

**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, MARCH 13, 2025**

**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 Treasurer Marty Schwartz – yea;  
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 James Howard of Governmental Accounting.

The Pledge of Allegiance was recited.

**APPROVE MINUTES OF THE FEBRUARY 13, 2025 REGULAR TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the February 13, 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 FEBRUARY 13, 2025 CLOSED SESSION TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the February 13, 2025 Regular Closed Session Trustee's Meeting Minutes. Motion to approve, but not release by Board Secretary Dr. Schlapp. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

**COMMENTS FROM THE PUBLIC**

N/A

**DISTRICT BILLS**

Tuition reimbursement expense forms were presented for Evan Cummings for \$2,938.50 and Haylee Jackson for \$2,938.50

Board President Johnson entertained a motion to approve the reimbursements. Motion from Board Secretary Dr. Schlapp. Seconded by Trustee Peterson

Roll Call

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

The Board List of Bills was presented for approval:

Fire - \$7,229.54; EMS - \$60,683.64; Operations - \$33,759.45; Capital - \$35,276.20; Foreign Fire - \$0.00  
Insurance - \$16,253.00; Online ACH payments - \$68,508.07; Memorial - \$0.00  
Total: \$221,709.90

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

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – yea;  
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 \$451,139.54 for the month of February 2025 for 2 pay periods.

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

Roll Call

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

**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.

**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.

**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: Board Secretary Schwartz Second by: Trustee Farren

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 - yea  
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 5:29 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 Schwartz Second by: Board Secretary Dr. Schlapp  
All those in favor of a closed session say aye. All those opposed say no. Motion passed.

The closed session was adjourned at 7:04 p.m. and the regular Trustee Meeting reconvened at 7:06 p.m.

President: Will the clerk please take a roll call.

Roll Call

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

**ACTION AFTER CLOSED SESSION**

No action taken.

**PURCHASES AND GENERAL BUSINESS**

**A. Approve to bid out St. 1 roof project**

Chief Messersmith asked for approval to bid out the St. 1 roof project through FGM Architects.

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 – yea;  
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea  
Motion Carried.

**B. Approve to order 2 Medic Units**

Chief Messersmith asked for approval from the board to order two new medic units.

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

Roll Call

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

**C. Approve policies 319 – Civilian Paramedic, 321 – Emergency Vehicle Technician**

Chief Messersmith asked for approval to approve policies 319 – Civilian Paramedic and 321 – Emergency Vehicle Technician.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Peterson and seconded by Board Secretary Dr. Schlapp. All in favor say aye. All those opposed say no. Motion passed.

**D. Repeal policies 412 – Overtime, 442 – Trade Policy, 449- Maximum Scheduled Work Hours**

Chief Messersmith asked for approval to repeal polices 412 – Overtime, 442 – Trade Policy, 449 – Maximum Scheduled Work Hours.

Board President Johnson entertained a motion for this approval. Motion to approve from Board Secretary Dr. Schlapp and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

**E. Approve Fleet Services Agreement with Little Rock Fox Fire Protection District**

Chief Messersmith asked for approval from the board to approve the Fleet Services Agreement with Little Rock Fox Fire Protection District.

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 – yea;  
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea  
Motion Carried.

**F. Approve Fiscal Year '26 Staff Raises**

Chief Messersmith asked for approval from the board for 3.25% staff raises for FY 26.

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 – yea;  
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea  
Motion Carried.

**G. Approval to open an additional Schwab account**

Chief Messersmith asked for approval from the board to open additional Schwab account.

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 – yea;  
Board Secretary Dr. Gary Schlapp – yea; Trustee Jeff Farren – yea; Trustee Darin Peterson – yea  
Motion Carried.

**REPORTS FROM YORKVILLE PLANNING COUNCIL**

N/A

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

Board Treasurer Marty Schwartz commented on the accident that happened day and wanted to let us know how well everyone that was working it handled everything.

**NEXT REGULAR TRUSTEE’S MEETING**

The next Regular Trustee’s Meeting is scheduled for April 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 Board Secretary Dr. Schlapp and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of February 13, 2025 was adjourned at 7:29 p.m.

Minutes Approved and Accepted:

Ken Johnson  
President

[Signature]  
Secretary