will be provided to the Board of Trustees in April in anticipation of promoting/hiring for up to 9 positions.

D. Tower Easement Agreement

Chief Bateman advised the tower easement agreement at Station 3 has been signed and approved. We are waiting to set up a meeting with the contractors that will be installing the fiber.

E. Mack and Associates Audit Proposal

Chief Bateman advised the end of FY 2021/2022 audit will be coming up and we have received a proposal from Mack and Associates. Their fee has increased about \$200 more than last year and he requested Board approval to hire Mack and Associates.

Motion from Board Treasurer Schlapp to hire Mack and Associates to conduct the FY 2021/2022 audit. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

F. Approve the Hiring of Caullin Burns as Part-time Firefighter

Chief Bateman requested approval to hire Caullin Burns as a part-time firefighter.

Motion from Board Secretary Yabsley to hire Caullin Burns as a part-time firefighter. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

G. Review and Approve Updated Policies: Policy 448-Anti Retaliation, Policy 605-Hazardous Materials Training, Policy 1217-Abandoned Newborn Infant Protection, Policy-1218 Hazardous Materials Response

Chief Bateman advised enclosed in tonight's packet are updates to the above policies for review and approval.

Board President Johnson entertained a motion to approve the updated policies as presented. Motion from Board Secretary Yabsley. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

H. General Information

Chief Bateman advised he received an inquiry on the time limit to release closed session meeting minutes that have not been released. The District's attorney advised closed session meeting minutes that have not been released, never have to be released. There is no time limit to have to release them.

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 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 10, 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 Trustee Farren. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of February 10, 2022 adjourned at 5:37 p.m.

Minutes Approved and Accepted:



President



Secretary