
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, August 22, 2023
1080 Armour Road – Station #1

1. **Call to Order:** The Regular Meeting of the BFPD Board of Trustees was called to order by President Myers at 4:02 p.m.
2. **Roll Call:** President, Randy Myers; Senior Trustee, Paul Grzelak; Treasurer, Bill Hemm; Secretary, Alice Argyelan; Trustee, Rob Casino; Chief, Jim Keener; Battalion Chief Brian McCrary, and Attorney, John Motylinski.
3. **Public Comment:** None
4. **Approval of Minutes:**
 - a. A motion was made by President Myers, seconded by Secretary Argyelan at 4:03 p.m. to approve the Regular Meeting Minutes of July 25, 2023. Motion carried by unanimous voice vote.
5. **Secretary's Report:** None
6. **Treasurer's Report:** Treasurer Hemm reported on fund balances as follows: Peoples Bank Checking \$411,190.85; Peoples Money Market \$100,000.00; and Illinois Funds \$330,982.24 with total deposits of \$842,173.09. Treasurer Hemm noted the first half of tax payments were received, creating increased balances. A short discussion ensued about the decision to move funds from checking to Money Market.
7. **Bills for Approval:** Treasurer Hemm made a motion, seconded by Trustee Casino at 4:07 p.m. to pay the bills as presented. President Myers questioned missing check descriptions on several items, with Chief noting it was a printing snafu. Treasurer Hemm's inquiry about 18040 was a combined payment to MABAS 7 and MABAS Illinois. Motion carried by unanimous voice vote.
8. **Attorney's Report:** Attorney Motylinski reported on legislation involving PSEBA benefits following a catastrophic injury. The new requirement is for the district to provide the most advantageous health policy offered to its employee base. Trustee Argyelan questioned if there are fire protection districts who balance bill for EMS services in both insured and uninsured residents. Attorney Motylinski confirmed this to be the case, with the Chief stating there are about 30 districts in the State. A short discussion ensued.
9. **Reports:**
 - a. Chief's Report: Chief Keener's report was provided to the Trustees. Since the report was filed, Chief Keener reported on potential for word on a Ford chassis and the potential for a demo ambulance purchase opportunity. Options were discussed at length. Chief Keener will follow up to ensure the vehicle is still available and inform President Myers of the need for a special meeting if board action is required prior to the next regular meeting of BFPD trustees.
 - b. Battalion Chief Report: B/C McCrary provided the board with a verbal update highlighting several items involving training of both BFPD personnel and county-wide Cornerstone training, of which there will be three more Cornerstone trainings in the next three months. Of note, personnel will be going to Manteno FPD for railcar training over the next 3 days. Additionally, there

will be new kitchen area furniture, televisions, and potential new outdoor patio furniture with funding support from the Foreign Fire Board. The Chief spoke of fire simulation equipment suitable for children to be used at the upcoming open house on October 28th. Suggestions were made to include a pancake breakfast the morning of the open house. Other general updates included variety of properties within the District potential development, notice of annexation anticipated from Village of Bradley, need to quote, and repour concrete pad, and work unloading the semi.

- c. Andres Billing Report: Chief Keener highlighted the written report.
- 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

A motion was made by Secretary Argyelan, seconded by Trustee Casino at 4:50 p.m. to approve the policies for first read. Motion carried by unanimous voice vote.

- 2. Second 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

A motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 4:51 p.m. to table policy 201- Minimum Staffing Levels and approve the remaining policies for second read and implementation. Motion carried by unanimous voice vote.

10. Old Business:

- a. Discuss Sharps Disposal Program. BFPD will not move forward with the program defined in the last meeting due to cost parameters. B/C Mifflin is working on developing an internal policy/procedure for Sharps Disposal.

12. New Business:

- a. Budget Hearing: A motion was made by President Myers, seconded by Treasurer Hemm at 4:52 to open the BFPD Budget Hearing. Motion carried by unanimous voice vote. There were no comments made concerning the budget. A motion was made by President Myers, seconded by Treasurer Hemm at 4:53 p.m. to close the budget hearing. Motion carried by unanimous roll-call vote.
- b. Discuss/Approve budget and appropriations ordinance for fiscal year ending May 31, 2024. A motion was made by Treasurer Hemm, seconded by President Myers at 4:53 p.m. to approve Ordinance 082323 to Fix the Budget and Make Appropriations for the BFPD for Fire

Protection and Ambulance Service for the fiscal year ending May 31, 2024. Motion carried by unanimous voice vote.

c. C. Discuss/Approve Resolution Adopting the Kankakee County Natural Hazardous Mitigation Plan: A motion was made by President Myers, seconded by Senior Trustee Grzelak at 4:58 to approve Resolution Number 08232023 to adopt the Kankakee County Natural Hazardous Mitigation Plan. Motion carried by unanimous voice vote.

d. Discuss/Approve Surplus Equipment

i Pluggie Fire Hydrant and associated equipment: A motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 5:01 p.m. to approve the equipment noted as surplus. Motion carried by unanimous voice vote.

Adjourn

A motion was made by Trustee Casino, seconded by Senior Trustee Grzelak at 5:02 p.m. to adjourn the Regular Meeting of the BFPD Board: of Trustees. Motion carried by unanimous voice vote.

Alice E. Argyelan, Secretary

Randy Myers, President