
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, July 25, 2023

1080 Armour Road – Station #1

In the absence of President Myers, a motion was made by Trustee Casino, seconded by Secretary Argyelan at 4:00 p.m. to nominate Senior Trustee Paul Grzelak as President Pro-tem. Motion carried by unanimous voice vote.

1. **Call to Order:** The Regular Meeting of the BFPD Board of Trustees was called to order by President Pro-tem Grzelak at 4:00 p.m.
2. **Roll Call:** President Pro-tem Paul Grzelak; Secretary, Alice Argyelan; Trustee, Rob Casino; Chief, Jim Keener; Battalion Chief Kenneth Gebhardt, and Attorney, John Motylinski.
3. **Public Comment:** None
4. **Approval of Minutes:**
 - a. A motion was made by Trustee Casino, seconded by Secretary Argyelan at 4:01 p.m. to approve the Regular Meeting Minutes of June 27, 2023. Motion carried by unanimous voice vote.
5. **Secretary's Report:** None
6. **Treasurer's Report:** In the absence of Treasurer Hemm, Chief Keener highlighted a variety of account balances. Of note, People's Bank \$355,840.19, IL Funds \$105,692.00, GEMT Liability payable \$219,400.
7. **Bills for Approval:** Secretary Argyelan made a motion, seconded by Trustee Casino at 4:03 p.m. to pay the bills as presented. Continuing high volume of vehicle repair noted. Motion carried by unanimous voice vote.
8. **Attorney's Report:** Attorney Motylinski reported not much has happened legislatively and gave an overview of some expectations during the upcoming Veto Session with potential involving OMA and remote meetings. Attorney Motylinski will forward information to Chief Keener concerning suggestions for following through with the Efficiency Act process. Attorney Motylinski then provided an update on payment negotiations with a local resident following an ambulance call. Following discussion, the board requested Attorney Motylinski to offer a 12-month payment plan.
9. **Reports:**
 - a. Chief's Report: Chief Keener spoke of the myriad ongoing work being done on behalf of the district, meetings, and budget process.
 - b. Battalion Chief Report: B/C Gebhardt provided the board with a written report and highlighted several items involving district property, vehicles, etc.
 - c. Andres Billing Report: Chief Keener highlighted the written report. The Chief further reported a year-end summary of calls made, amounts billed, and payments received with an additional breakdown for Medicare and Medicaid recipients.
 - d. Committee Reports:
 - i. Building Grounds – No Report
 - ii. Recognition – Birthdays and Anniversaries: Report presented.

iii. Lexipol

1. First Reading Discuss/Approve:
 - a. 201 – Minimum Staffing Levels
 - b. 205 – Annual Planning Master Calendar
 - c. 207 – Post-Incident Analysis
 - d. 214 – Physical Asset Management
 - e. 327 – Line of Duty Death and Serious Injury Investigations
 - f. 404 – Community Fire Station Visitation Program
 - g. 611 – Respiratory Protection Training
 - h. 703 – Emergency Vehicle Inspections, Testing, Repair, and Maintenance
 - i. 908 – Respiratory Protection Program

2. Second Reading Discuss/Approve
 - a. 329 – Ride-Along Program
 - b. 407 – Maximum Occupancy – Overcrowding
 - c. 408 – Juvenile Fire Setters
 - d. 409 – Fire Watch Services
 - e. 1006 – Fire Officer Development
 - f. 1022 – Physical Fitness

Following short discussion, a motion was made by Trustee Casino, seconded by Secretary Argyelan at 4:29 p.m. to all Lexipol Policies presented for first and second read except for Item 1.a. 201 – Minimum Staffing Levels to be tabled until the August meeting. Motion carried by unanimous voice vote.

10. Old Business:

No old business was presented nor discussed.

11. New Business:

- a. Discuss/Approve Surplus Equipment: A motion was made by Trustee Casino, seconded by Secretary Argyelan at 4:32 p.m. to approve the items presented as surplus. Motion carried by unanimous voice vote.
- b. Discuss/Approve Recliner Quote: Chief Keener presented the quote noting the invoice will be split equally by District/Foreign Fire/Firefighters Association. A motion was made by Trustee Casino, seconded by Secretary Argyelan at 4:35 to approve the purchase of new recliners in the amount of \$13,998.88. Motion carried by unanimous voice vote.
- c. Discuss/Approve Kankakee County Chamber State of the County Luncheon. Following a short discussion, it was decided to reserve a table for this local annual event. Chief Keener will send out details.
- g. Discuss/Approve IAFFD Golf Outing Sponsorship. A motion was made by Trustee Casino, seconded by Secretary Argyelan to approve sponsoring a hole at the upcoming IAFFD golf outing. Motion carried by unanimous voice vote.
- d. Discuss/Approve Metro 2023/2024 Renewal: Chief Keener provided details concerning the final year of the agreement and the anticipated changes to associated costs to the District. The current agreement runs through May 31, 2024.
- f. Discuss/Approve Sharps Grant: Chief Keener updated the board on this program, noting he will pursue this opportunity on behalf of the District.
- e. Discuss/Approve Budget: Chief Keener provided detailed information concerning the proposed FY2024 budget. Following the presentation, it was noted Attorney Motylinski will prepare and present an ordinance for consideration at the August Regular Meeting of the BFPD Board of Trustees.

- h. Discuss/Approve Bourbonnais Industrial Park Conservation Area TIF Extension Letter. The Chief provided a detailed update for the board members present highlighting the area covered and potential for funds to be set aside for a second station, but only if a shared station with Manteno FPD. The Chief will work with the Village and prepare a letter of support to continue the TIF district for an additional 13 years at a rate of return of 15% and other particulars as negotiated.
- i. Discuss/Approve Final Payments for Tower 69 Refurb: Following discussion, a motion was made by Secretary Argyelan, seconded by Trustee Casino at 4:59 p.m. to approve final payments be made to both Pierce and MacQueen. Motion carried by unanimous voice vote.
- j. Discuss/Approve Kathleen Dunlavey Insurance: Following discussion, a motion was made by Secretary Argyelan, seconded by Trustee Casino at 5:04 p.m. to continue insurance coverage through December 31, 2023, with policy cancellation of January 1, 2024.

Adjourn

A motion was made by Trustee Casino, seconded by Secretary Argyelan at 5:26 p.m. to adjourn the Regular Meeting of the BFPD Board: of Trustees. Motion carried by unanimous voice vote.

Alice E. Argyelan, Secretary

Paul Grzelak, Secretary Pro-tem