Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, November 26, 2024, 4:00 p.m.
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. **Pledge of Allegiance**: Everyone in attendance recited the Pledge.
3. **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.
4. **Public Comment** – None

13.a. Conduct Truth in Taxation Hearing: A motion was made by President Myers, seconded by Treasurer Hemm at 4:03 p.m. to initiate a Truth in Taxation Hearing. Motion carried by unanimous roll-call vote. No members of the public were in attendance to discuss the Tax Levy. A motion was made by Treasurer Hemm, seconded by President Myers to adjourn the Truth in Taxation Hearing. The motion was carried by unanimous roll-call vote.

13.b. Ascension St. Mary's Presentation: Kevin Bernard, EMS System Director from Ascension St. Mary's Hospital came to present Certificates of Recognition to Lt. Wyatt Gustafson, FF/Paramedic, Sophia Lapidch, and Medic, Andrew Bowers on their response to a recent life-saving event at a local manufacturing plant. Both Director Bernard and Chief Keener highlighted the challenges and accomplishments surrounding the response to this call. Everyone in attendance was extremely impressed with the recounting of the call and phenomenal outcome. Highlights of the manufacturing plant's employees, BFPD personnel and rapid response from Ascension medical team to get the patient to the Cath Lab all played a part in a successful outcome.

5. **Approval of Minutes:**

   a./b.: Approval of the minutes from the August 27, 2024, and October 22, 2024, Regular Meetings of BFPD Board of Trustees: A motion was made by Secretary Argyelan, seconded by Trustee Casino at 4:25 p.m. to approve the minutes as presented. The motion was carried by unanimous voice vote.

   c. Approval of closed session minutes from June 25, 2024, Regular Meeting of the BFPD Board of Directors. A motion was made by President Myers, seconded by Treasurer Hemm at 4:26 p.m. to approve the closed session minutes as presented. Motion carried by unanimous voice vote.

7. **Secretary's Report:** None
8. **Treasurer's Report:**

   District Treasurer, Bill Hemm reported on deposit account balances and current interest rates at People's Bank of Kankakee County. Discussion ensued as to what the expectation for maintaining balances in each of the 3 accounts should be. Following a brief discussion, it was decided to have a separate special meeting to discuss this portion of our financial policy.

9. **Bills for Approval:** Following review of the report, a motion was made by Treasurer Hemm, seconded by Senior Trustee Grzelak to approve the bills for payment as presented. Motion carried by unanimous voice vote.

10. **Attorney's Report:** Attorney Motylinski reported the veto session has ended. There was no significant bill passed affecting the District operations. Attorney Motylinski did speak about the potential for legislation regarding pensions and potential changes to Tier 2; and a "windfall" bill concerning repaying Social Security. The impact of the potential pension changes was discussed. A question about treat/no transport was asked. It appears if we change our ordinance, we will be able to bill if medical services are provided on site at the time of the call. Also relating to the ordinance, the Chief distributed a list of suggested regulations to adopt for construction of solar farms in our district. Attorney Motylinski agreed, when the ordinance is updated, to put these in our fire regulations and share with Kankakee County so their team is aware when they receive a building permit request.

11. **Reports:**
    a. Chief's Report: Chief Keener provided a verbal update on a variety of activities and meetings in which he has been involved, including a project at CSL and another potential business for our area.
    b. Battalion Chief Report: B/C McCrary highlighted ongoing activities including one new enrollment to the Fire Academy, three upcoming interviews, end of year reports, and upcoming Hazmat Training drills set at CSL. There was mention of EMS SMO reviews and need to recertify by December 1, 2024. Any employee who does not recertify will no longer be eligible to work at BFPD.
    c. Ambulance Billing Report: The written report was included in the packet. The Chief spoke about the trend for reimbursements so far this year. GEMT payment to the State of Illinois was made in the amount of $252,684.22. BFPD portion of the GEMT payments is accumulating and will have saved enough to pay cash for the refurbishment when it comes in.
    d. Committee Reports:
        i. Building Grounds – Trustee Casino spoke about getting a second quote for the replacement of our telephone system. Questions surrounding RFP/Quote requirements were raised. Attorney Motylinski stated telecommunications is exempt from the $20,000 quote limit. Chief updated everyone to the fact the new front pad is beginning to crack. PSI has been made aware of the defects.
        ii. Recognition: Birthdays and Anniversaries. Written report presented.

12. **Old Business:**
    a. Discuss/Approve Referendum: With the recent success in passing the referendum, this item will no longer be placed on the agenda. Gratitude was expressed to all those who worked on the committee. Letters of appreciation to the committee members will be written, as well as a public letter thanking our district residents for their support in getting the referendum passed.

13. **New Business:**
    c. Discuss/Approve Tax Levy Ordinance: Attorney Motylinski spoke to the new Tax Levy Ordinance document, explaining the many factors that go into setting amounts for the Levy. Amounts are established, knowing full well we will not get 100% of the funds we request. The County will be informed the reduction between the levy ordinance and actual determined must only reduce Capital and Ambulance accounts as the Pension, Tort and Social Security categories must stay exactly per the ordinance recorded with the County. A motion was made by Treasurer Hemm, seconded by Trustee Casino at 5:15 p.m. to approve Ordinance 112624. The motion was carried by unanimous roll-call vote.

d. Discuss/Approve Ambulance Billing Lien Options: Brandy Lacey, BFPD Admin Support was on hand to explain this new process and ability with EMS MC and enhancements through Chart Swap. Following discussion, a motion was made by President Myers, seconded by Treasurer Hemm at 5:30 p.m. to allow EMS MC to lien EMS Billing invoice amounts as appropriate. Motion carried by unanimous voice vote.
e. Discuss/Approve Red Roof Inn Assessment Complaint: No action was taken on this matter.
f. Discuss/Approve 2025 Chocolate Tour: Following discussion, a motion was made by Treasurer Hemm, seconded by Trustee Casino at 5:32 p.m. to submit a gift basket to be raffled at the Chocolate Tour valuing $150. Motion carried by unanimous voice vote. Secretary Argyelan volunteered to purchase and create the basket for the event.
g. Discuss/Approve 360 Performance Review – Admin: Chief Keener provided an overview of the most recent 360 review. Following discussion, a motion was made by Secretary Argyelan, seconded by President Myers at 5:56 p.m. to approve a 3% salary increase and $200 BFPD logoed clothing allowance for BFPD Admin Support Staff.
h. Discuss/Approve 2025 Meeting Dates: The dates as presented were discussed. A motion was made by Treasurer Hemm, seconded by Trustee Argyelan at 5:35 p.m. to approve the meeting dates as presented except for December 2025, which will be changed to December 16, 2025. Meeting times will remain at 4:00 p.m. Motion carried by unanimous voice vote.
i. Discuss/Approve Christmas Appreciation Ideas: A variety of ideas for gifts of appreciation to be given prior to the Christmas holiday. A motion was made by President Myers, seconded by Treasurer Hemm to approve the purchase of gift cards from a local vendor for all BFPD staff. Motion carried by unanimous voice vote.
j. Discuss/Approve Audit & Management Letter: Chief Keener stated the final audit report will be presented next month. Anyone who has questions on the draft disseminated, please email those questions directly to him.
k. Discuss/Approve CBA Agreement: A motion was made by Treasurer Hemm, seconded by Secretary Argyelan to approve the CBA. Motion carried by unanimous voice vote.
l. Discuss/Approve AFG Grant – SCBA by JS & SS: Chief Keener reported on this $265,000 grant request. Treasurer Hemm questioned the preparation fee to be paid if the grant is awarded. A motion was made by President Myers, seconded by Senior Trustee Grzelak at 5:47 p.m. to approve submission of the AFG Grant. Motion carried by unanimous voice vote.
m. Discuss/Approve IPRF Grant: Chief Keener reported this grant request was not successful. BFPD will need to update to 800 pagers which will cost the District approximately $8,000.

14. **Closed Session:** None

Adjourn

A motion was made by President Myers, seconded by Treasurer Hemm at 5:57 p.m. to adjourn the Regular Meeting of the BFPD Board of Trustees. Motion carried by unanimous voice vote.

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Alice E. Argyelan, Secretary

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Randy Myers, President