

**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, FEBRUARY 12, 2026**

**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 – Darin Peterson - yea; Trustee Jeff Farren – yea; Trustee Mark Hoffert – yea

Administration present: Fire Chief Jeremy Messersmith, Assistant Chief Scott McCarty, Fire Marshal Michael Torrence, Fire Inspector Rand Roberts, and Katie Miller (minutes recorder).

The Pledge of Allegiance was recited.

**APPROVE MINUTES OF THE JANUARY 8, 2026 REGULAR TRUSTEE'S MEETING**

Board President Johnson entertained a motion to approve the January 8, 2026 Regular Trustee's Meeting Minutes. Motion to approve 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 - \$31,681.47; EMS - \$851.82 Operations - \$33,187.51; Capital - \$90,092.30; Foreign Fire - \$0.00  
Insurance - \$84,083.25; Online ACH payments - \$71,986.71; Memorial - \$0.00  
Total: \$311,883.06

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

**PAYROLL**

The Payroll Summary Report was presented for a total gross payroll of \$600,264.22 for the month of January 2026 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**

Tom Coughlin 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.

**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)(2) – Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Motion by: Board Treasurer Schwartz Second by: Board Secretary Peterson

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  
Board Secretary Darin Peterson – yea; Trustee Jeff Farren – yea; Trustee Mark Hoffert - 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 5:25 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: Trustee Farren Second by: Board Treasurer Schwartz

All those in favor of a closed session say aye. All those opposed say no. Motion passed.

The closed session was adjourned at 6:07 p.m. and the regular Trustee Meeting reconvened at 6:10 p.m.

President: Will the clerk please take a roll call.

Roll Call

Board President Johnson – yea; Board Treasurer Marty Schlapp - yea  
Board Secretary Darin Peterson – yea; Trustee Jeff Farren – yea; Trustee Mark Hoffert - yea

**ACTION AFTER CLOSED SESSION**

N/A

**OLD BUSINESS**

N/A

**NEW BUSINESS**

**A. Open Session Audio Destruction – October 9, 2025 meeting**

Board President Johnson entertained a motion to approve destroying all open session audio recordings from the Trustee meeting on October 9, 2025. Motion to approve from Board Treasurer Schwartz and seconded by Trustee Farren. All in favor say aye. All those opposed say no. Motion passed.

**B. Closed Session Audio Destruction – July 11, 2024 meeting**

Board President Johnson entertained a motion to approve destroying all closed session audio recordings from the Trustee meeting on July 11, 2024. Motion to approve from Trustee Hoffert and seconded by Board Secretary Peterson. All in favor say aye. All those opposed say no. Motion passed.

**C. Discuss Ordinance 2026-02 Fire Prevention Codes**

The Fire Prevention Codes draft ordinance was discussed. Changes were discussed and will bring back in March's meeting for approval.

**D. Approve Audit Engagement letter with Mack & Associate's**

Board President Johnson entertained a motion to approve the audit engagement letter from Mack & Associate's. This approval will allow Mack & Associate's to move forward with this year's audit. Motion to approve by Board Secretary Peterson and seconded by Trustee Farren.

**E. Approve Personnel Changes**

Board President Johnson entertained a motion approve the resignation from Luke Babich's full time firefighter employment, but remain on part time. Motion to approve from Trustee Hoffert and seconded by Board Treasurer Schwartz. All in favor say aye. All those opposed say no. Motion passed.

**F. Approve Surplus of truck parts and EMS equipment**

Board President Johnson entertained a motion approve the surplus of truck parts. Motion to approve from Board Secretary Peterson and seconded by Board Treasurer Schwartz.

Board President Johnson entertained a motion approve the surplus of EMS equipment. 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 – Darin Peterson – yea; Jeff Farren – yea; Trustee Mark Hoffert- yea  
Motion Carried.

**G. Other New Business**

Trustee Hoffert discussed wanting to look into getting a chaplain for the department AC McCarty let him know that AC Cihak has already started that process and will update the board next month on the status.

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

N/A

**NEXT REGULAR TRUSTEE’S MEETING**

The next Regular Trustee’s Meeting is scheduled for March 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 Trustee Hoffert. All in favor say aye. All those opposed say no. Motion passed.

The Trustee Meeting of February 12, 2026 was adjourned at 6:25 p.m.

Minutes Approved and Accepted:

  
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President

  
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Secretary