
Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, February 23, 2021

1080 Armour Road – Station #1

1. **Call to Order:** The regular meeting of the BFPD Board of Trustees was called to order by President Randy Myers at 4:01 p.m.
2. **Roll Call:** Trustee Randy Myers, Senior Trustee Paul Grzelak, Treasurer William Hemm; Secretary, Alice Argyelan; Trustee Rob Casino, Chief Ed St. Louis; Deputy Chief Jim Keener; Battalion Chief Gebhardt, and Attorney Tom Gilbert were in attendance.
3. **Public Comment:** No public comment.
4. **Approval of Minutes:** Motion was made by Treasurer Hemm, seconded by Senior Trustee Grzelak at 4:03 p.m. to approve the minutes of the Regular Session Meeting of January 26, 2021. Motion carried by unanimous voice vote.
5. **Secretary's Report:** None
6. **Treasurer's Report:**
 - A. Veteran's Administration: Treasurer Hemm reported on a recent meeting between himself, DC Keener, Amanda and Kristen from Andres, Brandy and Tracy Foster, Director of Transportation for the VA. Treasurer Hemm stated he is confident things will get cleared up. President Myers concurred with Treasurer Hemm's opinion.
7. **Bills for Approval:** A motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 4:05 p.m. to approve the bills for approval as presented. Motion carried by unanimous voice vote.
8. **Attorney Report:** Attorney Gilbert spoke on the following:
 - A. COVID19 Vaccine Immunizations: Mr. Gilbert encouraged the District to ensure BFPD paramedics are working under the auspices of the District or hospital if administering these vaccinations to ensure the paramedics' immunity.
9. **Reports:**
 - A. Chief's Report: No report this evening.
 - B. Deputy Chief's Report: Deputy Chief Keener reported on the following:
 1. PSI took a look at the gutters on the west side of the building. Work may be needed due to loose brackets.
 2. #63 is back in service. There remains 5 of the 8 issues needing to be addressed. Discussion was held concerning Pierce Manufacturing services and Mr. McQueen not showing up for on site repair. Discussed capability to fix all steer alignment on site.
 3. Deputy Chief Keener updated the board on a meeting, which took place last Thursday between himself, Chief St. Louis, Mayor Schore and Village Administrator, Michael VanMill.
 4. Deputy Chief Keener reported on MABAS 7 Fire Chiefs developing a work group panel to look at manpower in the Kankakee County area. Everyone

realizes resources are limited. Mayor Schore expressed his interest in serving on this panel.

C. Battalion Chief Report:

1. Battalion Chief Gebhardt reported Superior is scheduled to work on the house in March.
2. Several school inspections have been completed within the Bourbonnais Elementary School District.
3. Walk-through took place at 100 Riverside, which went well.
4. Meeting took place with Bourbonnais Elementary School Resource Office for Life Safety planning.
5. Core Construction out of Peoria sent Mikayla Vincent, Client Services Manager to tour Station #1 and garner ideas for update/changes.
6. Battalion Chief Gebhardt reported on a variety of vehicle maintenance which took place the last month.

D. Andres Billing Report: No report available at this time. Deputy Chief Keener will disseminate as soon as it is available.

E. Committee Reports:

1. Recognition: Short discussion was led by Senior Trustee Grzelak concerning the upcoming Walk-Out Ceremony honoring Chief St. Louis. Updates were given and suggestions made.
2. Deputy Chief Keener requested to meet with the Building and Grounds Committee.
3. Lexipol: Secretary Argyelan requested assigning a section of the Lexipol Board policy for review. More info to come.

10. Old Business:

- A. Discuss/Approve T-69 Refurb: Deputy Chief Keener disseminated rough estimates on potential cost of refurbishment of Tower 69. Discussion ensued concerning costs, vendor, apparatus life expectancy and refurbishment vs. replacement. This topic will be brought back to the March Regular Meeting.

11. New Business:

- A. Discuss/Approve Resolution Honoring Chief Ed. St. Louis: President Myers highlighted some of the accolades on the Resolution to be presented to Chief St. Louis at Friday's ceremony. A motion was made by Treasurer Hemm, seconded by Trustee Casino at 4:40 p.m. Motion carried by unanimous voice vote. Trustee Casino recommended a bouquet of flowers for Patti St. Louis, and graciously offered to take care of this for Friday.
- B. Discuss/Approve President Myers reappointment: The nuances of completing paperwork were briefly discussed. A motion was made by Treasurer Hemm, seconded by Trustee Casino at 4:46 p.m. to approve President Randy Myers for reappointment to the Bourbonnais Fire Protection District Board of Trustees. Motion carried by unanimous voice vote.
- C. Discuss/Approve Audit Report from Karrison LLC for Fiscal Year Ending May 31, 2021: Following short discussion, a motion was made by President Myers, seconded by Treasurer Hemm at 4:49 p.m. to approve the Audit Report from Karrison LLC as presented. Motion carried by unanimous voice vote.
- D. Discuss/Approve New FOIA Officer Designee: A motion was made by Secretary Argyelan, seconded by Trustee Casino at 4:49 p.m. to appoint James Keener as FOIA Officer Designee for BFPD. Motion carried by unanimous voice vote.

- E. Discuss Approve Pension Board Appointees: Discussion was held and guidance was given by Attorney Gilbert concerning Pension Board Appointees and term lengths. A motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 4:50 p.m. to approve Randy Myers for appointment to the Pension Board with a term ending 2024 and Vern Mitchell with a term ending 2023. Motion carried by unanimous voice vote.
 - F. Discuss/Approve Pension Payment Remittance Amount: President Myers broached several questions concerning the District's options in this matter. Following discussion, Attorney Gilbert was directed to check with the Kankakee County Clerk to discern if the overpayment amount can be moved within the Levy to a different category(ies). This item will be tabled until the March Regular Session Meeting until more information is available.
 - G. Discuss/Approve Chief's Contract for Jim Keener: Trustees were provided a copy of the contract for review in advance of this meeting. A motion was made by President Myers, seconded by Trustee Casino to approve the contract for Jim Keener as presented. Motion carried by unanimous roll-call vote. Congratulations Chief Keener.
 - H. Discuss/Approve Out of Service Fire Hoses as Surplus: Chief Keener spoke of eleven pieces of hose that failed the safety test. Motion was made by Treasurer Hemm, seconded by President Myers at 5:04 p.m. to approve categorizing the eleven fire hoses as surplus equipment. Motion carried by unanimous voice vote. Chief Keener will specifically identify each hose for reporting purposes
12. **Closed Session** – No Closed Session held.

Senior Trustee Grzyelak questioned the potential for contacting the Secretary of State's office to discern what records may be destroyed. Chief Keener stated the administrative assistants both have a copy of a specific list of items and mandatory retention times and are taking care of this on a regular basis.

Adjourn

A motion was made by President Myers, seconded by Senior Trustee Grzelak at 5:06 p.m. to adjourn the Regular Meeting of the BFPD Board of Trustees. Motion carried by unanimous voice vote.

Posted by:

Alice E. Argyelan, Secretary
Board of Trustees
Bourbonnais Fire Protection District