

Bristol Kendall Fire Department

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Foreign Fire Insurance Board 11/7/2024 Minutes

The monthly business meeting for the Bristol-Kendall Fire Department Foreign Fire Insurance Board was called to order at 1600 hrs. on 11/7/2024. Roll call was taken showing Chief Messersmith, Lt. Johnson, Lt. Kellogg, FF/PM Horner, FF/PM Krouse, and FF/PM Adrian present, with FF/PM Jordan excused.

No comments from the public were made.

The minutes from 10/3/2024 were read and a motion was made by Lt. Kellogg to approve the minutes and a second was made by FF/PM Horner. All in attendance said aye. The minutes for 10/3/2024 were approved.

Treasurer's Report: The month's beginning balance of the Money Market account was \$144,510.05 and the ending balance is \$216,719.44. The month's beginning balance of the Checking account was \$2181.59 and the ending balance is \$699.41. Lt. Johnson informed the Board that FF/PM Jordan had been successfully added to the financial accounts, a new debit card had been ordered, and FF/PM Jordan was added to the District's Amazon account for future ordering. The Treasurer's report was read and a motion was made by FF/PM Horner to approve the treasurer's report and a second was made by Lt. Kellogg. All in attendance said aye. The treasurer's report for 11/7/2024 was approved.

Chief Messersmith informed the Board the money collected for the FFIB totaled \$72,129.00 and was successfully deposited into the Money Market account.

- A discussion was had about how money collected for the FFIB should be deposited in the future. Chief Messersmith was not sure if the check written to the District for the FFIB could be changed specifically to the Board. After further discussion, the Board agreed to keep past practice of the Fire Chief informing the Board upon receipt of money collected and then depositing said money into the FFIB account.

House Funds for each station as of 11/7/2024 were as follows:

- Station 1: \$2,515.12 (no outstanding proposals/bills)
- Station 2: \$3,031.65 (no outstanding proposals/bills)
- Station 3: \$2,567.72 (no outstanding proposals/bills)

The following bills were presented for payment:

- None

Old Business:

- Shift Calendars: Lt. Johnson presented two invoices for 2025 Shift calendars, outer covers, and tri-fold pocket calendars. The first invoice from Pro-Calendar included the purchase of 100 covers with 100 inserts for the calendar year 2025. The total amount on that invoice would not exceed \$1,764.27. The second invoice from Allegra included the purchase of 750 tri-fold pocket shift calendars. The total amount on that invoice would not exceed \$515.61. After a brief discussion concerning disbursement, a motion was made

to approve payment from the General Fund for both invoices by FF/PM Krouse with a second made by FF/PM Horner. Chief Messersmith had no restrictions for the calendars and will allow them in the stations.

Roll Call	Johnson	Kellogg	Adrian	Jordan	Horner	Krouse
VOTE	Yes	Yes	Yes	Excused	Yes	Yes

Proposal APPROVED for funding Lt. Johnson’s General Fund proposal.

- A list of items from Stations 3’s kitchen to surplus was provided to the Board. A discussion was had to have the Fire Bureau look over any items for future PubEd use prior to general surplus or donation. A motion was made to approve surplus by FF/PM Horner with a second made by Lt. Kellogg. All in attendance said aye. All items to be surplus were approved.
- A list of items from Stations 1’s kitchen to surplus was provided to the Board. A discussion was had to have the Fire Bureau look over any items for future PubEd use prior to general surplus or donation. A motion was made to approve surplus by FF/PM Krouse with a second made by FF/PM Horner. All in attendance said aye. All items to be surplus were approved.

New Business:


- Discussion topic: Surplus language addition
 - A discussion was had about proper language to be added for all future proposals by the membership regarding when item(s) purchased through the FFIB will replace existing item(s) already in use. After a discussion, the following language was agreed upon:
 - *“Members looking to purchase item(s) through the FFIB for the replacement of current item(s) will add a list of said item(s) to surplus at the end of their written proposal.”*
 - A motion was made to approve language was made by FF/PM Horner with a second made by Chief Messersmith. Language approved.
- Discussion topic: Who receives future FFIB purchases?
 - After a discussion, the Board agreed to add “(FFIB)” with the name of the individual who wrote the proposal when ordering items. The items purchased would be delivered to said individual’s assigned station; unless items are ordered under the General Fund, then they will be addressed to each station as indicated in the proposal. That person would then be responsible for disbursement of purchased items unless they enlist a Board member or Officer to assist.
- Discussion topic: 2025 FFIB Meeting Dates
 - Lt. Johnson presented the 2025 meeting dates for the FFIB. A motion was made to approve meeting dates was by FF/PM Krouse with a second made by Lt. Kellogg. All in attendance said aye. The 2025 meeting dates were approved.

After new business, no comments were made from the public.

Next meeting scheduled for 12/5/2024 at 1600hrs at Station 1.

A motion to adjourn the meeting was made by FF/PM Horner with a second made by FF/PM Krouse. All in attendance said aye. Meeting adjourned at 1623hrs.

Minutes Approved and Accepted:



 Chairman



 Secretary