

**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, AUGUST 14, 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 – absent; 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 and Cate Moulton of Mack and Associate's.

The Pledge of Allegiance was recited.

APPROVE MINUTES OF THE JULY 10, 2025 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the July 10, 2025 Regular Trustee's Meeting Minutes. Motion to approve by Trustee Farren. Seconded by Board Treasurer Schwartz. 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 - \$368,826.59; EMS - \$335,951.97; Operations - \$52,390.41; Capital - \$147,231.13; Foreign Fire - \$0.00
Insurance - \$17,538.00; Online ACH payments - \$73,644.62; Memorial - \$0.00
Total: \$995,502.72

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$579,002.95 for the month of July 2025 for 2 pay periods.

Board President Johnson entertained a motion to approve the Payroll. Motion from Board Treasurer Schwartz and seconded by Trustee Peterson.

Roll Call
Board President Ken Johnson – yea ; Board Treasurer Marty Schwartz – yea;
Board Secretary Dr. Gary Schlapp – absent; 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.

MACK AND ASSOCIATE’S AUDIT PRESENTATION

Cate Moulton of Mack and Associate’s presented the audit report for FY ‘25.

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.

A/C Cihak present lifesaving certificate to PM Haylee Jackson.

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.

Motion by: Trustee Farren Second by: Board Treasurer Schwartz

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 – absent; 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 5:45 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: 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 6:02 p.m. and the regular Trustee Meeting reconvened at 6:04 p.m.

President: Will the clerk please take a roll call.

Roll Call

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

ACTION AFTER CLOSED SESSION

N/A

PURCHASES AND GENERAL BUSINESS

A. Open Session Audio Destruction – All recordings prior to May 1, 2025

Board President Johnson entertained a motion to approve destroying all open session audio recordings from Trustee meetings prior to May 1, 2025. Motion to approve from Trustee Peterson and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

B. Closed Session Audio Destruction – All recordings prior to February 1, 2024

Board President Johnson entertained a motion to approve destroying all closed session audio recordings from Trustee meetings prior to February 1, 2024. Motion to approve from Trustee Farren and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

C. Mack and Associate's audit approval

Board President Johnson entertained a motion to approve Mack and Associate's Audit for FY '25. Motion to approve from Board Treasurer Schwartz and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

D. Reorganize Trustee board

Chief Messersmith asked if the board wanted to reorganize after the election. The board all agreed they wanted to stay in current positions. Board President Johnson entertained a motion to approve not to reorganize the board. Motion to approve from Trustee Peterson and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

E. Lexipol Grant Writing Services

Board President Johnson entertained a motion to approve the use of Lexipol for grant writing services. Motion to approve from Trustee Peterson and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

F. Accept Jaseeri King resignation

Board President Johnson entertained a motion to approve PM Jaseeri King’s resignation. Motion to approve from Trustee Farren and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

G. Accept Nikolas Howe resignation

Board President Johnson entertained a motion to approve Emergency Vehicle Technician Nikolas Howe’s resignation. Motion to approve from Trustee Peterson and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

H. Hire Charlie Hill as full time EVT

Board President Johnson entertained a motion to hire part time employee Charlie Hill to the full time EVT position. Motion to approve from Trustee Peterson and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

Roll Call

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

I. Surplus equipment and furnishings

Board President Johnson entertained a motion to approve to surplus the listed equipment/furnishings in packet. Motion to approve from Trustee Peterson and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

J. Surplus UTV trailer

Board President Johnson entertained a motion to surplus the UTV trailer that was bought in January of this year due to not meeting district needs. Motion to approve from Trustee Peterson and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – yea;
Board Secretary Dr. Gary Schlapp – absent; 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

N/A

NEXT REGULAR TRUSTEE'S MEETING

The next Regular Trustee's Meeting is scheduled for September 11, 2025 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

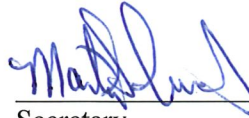
Board President Johnson entertained a motion to adjourn the Regular Trustee's Meeting. Motion by Trustee Farren and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of August 14, 2025 was adjourned at 6:21 p.m.

Minutes Approved and Accepted:



President



Secretary