
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, April 22, 2025, 4:00 p.m.

1080 Armour Road – Station #1

Minutes

1. **Call to Order:** The Regular Meeting of the BFPD Board of Trustees was called to order by President Myers at 4:00 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; B Battalion Chief, Brian McCrary; and, Attorney, John Motylinski.
4. **Public Comment** – None.
5. **Approval of Minutes:** A motion was made by Secretary Argyelan, seconded by Trustee Casino at 4:02 p.m. to approve the minutes from March 25, 2025, Regular Meeting of the BFPD Board of Trustees.
- 12: **New Business:** Mr. Myron Munyon was on hand to review the annual insurance renewal BFPD’s Property/Casualty and Life/Disability insurance coverages. Following discussion, it was noted Mr. Munyon will provide premiums for a variety of deductible levels. A motion was made by Trustee Casino, seconded by Treasurer Hemm, at 4:25 p.m. to approve a renewal for one year with a maximum premium of \$61,515. Motion Carried by unanimous voice vote.
6. **Secretary’s Report:** None.
7. **Treasurer’s Report:**
Mr. Evan Lavin from Sawyer Falduto was on hand to review our quarterly investment. The report was thorough and positive, both safety and earnings. Treasurer Hemm noted bank balances as follows: Peoples Bank Checking \$351,966.58; Money Market \$107,737.11; and Illinois Funds \$139,200.02. A motion was made by Trustee Casino, seconded by President Myers, seconded by Trustee Casino at 4:40 p.m. to approve the financial reports as presented. Motion carried by unanimous voice vote.
8. **Bills for Approval:** Following discussion about the bills presented and upcoming improvements for BFPD general ledger/purchase approval procedures, a motion was made by Treasurer Hemm, seconded by Secretary Argyelan at 5:02 p.m. to approve the bills for payment in the amount of \$246,958.62. Motion carried by unanimous voice vote.
9. **Attorney’s Report:** Attorney Motylinski updated the Board on the progress of three pieces of legislation that have moved through committee, approved by the house and will head to the Senate. Attorney Motylinski then reviewed the Tax Rate Extension report, highlighting the positive changes due to assessed valuation with the referendum tax rate changes. Mr. Motylinski then reviewed suggestions made by our accounting firm concerning combining Corporate Funds with Ambulance Funds. It is both the legal council’s opinion and the Board’s opinion not to combine the funds and keep them separate.

10. Reports:

- a. Chief's Report: Chief Keener provided a verbal update on a variety of activities in which he has been involved as well as a written report highlighting the past month which included personnel updates, report on meeting with EMS MC and Project Sunset from Andres, thank you letter received from resident, potential contract changes to allow FF/EMT while in Paramedic Program, and opportunity to purchase a boat from a neighboring department. B/C McCrary provided additional updates noting a busy month of outside events, training, Career Day events, and upcoming events, including upcoming interviews for 3 part-time employees.
- b. Ambulance Billing Report: The written report was included in the packet.
- c. Committee Reports:
 - i. Building Grounds – Senior Trustee Grzelak provided an in-depth overview of research into to an updated and expanded phone system. More information will be made and then brought back to a future meeting for potential approval.
 - ii. Recognition: Birthdays and Anniversaries. Written reports were presented. Of special note, Chief Keener presented B/C McCrary with a plaque commemorating Twenty-Five Years of Service to the Bourbonnais Fire Protection District. Everyone in attendance congratulated and thanked B/C McCrary.
 - iii. Lexipol
 1. First Reading with Revisions Discuss/Approve for policies 218: American with Disabilities Act; 219: Limited English Proficiency Services; 315: Urban Search and Rescue; and 321: Hazardous Material Response. Following brief discussion, a motion was made by President Myers, seconded by Treasurer Hemm at 6:04 p.m. to approve the first reading of these policies. Motion carried by unanimous voice vote.
 2. Approve Revision to 1103: Wastewater Discharged. Chief Keener stated the revisions were to follow the law. A motion was made by President Myers, seconded by Treasurer Hemm at 6:05 p.m. to approve the revision as presented.

11. Old Business:

- a. Discuss/Approve Ambulance Billing Collection Company: The current vendor BFPD works with is not performing to the district's satisfaction. A proposal was made by Lifeline. References were checked and this vendor will cost less than the one currently utilized. A motion was made by Treasurer Hemm, seconded by Secretary Argyelan at 6:06 p.m. to approve accepting the proposal. Motion carried by unanimous voice vote.

12. **New Business:** Addressed at beginning of meeting. See above.

13. **Closed Session:** None

Adjourn

A motion was made President Myers, seconded by Treasurer Hemm at 6:17 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