

**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, JANUARY 8, 2026**

**REGULAR TRUSTEE'S MEETING**

**BOARD PRESIDENT JOHNSON CALLED THE MEETING TO ORDER AT 4:56 P.M. and  
DETERMINATION OF QUORUM**

Roll Call

Board President Ken Johnson – yea; Board Treasurer Marty Schwartz – 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).

The Pledge of Allegiance was recited.

Assistant Chief Cihak presented a Unit Citation for an EMS call for the following: Lt. Audrey Enlow, FF/PM Jesse Holliger, FF/EMT Luke Babich, FF/EMT Jacob Bustos, FF/EMT Charles Vasicek, FF/EMT Nathan Warmer, FF/EMT Connor Morgan.

Assistant Chief Cihak acknowledged the following who completed Basic Operations Course: Angel Vargas, Mason Hayes, Ryan Wulff, Connor Morgan, Garrett Tunnell, Lucas Lohrey, Maurice Seng, Porter Thrall.

Discussion was held for three items from New Business to get moved up on the agenda. Motion was made from Board Treasurer Schwartz and seconded by Trustee Farren.

**C. Approve the appointment of Mark Hoffert to the open trustee position**

Board President Johnson entertained a motion to approve the appointment of Mark Hoffert to Trustee. Motion to approve from Board Treasurer Schwartz and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

A motion was made by Trustee Peterson to accept Mark Hoffert's resignation from the Board of Commissioners. Trustee Farren seconded this motion.

Roll Call

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

Mark Hoffert was officially sworn in as a member of the Board of Trustees.

**D. Reorganize the Board of Trustees**

Discussion was held on the Reorganization of the Board of Trustees.

Trustee Peterson motioned for Ken Johnson to remain the President. This was seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

Trustee Farren motioned for Marty Schwartz to remain the Board Treasurer. This was seconded by Trustee Hoffert. All in favor say aye. All those opposed say no. Motion passed.

Trustee Farren motioned for Darin Peterson to become the Board Secretary. This was seconded by Trustee Hoffert. All in favor say aye. All those opposed say no. Motion passed.

#### **E. Approve the appointment of Matt Seng to the Board of Commissioners**

Board President Johnson entered a motion to approve the appointment of Matt Seng to the Board of Commissioners. Motion was made from Board Secretary Peterson and seconded by Trustee Farren.

##### **Roll Call**

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

Matt Seng was officially sworn in as a member of the Board of Commissioners.

#### **APPROVE MINUTES OF THE DECEMBER 12, 2025 REGULAR TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the December 12, 2025 Regular Trustee's Meeting Minutes. Motion to approve by Board Secretary Peterson. Seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

#### **APPROVE MINUTES OF THE DECEMBER 12, 2025 CLOSED SESSION TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the December 12, 2025 Regular Closed Session Trustee's Meeting Minutes. Motion to approve, but not release by Board Secretary Peterson. 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 - \$22,581.50; EMS - \$6,513.11; Operations - \$24,892.78; Capital - \$22,167.94; Foreign Fire - \$0.00  
Insurance - \$18,819.00; Online ACH payments - \$77,080.90; Memorial - \$0.00  
Total: \$172,055.23

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

##### **Roll Call**

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

#### **PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$586,760.58 for the month of December 2025 for 2 pay periods.

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

Roll Call

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

**GOVERNMENTAL ACCOUNTING TO DISCUSS THE FINANCIAL REPORT**

James Howard presented Governmental Accounting's financial report. The 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.

**OLD BUSINESS**

**A. Discuss and Approve Fleet Maintenance Agreement with Sandwich Community Fire Protection District**

Chief Messersmith adjusted the Sandwich Fleet Maintenance Agreement to account for emergency service call outs at a \$150/hr rate. Board President Johnson entertained a motion to approve the agreement. Motion from Board Secretary Peterson and seconded by Board Treasurer Schwartz.

Roll Call

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

**B. Other Old Business**

N/A

**NEW BUSINESS**

**A. Open Session Audio Destruction – September 10, 2025 meeting**

Board President Johnson entertained a motion to approve destroying all open session audio recordings from the Trustee meeting on September 10, 2025. Motion to approve from Trustee Farren and seconded by Trustee Hoffert All in favor say aye. All those opposed say no. Motion passed.

**B. Closed Session Audio Destruction – June 13, 2024 & June 26, 2024 meeting**

Board President Johnson entertained a motion to approve destroying all open session audio recordings from the Trustee meeting on June 13, 2024 and June 26, 2024. Motion to approve from Board Treasurer Schwartz and seconded Trustee Hoffert. All in favor say aye. All those opposed say no. Motion passed.

**F. Approve Resolution 2026-01 Purchasing of a Medic Unit**

Board President Johnson entertained a motion to approve Resolution 2026-01 Purchasing of a Medic Unit. Motion to approve from Board Secretary Peterson and seconded by Trustee Farren.

Roll Call

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

**G. Approve Personnel Changes**

Board President Johnson entertained a motion approve the resignation of Jessica Chaput from part time employment. Motion to approve from Board Secretary Peterson and seconded by Trustee Hoffert. All in favor say aye. All those opposed say no. Motion passed.

**H. Approve Surplus of Fire Gear**

Board President Johnson entertained a motion approve the surplus of Fire Gear of five coats and six pants. Motion to approve from Board Treasurer Schwartz and seconded by Board Secretary Peterson. All in favor say aye. All those opposed say no. Motion passed.

**I. Other New Business**

N/A

**ANY OTHER BUSINESS OR COMMENTS FROM THE PUBLIC**

N/A

**NEXT REGULAR TRUSTEE'S MEETING**

The next Regular Trustee's Meeting is scheduled for February 12, 2026 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 Board Secretary Peterson. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of January 8, 2026 was adjourned at 6:16 p.m.

Minutes Approved and Accepted:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary