

**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, SEPTEMBER 11, 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 – 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 James Howard of Governmental Accounting.

The Pledge of Allegiance was recited. A moment of silence was held for Patriot's Day.

APPROVE MINUTES OF THE AUGUST 14, 2025 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the August 14, 2025 Regular Trustee's Meeting Minutes. Motion to approve by Board Treasurer Schwartz. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

APPROVE MINUTES OF THE AUGUST 14, 2025 CLOSED SESSION TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the August 14, 2025 Regular Closed Session Trustee's Meeting Minutes. Motion to approve, but not release by Trustee Peterson. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

COMMENTS FROM THE PUBLIC

Trustee Darin Peterson spoke about Patriot's Day and thanked all the first responders.

DISTRICT BILLS

The Board List of Bills was presented for approval:

Fire - \$21,009.43; EMS - \$51,365.98; Operations - \$39,150.99; Capital - \$95,608.00; Foreign Fire - \$0.00
Insurance - \$18,821.00; Online ACH payments - \$76,038.29; Memorial - \$0.00
Total: \$301,993.69

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

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$561,215.56 for the month of August 2025 for 2 pay periods.

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

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

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

Board President Johnson entertained a motion to approve destroying all open session audio recordings from Trustee meetings prior to June 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 March 1, 2024

Board President Johnson entertained a motion to approve destroying all closed session audio recordings from Trustee meetings prior to March 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.

REPORTS FROM YORKVILLE PLANNING COUNCIL

N/A

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

Fire Commissioner Scott Harmon thanked BKFPD for assisting with their block party.

NEXT REGULAR TRUSTEE'S MEETING

The next Regular Trustee's Meeting is scheduled for October 9, 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 Peterson and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of September 11, 2025 was adjourned at 5:35 p.m.

Minutes Approved and Accepted:



President



Secretary