

Hampshire Fire Protection District
Board of Trustee Meeting Minutes
January 14, 2026

1. Call meeting to order
2. Secretary – Roll Call

Brian Pechtold – Present
Steve Gustafson – Present
Edward Saunders- Present
William Misner- Present
Rick Heine- Absent

Administration:

Dave Schmidt – Fire Chief
Eric Larson- Deputy Fire Chief
Sheri Stadie - Captain

Staff Present:

Lieutenant John DePauw

Others Present:

Brian LeFevre- Sikich LLP (via Microsoft Teams), James Howard- Governmental Accounting Services, Diana Book and Jason Laub- Laub Construction Company

3. Request for additions or deletions to the agenda- There were no requests for additions or deletions.
4. **Audit Presentation-** Mr. LeFevre presented the Annual Financial Report for the year ending May 2025 via Teams. Mr. LeFevre noted that the audit process was smooth and the District was financially sound with strong reserves and Pension funding.
5. **Governmental Accounting Presentation-** Mr. Howard presented information on the background and services offered by his company. Mr. Howard stated that the transition period would be 4-8 weeks, which would be dependent on staff availability and process walkthroughs. Trustee Pechtold asked if Mr. Howard received a list of questions from last week. Chief Schmidt stated that he had received them. Trustee Pechtold asked Mr. Howard if there were any concerns about the questions from Board members. Mr. Howard stated that the only item that would be outside of the quoted retainer would be the cost for GEMT reporting, which would be \$975 annually. Mr. Howard stated that services, accounting cycles and anything that has been brought to his company’s attention in terms of accounting are within the retainer. Trustee Misner asked Mr. Howard how many departments has he dealt with where there was no one to transition with. Mr. Howard stated that this is not unfamiliar

territory for his company and he has had to step in when the department's Financial Director leaves on short notice although he would prefer to transition with those who are currently working in these areas. Trustee Gustafson asked if he had a question as the Board of Trustee Treasurer, if he have someone to reach out to. Mr. Howard stated that he can be reached by phone or email and will make sure to reply on the same day. The Chief asked when Mr. Howard would like to get started. Mr. Howard stated that once he gets the green light, he will begin scheduling meetings. The Board thanked Mr. Howard for his presentation. Mr. Howard stated he was appreciative for the opportunity to speak. With no further discussion, Trustee Misner moved to approve the contract with Governmental Accounting Services as proposed. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Brian Pechtold, Steve Gustafson, Edward Saunders, William Misner

Nays- None

Abstain- None

Absent- Rick Heine

6. Minutes

- a. Approval of Regular Meeting minutes- Upon review of the December 10, 2025, Regular Meeting minutes. Trustee Pechtold stated that there was one minor correction made to the minutes for clarification. Trustee Misner moved to approve the minutes with the correction. Trustee Saunders seconded the motion, and it was passed by all those present. Trustee Pechtold stated that the minutes for the Truth and Taxation had been distributed to Board Members, but the item was not on the agenda. Trustee Pechtold stated that if no one had any corrections or concerns, the minutes would be ratified at the February meeting. The Board was unanimous in agreement.

7. Treasurer's Report

- a. Approval of December Warrant List- The Chief stated that Ms. Remakel had noted that the Board has a stand-alone page of the report that will be inserted into the document upon Ms. Remakel's return. Trustee Pechtold stated that the Warrant List appeared to list the final payment of Engine 1412 and asked if there was anything else coming in. The Chief stated that 1452 has been paid, and the payments are done. With no further discussion of the December 2025 Warrant List, Trustee Gustafson moved to approve the report as presented in the amount of \$1,287,018.06. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – William Misner, Brian Pechtold, Edward Saunders, Steve Gustafson

Nays – None

Abstain – None

Absent- Rick Heine

- b. Discussion and Approval of the December 2025 Financial Report- Upon review of the June Warrant List, Trustee Pechtold asked if there were any questions on the report. With no questions or further discussion, Trustee Misner moved to approve the Financial Report as presented. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Brian Pechtold, William Misner, Steve Gustafson, Edward Saunders

Nays – None

Abstain – None

Absent- Rick Heine

8. Chief's Report-

Flag Policy- The Chief reported the passing of retired Lieutenant Jay Rasmussen and the possibility of lowering the flag in his honor. The Chief stated that only specific authorities can authorize the lowering of the flag. The Chief stated that he had done research and found that the District can adopt a Board policy/SOG to lower flags for members in good standing or retirees. The Chief stated that he plans on consulting with IAFFD for rulings, and if half-staff is not permitted, consider moving the Illinois Flag and adding the Department Flag to alternatively lowering the Department Flag. The Chief reported that the bunting has been installed at St.1, with St. 2 bunting in progress. The Chief thanked Pingree Grove FPD for loaning the department the bunting for Lieutenant Rasmussen's services.

Incident Volume- The Chief reported that 2025 incidents ended with a 1.4% increase in incident volume (+25 more calls than 2024) and 2025 transports were up 3.3%.

NFIRS/NERIS Reporting Changes- The Chief stated that a challenge for the department in 2026 will be a change in the fire reporting system that has been in place since the mid 1980's (NIFRS). The Chief stated that the change to NERIS took place on January 1st. The Chief stated that the reporting system is much different and will take time to navigate and will be a bumpy road.

Overtime- The Chief reported that the Overtime budget is up 28% from last year, and 61% has been spent in the Fiscal Year. The Chief reported that the department is about \$130,000 higher than last year and stated that amount goes back to employee raises. The Chief stated that the department is catching people up in classes, stating that Lieutenant Serrano is in CoFo class for the next 3 weeks, which will require those weeks to be filled with overtime positions for his shift days.

Engine 1412- The Chief reported that Engine 1412 was delivered 2 days ago. The Chief stated that Lieutenant DePauw, in addition to working on the logistics of Lieutenant Rasmussen's funeral details, was working with others to get equipment placed on the engine, and ready for people to take out to drive and pump train. The Chief anticipated about a month before the engine is ready to go into service. The Chief stated that 1412 will be housed at St. 2 and Engine 1413 will come to St. 1 as a reserve engine.

Ambulance Purchase/Remount- The Chief reported that Lieutenant DePauw will be reaching out to PJ Foster to get a price and quote for both a remount and new ambulance purchase. The Chief stated that PJ will be able to provide an anticipated cost, which would be driven by how much work the department would want to the box of the ambulance. Lieutenant DePauw stated that with the remount, we can pick and choose our options, such as upgrades to the camera and safety systems, wiring and lighting. The Chief stated that there will be more details at either the February or March meeting.

Construction Update- The Chief reported that he was waiting on the locker adjustments and installation. The Chief also stated that the wall at Sta 2 is the only other outstanding item for the construction project.

Fire Station Update- The Chief introduced Jason Laub, owner of Laub Construction and Diana Book who is our Construction Manager. The Chief stated how pleased he has been with this company throughout the construction process. The Chief stated that Laub Construction had made a preliminary blueprint for the new station to begin to get ballpark pricing. The Chief discussed the blueprint which was provided to the Board members. The Chief stated that if the pricing remains consistent, cost will be between \$250-\$275 a square foot, which will result in a cost between \$4.48-\$4.93 million. The Chief stated that he would like to see privacy fencing on the property to allow training props that would be unseen by public if this would work into the plans. The Chief stated that he will keep in touch with the developer. The Chief stated that he planned on inviting the public to St. 1 for a tour of the building, highlighting the age of the building and plumbing issues, and feels that this would increase transparency. The Board agreed with going forward with the idea.

Gast Road Parking- The Chief reported that there have been issues with the high school students parking on Gast Road. The Chief stated that until the village takes over the subdivision, he has been working with the high school principal to identify students who are parking in front of fire hydrants and noted that the vehicles that are parked in front of the station could pose challenges for fire apparatus pulling out of the station. The Chief stated he met with the Village Manager and Police Chief and was informed that there is plenty of parking at the school, but the students don't want to pay the fee for a parking permit and park on the street in the subdivision. The Chief has requested a "no parking" zone from the school entrance stop sign to Sunup Pt. on both sides of the street and is awaiting village action. The Chief reported that after the issues with the HOA at St. 2, regarding the sidewalk shoveling, he is considering asking the HOA to assist with the purchase of a snowblower so that the department would be able to keep the sidewalks by the station and further down the street clear of snow.

St. 1 Plumbing Issues- The Chief reported that there was another plumbing issue at St. 1. The plumber had reported that the blockage was due to only waste with no non-flushable items found and was in the same area as the last blockage. Ms. Book stated that she is working on getting prices for repair, while trying to keep down the damage to the remodeling that has already been done. Ms. Book stated that the proposed fix would be to work from the men's bathroom side and open the wall 3-4 feet, excavate the floor, replace corroded piping, repour

concrete and install new flooring. The pricing for the job will be gathered from multiple vendors.

Centennial Committee Water Fights- Trustee Gustafson asked if the Centennial Committee had reached out regarding hosting water fights at the village's 150th celebration. The Chief stated that the Historical Society had reached out to him. The Chief and Trustee Gustafson expressed concerns about liability for the department.

9. Deputy Chief's Report-

The Deputy Chief reported that the department had completed 825 training hours in December and just over 12,000 training hours in 2025. The Deputy Chief stated that 5 personnel received their Fire Service Vehicle Operator certification, Brett Bloomberg received his Fire Apparatus Engineer certification, Laura Watt received her Trench Operations certification, and 4 new-hires completed boot camp.

10. Correspondence-

The Chief reported that the department received a thank you letter from the Carpentersville Fire Department for our response to their structure fire on Christmas Eve. The Chief stated that there were several letters and donations from residents and presented the letters and cards for the Board to review.

11. Old Business-

- a. There was none.

12. New Business-

- a. Discussion and Approval DNR and DOD Renewals- The Chief explained that the Department of Natural Resources (DNR) and the Department of Defense (DOD) have a variety of surplus equipment at no cost, with the only stipulation of when it is time to dispose the equipment, it is offered back to them, as they still own it. The Chief explained that fire apparatus is different in that once the apparatus is received and put into service, after the third year, the apparatus is yours, therefore, this would be a good consideration for replacing older apparatus. The Chief stated the supplies could be anything from fire apparatus to furniture and office supplies. The Chief stated that MOU's are required to be updated every 2 years and has not been updated recently. Trustee Gustafson moved to approve the update of the MOU's to the DNR and DOD. Trustee Misner seconded the motion, and it passed unanimously by all those present. Trustee Pechtold stated that he would sign the MOU's electronically.
- b. Discussion and Approval of Banking Paperwork- Trustee Pechtold asked Captain Stadie if she was aware of what the discussion would involve. Captain Stadie stated that Ms. Remakel had briefly reviewed the discussion, but in Ms. Remakel's absence, she would be more comfortable waiting until the next meeting so that Ms. Remakel could clarify. The Board agreed to table the discussion until the February meeting.

13. Trustees Comments-

- a. The Trustees discussed the high cost of equipment and the potential rotation among districts for truck purchases and the consideration of building reserves to purchase a quality new engine. The Board discussed the upcoming visit from Congressman Foster with the \$1 million dollar funding still being available despite the shutdown delays. The Deputy Chief confirmed the date for Friday January 30th at 12:15 p.m. Trustee Pechtold asked if the visit was for the public or department only. The Deputy Chief stated that the visit was for the department only and the Congressman had asked for a station tour.

14. Public Comments-

- a. There was none

15. Closed Session-

- a. Trustee Misner moved to enter Closed Session to discuss a personnel matter. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:16

Ayes- Brian Pechtold, Edward Saunders, William Misner, Steve Gustafson

Nays- None

Abstain- None

Absent- Rick Heine

- b. Upon a roll call vote, the Board returned to Open Session at 18:43.

Ayes- Steve Gustafson, Brian Pechtold, William Misner, Edward Saunders

Nays- None

Abstain- None

Absent- Rick Heine

16. Motion to take action on Closed Session

- a. No action was needed.

17. Motion to Adjourn

Trustee Gustafson motioned to adjourn the meeting. Trustee Saunders seconded the motion, and it was passed by all those present. The meeting was adjourned at 18:44.

Next regular meeting- Wednesday February 11, 2026

Gustafson moved to approve the Budget Hearing date of March 11th to begin at 4:55 p.m. Trustee Misner seconded the motion, and it was passed unanimously by all those present. The Chief added that his thought was that Mr. Howard (Governmental Associates) would complete the budget amendments or adjustments to the budget at the March meeting. Ms. Remakel asked if she would not be making the amendments and adjustments, and the Chief stated that Mr. Howard would do this. Ms. Remakel stated that she had thought she would be getting everything ready so that it would be approved at the March meeting and presented by Mr. Howard. Ms. Remakel asked Mr. Howard if he was comfortable putting in an ordinance when it's a revised ordinance, which is mid-year and amending the previous ordinance. Mr. Howard replied he was comfortable with doing the ordinance. Ms. Remakel stated that she has no problem with turning over the budget to Mr. Howard to him and providing him with the numbers or putting together the ordinance herself. Trustee Gustafson stated that Ms. Remakel has all the facts and figures and suggested that the Board allow Ms. Remakel to do the ordinance. The Chief stated that Ms. Remakel will put together the budget and Mr. Howard will present in March. The Chief stated that Mr. Howard will be working with Ms. Remakel next week and he will sit down with them to figure out the best way to move forward so that everyone is on the same page.

5. Discussion and Approval of St. 1 Sewer Repair-

- a. Trustee Gustafson stated that he realizes that the sewer repair is an emergency and that there is probably no time to get a second opinion. The Chief stated that he could certainly get a second opinion, but there were four different plumbers who reviewed the project. The Chief stated that Ms. Remakel was nice enough to forward an idea of a sleeve-lining option which was being investigated. The Chief stated that there are multiple issues with the sewer and not just the narrowing of the piping, but also a problematic cross between the men's and women's restrooms. The Chief stated that using the sleeve may still require breaking concrete to clear deposits and the risk remains for backups due to the cross. The Chief stated that now, the urinal and shower are the only two things that can be used in the front restrooms and is fearful of another clog if anyone stops in, such as the CPR class tonight. The Chief stated that Lieutenant Marlowe had found a box of the existing flooring to be used after the hallway floor is busted up for the repair. The Chief stated that the plumber was prepared to start tomorrow once he gives them the go ahead and was told that they will start in the hallway to avoid leaving a hole by the bunkroom doors. Trustee Pechtold asked how long the total job would take. The Chief stated that he didn't know how long the total job would take but would speak with the plumber. The Chief stated that the plumber would be taking the drywall off about 8 feet, cut off the bottom plate and studs then break up the concrete from the men's room side. The Chief reported that the tile in the men's room will be replaced with ceramic, to match the women's restroom, with a similar vanity and sink. There will be no shower in the

men's restroom because turning the toilet would run into the urinal. Trustee Pechtold asked if both restrooms would be closed, and the Chief replied yes, with just the back restroom in use. Trustee Pechtold asked what the total cost would be and the Chief replied \$27,300. Trustee Pechtold asked if the Board had any other questions or comments and there were none. Trustee Misner moved to approve the restroom repair. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Steve Gustafson, Edward Saunders, Brian Pechtold, William Misner

Nays- None

Abstain- None

Absent- Rick Heine

6. Trustee Comments

- a. There was none.

7. Public Comment

- a. There was none.

8. Closed Session

- a. There was no need for Closed Session

9. Motion to Adjourn

- a. With no further business to discuss, Trustee Gustafson moved the adjourn the meeting. Trustee Saunders seconded the motion, and it passed unanimously by all those present. The meeting was adjourned at 15:15.