

**TRUSTEE MEETING MINUTES
OF THE
BRISTOL KENDALL FIRE PROTECTION DISTRICT
KENDALL COUNTY, ILLINOIS
HELD IN THE TRAINING ROOM, 2ND FLOOR
103 E. BEAVER STREET, YORKVILLE, IL 60560
THURSDAY, FEBRUARY 13, 2025**

REGULAR TRUSTEE'S MEETING

BOARD PRESIDENT JOHNSON CALLED THE MEETING TO ORDER AT 4:59 P.M. and DETERMINATION OF QUORUM

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea

Administration present: Fire Chief Jeremy Messersmith, Assistant Chief Scott McCarty, Assistant Chief Ryan Cihak, Fire Marshal Michael Torrence, and Katie Miller (minutes recorder).

Also in attendance was Tom Coughlin of Governmental Accounting.

The Pledge of Allegiance was recited.

APPROVE MINUTES OF THE JANUARY 9, 2025 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the January 9, 2025 Regular Trustee's Meeting Minutes. Motion to approve by Board Secretary Dr. Schlapp. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

APPROVE MINUTES OF THE JANUARY 9, 2025 CLOSED SESSION TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the January 9, 2025 Regular Closed Session Trustee's Meeting Minutes. Motion to approve, but not release by Trustee Peterson. Seconded by Board Secretary Dr. Schlapp. All in favor say aye. All those opposed say no. Motion passed.

COMMENTS FROM THE PUBLIC

N/A

DISTRICT BILLS

The Board List of Bills was presented for approval:

Fire - \$12,944.41; EMS - \$70,835.66; Operations - \$22,582.90; Capital - \$25,277.79; Foreign Fire - \$0.00
Insurance - \$16,086.00; Online ACH payments - \$42,592.92; Memorial - \$0.00
Total: \$190,319.68

Board President Johnson entertained a motion to approve the District bills. Motion from Board Secretary Dr. Schlapp and seconded by Trustee Farren.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$456,154.27 for the month of January 2025 for 2 pay periods.

Board President Johnson entertained a motion to approve the Payroll. Motion from Trustee Farren and seconded by Board Secretary Dr. Schlapp.

Roll Call

Board President Ken Johnson – yea ; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

GOVERNMENTAL ACCOUNTING TO DISCUSS THE FINANCIAL REPORT

Tom Coughlin of Governmental Accounting presented his financial report and read it out loud. His report was placed on file.

FIRE MARSHAL TORRENCE’S REPORT

Fire Marshal Torrence's report was presented and placed on file.

ASSISTANT CHIEF CIHAK’S REPORT

A/C Cihak’s report was presented and placed on file. Basic Operations Certificates of Completion were issued to Cadets. The Cadets presented a gift to the district.

ASSISTANT CHIEF MCCARTY’S OPERATION REPORT

A/C McCarty’s report was presented and placed on file.

FIRE CHIEF MESSERSMITH’S REPORT

Chief Messersmith’s Fire Chief report was presented and placed on file.

CLOSED SESSION

President: At this time I would ask for a motion to suspend the special meeting to enter into a closed session per 5 ILCS 120/2(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 AND 5 ILCS 120/2(c)(5) – The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

Motion by: Trustee Farren Second by: Board Secretary Dr. Schlapp

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 Johnson – yea; Board Treasurer Marty Schlapp - absent
Secretary Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson - yea

President: Also joining the board in closed session are:

Administration present: Chief Messersmith, A/C McCarty, A/C Cihak and Katie Miller (minutes recorder).

Closed Session began at 5:39 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: Trustee Farren Second by: Trustee Peterson
All those in favor of a closed session say aye. All those opposed say no. Motion passed.

The closed session was adjourned at 6:46 p.m. and the regular Trustee Meeting reconvened at 6:49 p.m.

President: Will the clerk please take a roll call.

Roll Call

Board President Johnson – yea; Treasurer Marty Schwartz - absent
Secretary Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson - yea

ACTION AFTER CLOSED SESSION

No action taken.

PURCHASES AND GENERAL BUSINESS

A. Hire up to 39 full-time district personnel

Chief Messersmith asked for approval from the board to hire up to 39 full-time district personnel.

Board President Johnson entertained a motion for this approval. Motion to approve from Board Secretary Dr. Schlapp and seconded by Trustee Farren.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

B. Hire 3 full-time Civilian Paramedics

Chief Messersmith asked for approval from the board to hire 3 full-time Civilian Paramedics.

Board President Johnson entertained a motion for this approval. Motion to approve from Board Secretary Dr. Schlapp and seconded by Trustee Farren.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea

Motion Carried.

C. Hire full-time Emergency Vehicle Technician

Chief Messersmith asked for approval from the board to hire a full-time Emergency Vehicle Technician.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Farren and seconded by Board Secretary Dr. Schlapp.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

D. Hire Ryan Galvan as a part time employee

Chief Messersmith asked for approval from the board to hire Ryan Galvan part-time.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Peterson and seconded by Trustee Farren.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

E. Notify Paramedic Services of Illinois to end paramedic contract

Chief Messersmith asked for approval from the board to end PSI paramedic contract as of May 4, 2025 at 0700 hrs.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Peterson and seconded by Board Secretary Dr. Schlapp.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

F. Approve purchase of ladder truck

Chief Messersmith asked for approval from the board to purchase a new ladder truck.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Peterson and seconded by Trustee Farren.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – absent;
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea
Motion Carried.

G. Approve audit engagement letter

Board President Johnson entertained a motion to approve the FY '25 audit engagement letter. Motion to approve by Board Secretary Dr. Schlapp and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

H. Approve policies 315 – EMS Coordinator, 319 – Civilian Paramedic, 321 – Emergency Vehicle Technician, 445 – Cadet Program

Board President Johnson entertained a motion to approve all above policies. Policies 315 and 319 will be brought back next Trustee meeting on 3/13/25. Policies 321 and 445 were approved. Motion to approve by Board Secretary Dr. Schlapp and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

REPORTS FROM YORKVILLE PLANNING COUNCIL

N/A

OTHER BUSINESS OR COMMENTS FROM THE PUBLIC TO COME BEFORE THE BOARD

N/A

NEXT REGULAR TRUSTEE’S MEETING

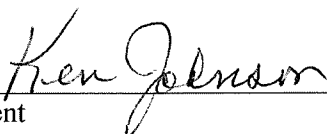
The next Regular Trustee’s Meeting is scheduled for March 13, 2025 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

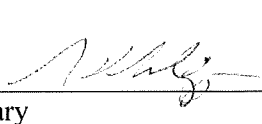
Board President Johnson entertained a motion to adjourn the Regular Trustee’s Meeting. Motion by by Trustee Farren and seconded by Board Secretary Dr. Schlapp. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of February 13, 2025 was adjourned at 6:58 p.m.

Minutes Approved and Accepted:



President



Secretary