
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, December 16, 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; Chief, Jim Keener and, Attorney, John Motylinski.
4. **Public Comment** – None.
5. **Approval of Minutes:** A motion was made by President Myers, seconded by Treasurer Hemm at 4:01 p.m. to approve the minutes from November 25, 2025, Regular Meeting of the BFPD Board of Trustees. Motion carried by unanimous vote.
6. **Secretary's Report:** None.
7. **Treasurer's Report:**
 - a Discuss/Approve Sawyer Falduto Report: No report presented.
 - b Discuss/Approve Peoples Bank Checking & Illinois Funds Account Balances: Treasurer Hemm reported balances as: Checking \$182,555.85, Money Market \$110,797.28, and Illinois Funds \$502,691.26. A motion was made by President Myers, seconded by Secretary Argyelan at 4:03 p.m. to approve the Treasurer's report. Motion carried by unanimous voice vote.
8. **Bills for Approval:** A motion was made by Treasurer Hemm, seconded by President Myers at 4:03 p.m. to approve the bills for payment in the amount of \$129,723.01. Motion carried by unanimous voice vote.
9. **Attorney's Report:** Attorney Motylinski confirmed he received the receipt from Kankakee County Clerk for our BFPD's annual levy. Copy will be sent to Chief Keener tomorrow.
10. **Reports:**
 - a. Chief's Report: Chief Keener reviewed highlights from the previous month's activities. Of note was meetings held with Phil Kambic and Kevin Hack, Senator Joyce, and Illinois Fire Chief's Association. Chief also updated the board on OPEB questions, working with Foreign Fire Board for potential kitchen upgrades and accomplishments/planning with Josh Craine for a variety of IT projects with BFPD.
 - b. Battalion Chief's Report: Neither B/C was in attendance. Chief Keener spoke of B/C McCrary's efforts to wrap up recertifications prior to end of year and B/C Gebhart's coordination of vehicle upgrades and repairs. Both Battalion Chiefs have begun their Chief Fire Officer programs.
 - c. Ambulance Billing: This month's report was provided to Trustees in their packets.

d. Committee Reports:

i. Building Grounds:

1-2. Discuss/Approve New Phone System/New Computer Network Upgrades & Network Management: Chief highlighted continuing efforts and progress on these items. Josh Craine has been very helpful. Senior Trustee Grzelak confirmed ongoing efforts with phone system upgrades to an internet-based system.

ii. Recognition: Birthdays and Anniversaries. Report was provided in Board packets.

11. **Old Business:**

12. **New Business:**

- a. Discuss/Approve 2026 Meeting Dates: A motion was made by President Myers, seconded by Treasurer Hemm at 4:27 p.m. to approve the 2026 Meeting Dates with one change, which being December meeting will be held Tuesday, December 15, 2026. Motion carried by unanimous roll-call vote.
- b. Discuss/Approve Lift Assist Policy: A motion was made by Treasurer Hemm, seconded by Senior Trustee Grzelak at 4:29 p.m. to approve ordinance #121625 to allow mechanism for BFPD to be reimbursed for lift assists at assisted living and extended care facilities beginning with the 7th lift. The amount will be 50% of GEMT rate. Motion carried by unanimous voice vote.
- c. Discuss/Approve 2026 Chocolate Tour: A motion was made by Senior Trustee Grzelak, seconded by President Myers to donate a gift basket, valued at \$100 to be raffled for the 2026 Chocolate Tour. Motion carried by unanimous voice vote.
- d. Discuss/Approve Fitness Premier Proposal. Chief gave a brief overview of the potential to offer fitness services to our personnel. This will be brought back to a future meeting with details.
- e. Discuss/Approve OPEB (Other Post-Employment Benefits): No action on this item.
- f. Discuss/Approve 2026 NIAFPD Annual Conference: Chief did a quick poll to see which Trustees were available to attend this annual conference.
- g. Discuss/Approve Riverside EMS/Emergency Network Access: Brief discussion was held. No action taken.
- h. Discuss/Approve Personnel: Chief shared his thought process/potential plans concerning a variety of upcoming personnel events and potential events in the near future. Trustees all verbally commended Chief for his forward thinking and planning.

General Announcements: The Chief shared information on an upcoming wake/funeral for a friend of BFPD, Benny Carmain, Thursday with a walk through at 4:15 p.m. at Clancy Gernon funeral home. Live2Lead has offered a seminar on leadership presented by John Maxwell. If Trustees are interested, Chief will include in the program.

13. **Closed Session:** None

Adjourn

A motion was made by President Myers, seconded by Senior Trustee Grzelak at 5:14 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