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*Bourbonnais Fire Protection District*

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***Board of Trustees Meeting***

Tuesday, February 23, 2021

1080 Armour Road – Station #1

1. **Call to Order:** The meeting of the BFPD Board of Trustees was called to order by President Myers at 4:04 p.m.
2. **Roll Call:** President Randy Myers, Senior Trustee Paul Grzelak, Treasurer William Hemm (depart 5:16 pm); Secretary Alice Argyelan; Chief Jim Keener, Battalion Chief Brian McCrary, Attorney John Motylinski.  
**Lauterbach & Amen, LLP Report:** Steve Litko and John Dean were in attendance this evening to give an overview of BFPD Financials. These gentlemen provided pertinent information concerning fund balances, capital expenditures, brokerage account balances and reserves as well as budget vs. actual totals for revenues and expenses. Mr. Litko stated the District continues to be heading in a good direction. Treasurer Hemm remarked that these gentlemen have been of tremendous help to him as Treasurer of BFPD. Everyone in attendance thanked Messrs. Litko and Dean for their time and information.
3. **Public Comment:** Several guests were in attendance. Chief Ed St. Louis, Retired, and his wife, Patti presented words of thanks and appreciation for the lovely retirement celebration held in their honor. A copy of Chief St. Louis' written note of thanks will be disseminated to the everyone associated with the BFPD.
4. **Approval of Minutes:** Motion was made by President Myers, seconded by Senior Trustee Grzelak at 4:48 p.m. to approve the minutes of the Regular Session Meeting of February 23, 2021. Motion carried by unanimous voice vote.
5. **Secretary's Report:** No Report
6. **Treasurer's Report:** No Report
7. **Bills for Approval:** A motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 4:49 p.m. to approve the bills as presented. Motion carried by unanimous voice vote.
8. **Attorney Report:** Attorney Motylinski spoke on the following:  
Federal COVID Funding Update: Mr. Motylinski stated federal funds in the recent emergency funding bill are expected to be pushed to the states and be distributed to local entities by May, with a second payment in May of 2022. Discussion ensued on the potential impact of these funds and how they will be utilized to help offset COVID19 expenses.
9. **Reports:**
  - A. Chief's Report: Chief Keener submitted his report in writing with a verbal addition relating to a thank-you video for BBCHS Teachers and reporting on meetings concerning the collective bargaining agreement.

- B. Battalion Chief Report: Battalion Chief McCrary presented his report in writing. President Myers requested clarification on two certifications received through recent professional development, specifically the Vehicle Machinery Operations and the Fire Service Vehicle Operator. Battalion Chief McCrary gave an explanation as to the content of both trainings.
- C. Andres Billing Report: No report at this time, but there was a brief ambulance billing summary included in the packet.
- D. Committee Reports:
  - 1. Recognition: Chief Keener reported on recognition of the Red Shift.

**10. Old Business:**

- A. Statement of Economic Interest Filings: Chief Keener stated there were outstanding filings not completed. Chief Keener will follow up on this item to ensure everyone is in compliance.

**11. New Business:**

- A. Discuss/Approve Resource Management: Mr. Adam Lindsten gave a thorough presentation concerning BFPD Commercial Insurance policies including premises, cyber security and vehicle coverage. Discussion ensued concerning the cost savings if deductibles are raised in order to help offset the increase in cost of coverage. There is one other vendor who will be making a presentation. This will be brought back to the next meeting of the BFPD Board of Trustees.
- B. Discuss/Approve Final Audit Report: A motion was made by President Myers, seconded by Treasurer Hemm at 5:08 p.m. to approve the audit as presented. Following brief discussion, motion passed by unanimous voice vote.
- C. Discuss/Approve Surplus Equipment: Chief Keener presented a comprehensive list of equipment and supplies to be considered surplus. A motion was made by President Myers, seconded by Secretary Argyelan at 5:13 p.m. to approve the equipment and supplies be marked surplus. Motion carried by unanimous voice vote.
- D. Discuss/Approve Lexipol Policies
  - 1. Administrative Policies were presented for first reading. All but three policies were approved for first reading and will be sent to the bargaining unit for their 30-day review and brought back to the April meeting for final approval. The other 3 policies have slight editorial changes needing to be made and will also be brought back in April.
  - 2. Standard Operating Procedures: These are for informational purposes only and do not require Board action.
- E. Discuss/Approve Changes to District Website: After a very brief inquiry as to preference on listing Trustees on the website and noting meeting time change, a motion was made by President Myers, seconded by Senior Trustee Grzelak at 5:37 p.m. to approve changes as discussed. Motion carried by unanimous voice vote.
- F. Discuss/Approve Purchase of mini-rescue vehicle: Following earlier comments made by Treasurer Hemm as to the multiple positive and diverse uses of this vehicle Discussion ensued about the purchase, purchase price and questions specific to its condition and maximum GVW, etc. BFPD personnel will travel to Springfield to inspect and test drive the vehicle. Chief Keener also provided several reasons why this vehicle will serve the District well and gave an overview of resulting changes to the the District's fleet.

9.a.) Chief's Report Continued:

- i. Engine 63 was taken to North Aurora for maintenance. There were myriad problems identified. Chief Keener stated no funds will be disbursed for the refurbishment until such time as Engine 63 is in good repair and fully functioning.
- ii. Tower 69 Refirbish Bid was received today. Chief Keener was not available to review it at length. The estimate is \$355,000.00
- iii. Kankakee County and Opticom for Latham Drive: Chief Keener reported on recent conversations with Kankakee County Board President, andy Wheeler concerning their request the District cover the expense. Chief Keener shared his list of reasons why he communicated BFPD will not be entertaining this idea. Chief Ed St. Louis, Retired suggested Chief Keener reach out to Frank Koehler.

12. **Closed Session** – No Closed Session held.

**Adjourn**

A motion was made by President Myers, seconded by Senior Trustee Grzelak at 5:47 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