

**FIRE COMMISSION REGULAR MEETING MINUTES  
OF THE  
BRISTOL KENDALL FIRE PROTECTION DISTRICT  
HELD IN THE CONFERENCE ROOM, 2<sup>ND</sup> FLOOR  
103 E. BEAVER STREET, YORKVILLE, IL 60560  
TUESDAY, NOVEMBER 18, 2025**

**Call Meeting to Order Determination of Quorum** - Board Chairman

The meeting was called to order by Chairman Mark Hoffert at 4:00 p.m. In attendance were Fire Commissioners Mark Hoffert, Scott Harmon, Ed Duda, Fire Chief Messersmith, A/C McCarty, A/C Cihak, and Katie Miller (minutes recorder).

The Pledge of Allegiance was recited.

**Review Minutes of the August 12, 2025 Regular Meeting** - Approve

A motion was made by Commissioner Duda to approve the August 12, 2025 Fire Commission Regular Meeting Minutes. Seconded by Secretary Harmon. All those in favor say aye. All those opposed say nay. Motion passed.

**Review Minutes of the August 12, 2025 Closed Meeting** – Approve, but not release

A motion was made by Commissioner Duda to approve, but not release, the August 12, 2025 Fire Commission Closed Meeting Minutes. Seconded by Secretary Harmon. All those in favor say aye. All those opposed say nay. Motion passed.

**Review Minutes of the October 14, 2025 Special Meeting** - Approve

A motion was made by Commissioner Duda to approve the October 14, 2025 Fire Commission Special Meeting Minutes. Seconded by Secretary Harmon. All those in favor say aye. All those opposed say nay. Motion passed.

**Comments from the Public** - Board Chairman

There were no comments from the public.

**Open Session Audio Destruction - All recordings prior to August 1, 2025**

A motion was made from Secretary Harmon to approve destroying all open session audio recordings from Fire Commission meetings prior to August 1, 2025. Seconded by Commissioner Duda. All in favor say aye. All those opposed say no. Motion passed.

**Closed Session Audio Destruction – All recordings prior to May 1, 2024**

A motion was made from Secretary Harmon to approve destroying all closed session audio recordings from Fire Commission meetings prior to May 1, 2024. Seconded by Commissioner Duda. All in favor say aye. All those opposed say no. Motion passed.

**Hiring Process Update**

Chief Messersmith discussed the four upcoming new hires on December 7, 2025, the status of one employee passing the CPAT test, and bringing the total amount of full-time firefighters to 37.

**Approve 2026 Fire Commission Meeting Schedule**

Chairman Hoffert entertained a motion to approve the 2026 Fire Commission meeting dates schedule. Secretary Harmon motioned to approve the meeting dates. Seconded by Commissioner Duda. All those in favor say aye. All those opposed say nay. Motion passed.

**Comments from the Public** - Board Chairman

There were no comments from the public.

**Adjourn the Meeting**

The next regular meeting is scheduled for February 17, 2026 at 4:00 pm.

Secretary Harmon moved to adjourn the November 18, 2025 Fire Commission Meeting. Seconded by Commissioner Duda. All those in favor say aye. All those opposed say nay. Motion passed.

The Regular Fire Commission Meeting adjourned at 4:14 p.m.

Minutes Approved and Accepted:

  
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Chairman

  
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Secretary