

**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, MARCH 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 - yea; 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/Paramedic Josh McElroy. James Howard of Government Accounting was also in attendance.

The Pledge of Allegiance was recited.

APPROVE MINUTES OF THE FEBRUARY 10, 2022 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the February 10, 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 JANUARY 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 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

There were no travel/meal expense forms presented.

The Board List of Bills was presented for approval:

Fire - \$9,417.63; Capital - \$6,367.76; EMS - \$61,914.66; Operations - \$12,794.62;
Insurance - \$9,336.00; Foreign Fire Insurance Board - \$2,285.63; Memorial - \$0.00
Total: \$101,116.30

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$296,367.71 for the month of February, 2022 for 2 pay periods.

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

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 advised we believe to be true that we have one member that contracted COVID 19 here while at work. With A/C Messersmith's help, we have filed a claim with Worker's Comp.

At this time, James Howard of Government Accounting now presented the tentative FY 23 Budget Ordinance for review and to be posted as listed on the Agenda.

TENTATIVE FY 23 BUDGET ORDINANCE

James Howard advised the Board to review the handout presented to the Board tonight. He discussed the Tentative FY 23 Budget Ordinance. A discussion was held.

Chief Bateman advised there are some things he would like to see happen in the near future:

- 1) Promoting FF/PM to Lieutenants.
- 2) Increase District full-time employees from 24 to 27 throughout the fiscal year.
- 3) Purchasing a new ambulance in December 2022 for 2023 delivery.
- 4) Purchasing a new ambulance in 2023 for 2024 delivery.
- 5) Start in to a new Ambulance re-chassis program.
- 6) Purchase a new replacement ladder truck.
- 7) Computer replacement plan.
- 8) Replace the current Golf cart with UTV.
- 9) Possibly paying off the new engine loan early.
- 10) Station 1 Roofing replacement.
- 11) Station 1 HVAC replacement.
- 12) Possible solar panel installation.
- 13) Purchasing new gear.

CLOSED SESSION per 5 ILCS 120 / 2 c 1

President: At this time I would ask for a motion to suspend the regular meeting to enter into a closed session per 5 ILCS 120 / 2C (C)(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.

Motion by: Board Treasurer Schlapp Second by: Board Secretary Yabsley
All those in favor of a closed session say aye. All those opposed say no. Motion passed.

President: The following members are present; will the clerk please take a roll call:

Roll Call

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

President: Also joining the board in closed session are:

Administration present: Chief James Bateman, Deputy Chief Tom Lindblom (minutes recorder).

Closed Session began at 5:55 p.m.

President: At this time a discussion can be conducted on the subject as described in the exception list for closed sessions. No other business should be discussed. No official action may be taken in closed session.

President: At this time I would ask for a motion to adjourn the closed session and return to the regular meeting.

Motion by: Board Treasurer Schlapp Second by: Trustee Farren
All those in favor of a closed session say aye. All those opposed say no. Motion passed.

The closed session was adjourned at 5:59 p.m. and the regular Trustee Meeting reconvened at 5.59 p.m.

President: Will the clerk please take a roll call.

Roll Call

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

ACTION AFTER CLOSED SESSION

Board Treasurer Schlapp moved to accept and approve recommended salary increase of 2.75% for staff members that was presented and discussed in closed session. Motion from Board Treasurer Schlapp 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 Passed

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. Present Tentative FY 23 Budget Ordinance - Review and Post

This topic was discussed prior to the Closed Session this evening.

B. Reappointment of Trustee Farren

Chief Bateman advised Trustee Jeff Farren's term will expire in May and requested reappointment for another term.

Board President Johnson entertained a motion to reappoint Trustee Farren to another term. Motion from Board Secretary Yabsley. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

C. Update on Fire Commission

Chief Bateman advised the Fire Commission will be meeting on March 19, 2022. They will be conducting oral interviews and personal file reviews of the candidates for Lieutenant. They will approve the assessment center results that the candidates were involved in. The written test will be on March 26, 2022. The final Lieutenant Eligibility List will be prepared at the following Fire Commission Meeting.

D. March 26, Trustee Training Cherry Valley

Chief Bateman advised the next Trustee training will take place in Cherry Valley at 8:00 a.m. on March 26, 2022. Registration is at 7:30 a.m.

E. Review and Approve Policy 443-Work Related Illness and Injury Reporting

Chief Bateman advised Policy 443-Work Related Illness and Injury Report has been included in tonight's Packet for review and possible approval.

Motion from Board Secretary Yabsley approve Policy 443-Work Related Illness and Injury Report. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

F. Approve Nathan Warner, Sienna Nodal, Ivy Phipps, Lyndsey Welsh, Grant Westrom and Alysa Petersohn on to the Cadet Program.

Chief Bateman requested approval to place Nathan Warner, Sienna Nodal, Ivy Phipps, Lyndsey Welsh, Grant Westrom and Alysa Petersohn in to the Cadet Program. Motion from Board Secretary Yabsley. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

G. Review and Approve Updated Policy; Policy 703-Communicable Diseases.

Chief Bateman advised Policy 443-Work Related Illness and Injury Report has been included in tonight's Packet for review and possible approval.

Motion from Board Secretary Yabsley to approve Policy 443-Work Related Illness and Injury Report. Seconded by Board Treasurer Schlapp. All in favor say aye. All those opposed say no. Motion passed.

H. General Information

Chief Bateman advised we are currently testing for Lieutenant positions. Each candidate has spoken with an assessor and was advised of how they did.

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

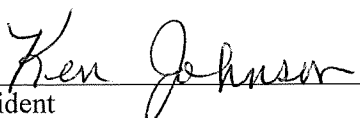
The next Regular Trustee's Meeting is scheduled for Thursday, April 14, 2022 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

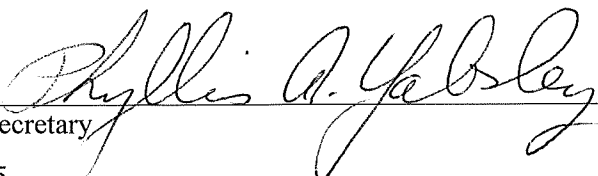
Board President Johnson entertained a motion to adjourn the Regular Trustee's Meeting. Motion by Trustee Schwartz. Seconded by Board Secretary Yabsley. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of March 10, 2022 adjourned at 6:10 p.m.

Minutes Approved and Accepted:



President



Secretary