

**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, MAY 8, 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 – absent

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 APRIL 10, 2025 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the April 10, 2025 Regular Trustee's Meeting Minutes. Motion to approve by Board Treasurer Schwartz. Seconded by Board Secretary Dr. Schlapp. All in favor say aye. All those opposed say no. Motion passed.

APPROVE MINUTES OF THE APRIL 10, 2025 CLOSED SESSION TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the April 10, 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

The Board List of Bills was presented for approval:

Fire - \$152,453.32; EMS - \$66,416.18; Operations - \$119,889.98; Capital - \$107,165.72; Foreign Fire - \$0.00
Insurance - \$17,712.00; Online ACH payments - \$65,039.12; Memorial - \$0.00
Total: \$528,676.32

Board President Johnson entertained a motion to approve the District bills. Motion 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 – abstained; Trustee Darin Peterson – absent
Motion Carried.

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$902,146.76 for the month of April 2025 for 3 pay periods.

Board President Johnson entertained a motion to approve the Payroll. Motion from Trustee Farren 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 – absent
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.

PURCHASES AND GENERAL BUSINESS

A. Approve St. 1 Roof Bid

The roof bid project was discussed and tabled until next month's Trustee meeting.

B. Approve Station Alerting Project

Chief Messersmith asked for approval to move forward with the Station Alerting project.

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 – absent
Motion Carried.

C. Approval to change Cadets to Part Time status

Chief Messersmith asked for approval to change Cadets Austin Kalina and Mikayla Hamiti once they pass the National EMT Test.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Farren 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 – absent
Motion Carried.

D. Approval to hire part time Emergency Vehicle Technician

Chief Messersmith asked for approval from the board to hire Charlie Hill to be a part time Emergency Vehicle Technician.

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

E. Approve polices – 101 Emergency Action Plan and Fire Prevention Plan, 102 General Orders, 417 Personal Projects, 444 Driver's License Requirements, 616 Training Facility Usage & Fees

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 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 – absent
Motion Carried.

F. Approve Ordinance 2025-2 Fire Protection Training Act

Chief Messersmith asked for approval for Ordinance 2025-2 Fire Protection Training Act.

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

G. Declare items Surplus

Chief Messersmith asked for approval from the board to surplus 19 MDT's, 3 MDT vehicle mounts, and 2 Dewalt Battery Operated Fans.

Board President Johnson entertained a motion for this approval. Motion to approve from Trustee Farren 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 – absent

Motion Carried.

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 June 12, 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 Treasurer Schwartz and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of May 8, 2025 was adjourned at 6:01 p.m.

Minutes Approved and Accepted:



President



Secretary