

**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, APRIL 10, 2025**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT JOHNSON CALLED THE MEETING TO ORDER AT 4:58 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 Tom Coughlin of Governmental Accounting.

The Pledge of Allegiance was recited.

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

Board President Johnson entertained a motion to approve the March 13, 2025 Regular Trustee's Meeting Minutes. Motion to approve by Board Treasurer Schwartz. Seconded by Trustee Peterson. All in favor say aye. All those opposed say no. Motion passed.

**APPROVE MINUTES OF THE MARCH 13, 2025 CLOSED SESSION TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the March 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**

Travel reimbursement expense forms were presented for FF/PM Jeremy Gruca for \$383.08

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

The Board List of Bills was presented for approval:

Fire - \$31,213.10; EMS - \$62,622.89; Operations - \$30,361.97; Capital - \$40,860.82; Foreign Fire - \$0.00

Insurance - \$18,250.00; Online ACH payments - \$55,122.54; Memorial - \$0.00  
Total: \$238,431.32

Board President Johnson entertained a motion to approve the District bills. Motion 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.

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$453,784.05 for the month of March 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**

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.

**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 Dr. Schlapp 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 5:49 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 Secretary Dr. Schlapp Second by: Board Treasurer Schwartz  
All those in favor of a closed session say aye. All those opposed say no. Motion passed.

The closed session was adjourned at 7:36 p.m. and the regular Trustee Meeting reconvened at 7:39 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**

A. Board President Johnson entertained a motion to approve four civilian paramedics. Motion to approve from Board Secretary Dr. Schlapp 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.

B. Board President Johnson entertained a motion to approve benefits package for EVT Nikolas Howe. 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.

C. Board President Johnson entertained a motion to approve Fleet Maintenance Supervisor position. 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.

**PURCHASES AND GENERAL BUSINESS**

**A. Present and Discuss Tentative Budget**

Tom Coughlin from Government Accounting presented the tentative budget after his monthly financials report.

**B. Approve Fund Transfer**

N/A – approval not needed.

**C. Approval to hire Cadets**

Chief Messersmith asked for approval to hire six Cadets.

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

**D. Mechanic job title change**

Chief Messersmith asked for approval to change the job title of Mechanic to 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.

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.

**E. Approval to hire Emergency Vehicle Technician**

Chief Messersmith asked for approval from the board to hire Nikolas Howe for the Emergency Vehicle Technician position.

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

Motion Carried.

**F. Approval to hire Part time employee – Michael Boyd**

Chief Messersmith asked for approval from the board to hire part time employee Michael Boyd.

Board President Johnson entertained a motion for this approval. Motion to approve 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.

**G. Approve polices – 401 - Part time shift personnel, 405 - Classification of Employees, 403- Health & Welfare Benefits, 320 - Fleet Maintenance Supervisor**

Chief Messersmith asked for approval from the board to approve above polices.

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

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.

**H. Approval policies to take effect 4/30/2025 – 450 - Paid and Unpaid Leave, 412 - Compensation**

Chief Messersmith asked for approval from the board to approve above polices.

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

**I. Surplus Admin Office furniture and chairs.**

Chief Messersmith asked for approval from the board to surplus Admin Office furniture and chairs.

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.

**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**

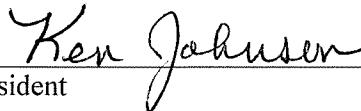
The next Regular Trustee's Meeting is scheduled for May 8, 2025 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.


**ADJOURNMENT**

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

The Trustee Meeting of April 10, 2025 was adjourned at 7:43 p.m.

Minutes Approved and Accepted:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary