
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, February 25, 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 (until 5:45 p.m.); and, Attorney, John Motylinski.
4. **Public Comment** – Secretary Argyelan cited Scrivner’s on the Agenda and requested they be corrected. A motion was made by Secretary Argyelan, seconded by President Myers to correct the Agenda presented. No items were added or deleted. Motion carried by unanimous voice vote.
5. **Approval of Minutes:**
 - a. Approval of the minutes from December 17, 2024, Regular Meeting of the BFPD Board of Trustees and the January 4, 2025, Special Meeting of the BFPD Strategic Planning Meeting. Motion carried by unanimous roll-call vote.
6. **Secretary’s Report:** Secretary Argyelan inquired as to whether all Trustees had received the email requesting their Statements of Economic Interest be updated. Not everyone has received the email but will follow up to ensure this is completed.
7. Treasurer’s **Report:**

Treasurer Hemm noted bank balances as follows: Peoples Bank Checking \$351,966.58; Money Market \$107,200.02; and Illinois Funds \$130,200.02. A motion was made by Trustee Casino, seconded by President Myers at 4:08 p.m. to approve the financial reports as presented. Motion carried by unanimous voice vote.
8. **Bills for Approval:** Treasurer Hemm noted the two months of accounts receivable presented contained payments in the amount of \$183,494.17 for December, and \$303,51.52 for January. January was an elevated amount due to \$110,678.58 truck payment made. A motion was made by Treasurer Hemm, seconded by Trustee Casino at 4:07 p.m. to approve the bills for payment as presented. Motion carried by unanimous voice vote.
9. **Attorney’s Report:** Attorney Motylinski noted that with the beginning of the 104th General Assembly, bills have been introduced: HB 1098 which would effectively lower the age for being a firefighter from 21 to, 18 and HB 1916 which would allow fire districts to bill for treat/no transport lift assists. This second bill has received Committee assignment. The implications of lowering the age for firefighters were discussed.
10. **Reports:**
 - a. Chief’s Report: Chief Keener provided a verbal update on a variety of activities in which he has been involved. The recent Lexipol cyber security threat did not

result in unauthorized access and has been addressed. KACC is inquiring about the prospect of a ride-along program for their Firefighter-EMT students, Leadership Training program continues and Legislative Day in Springfield will be held April 30, 2025. Additionally, a meeting was held with Union and Stiffel representatives to discuss having them deal with our Corbridge accounts.

- b. Ambulance Billing Report: The written report was included in the packet. The Chief noted corrections to the numbers presented.
- c. Committee Reports:
 - i. Building Grounds – Trustee Casino reported on the fact that Comcast has not responded to our requests. Two other vendors will be contacted to inquire about replacing our phone system. Holohan Heating performed the backflow test and noted corrosion on pipes and needed to replace hot water heater. Confirmation of the backflow prevention passing and whether the repairs and replacements can wait to be made in the 2025/2026 budget year. Trustee Casino will follow up with BC Gebhardt. The chief updated everyone on discussions with PSI for the concrete pad cracking and concrete issues around the hydrant in front of the station. PSI will make repairs to the pad and BFPD will engage PSI to put a yellow epoxy around the hydrant.
 - ii. Apparatus Committee: The committee met today and are investigating options and potential opportunities. Trustee Hemm is a member of this committee.
 - iii. Recognition: Birthdays and Anniversaries. Written reports were presented.

11. **Old Business:** None

12. **New Business:**

- a. Discuss/Approve Tax Exempt Status – Station & Tomagene House: No need for Board action. The chief will follow up to ensure the form was submitted.
- b. Discuss/Approve Ambulance Billing Ordinance: This topic was discussed at length. No action was taken. This item will be brought back to the Board following GEMT rate establishment.
- c. Discuss/Approve Solar Ordinance: Chief informed the Board of latest information he received about the necessity of specialized fire suppression products needed for commercial buildings with a certain square footage of solar panels installed on roofs. No action was taken. This matter will be brought back to the Board later.
- d. Discuss Ordinance to Create a Capital Reserve Fund: Following short clarification of purpose, it was determined no action was needed. A Capital Reserve Fund component will be added to the 2025-2026 budget.
- e. Discuss/Approve Wage for BFPD Battalion Chiefs: Chief gave a brief overview of the recent 360 Degree performance appraisals for the Battalion Chiefs. Following Discussion, a motion was made by Treasurer Hemm, seconded by Trustee Casino at 5:45 p.m. to approve the wage increase as discussed. Motion carried by unanimous voice vote.
- f. Discuss/Approve Wage for BFPD Chief: President Myers highlighted the overall results of the 360 Degree performance appraisal for Chief Keener. Following review and opportunity for questions and discussions, a motion was made by Trustee Casino, seconded by Senior Trustee Grzelak at 6:14 p.m. to approve the wage increase for Chief Keener as discussed

effective March 1, 2026. Motion carried by unanimous voice vote. Trustee Hemm will contact the District's accounting firm to inform them of the change.

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