

Hampshire Fire Protection District

Board of Trustees

Minutes, January 11, 2023

1. Welcome
2. Call to Order

The meeting was called to order at the Hampshire Fire Protection District, 202 Washington St., Hampshire, IL 60140 by Board President, Tim Thompson.

Board Members present: Tim Thompson – Present
Steve Gustafson – Present
Richard Heine – Present
Brian Pechtold – Present
David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present:

3. **Additions or changes to the agenda** – The Chief asked to add the following items to the agenda: Tollway agreement, W.R. Meadows response, IPRF Grant, Update on Station 2, 2022 Annual report, update on apparatus.
4. **Presentation of Audit by Sikich** – Brian LeFevre from Sikich presented the results of the FY22 audit.
 - a. **Approval of the audit** – Trustee Gustafson moved to approve the audit for fiscal year ending May 31st, 2022. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
 - b. **Approval to request an engagement letter for FY23** – Trustee Gustafson moved to request an engagement letter from Sikich for the fiscal year ending May 31st, 2023. Trustee Scarpino seconded the motion at it was approved unanimously by all those present.
5. **Minutes:**
 - a. **Approval of the December 14th, 2022 Levy Hearing minutes** – Trustee Gustafson moved to approve the Levy Hearing minutes of December 14th, 2022. Trustee Scarpino seconded the motion and it passed unanimously.
 - b. **Approval of the December 14th, 2022 Regular meeting minutes** – Trustee Scarpino moved to approve the minutes with the amendment that he was Present in the attendance. Trustee Pechtold seconded the motion and it was approved unanimously by all those Trustees present.
6. **Treasurer's Report**
 - a. **Review of the December 2022 warrant list -**

The Board reviewed the December warrant list. Trustee Scarpino moved to approve the December warrant list in the amount of \$509,161.83. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously. Trustee Gustafson asked the Fire Chief to thank the Foreign Fire Board for the purchases.

Brian Pechtold	Aye	Rick Heine	Aye
David Scarpino	Aye	Tim Thompson	Aye
Steve Gustafson	Aye		

b. Discussion and Approval of the November 2022 Financials

Trustee Pechtold moved to approve the December 2022 financials. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Rick Heine	Aye	David Scarpino	Aye
Tim Thompson	Aye	Steve Gustafson	Aye
Brian Pechtold	Aye		

c. Discussion and Approval of Wealth Management account with Heartland Bank - Ms.

Remakel reported to the Board that this agreement allows the district to open an account to hold the monies from the issuance of the bond, until they are needed as the project progresses. She reported that she had both the attorney and the accountant review the agreement before requesting their signatures and that the monies are protected in a trust fund, so there is not a risk of losing the principal. Trustee Pechtold moved to the Wealth Management account with Heartland bank. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Rick Heine	Aye	David Scarpino	Aye
Tim Thompson	Aye	Steve Gustafson	Aye
Brian Pechtold	Aye		

7. Old Business –

- a. Discussion and Approval of Budget Re-Appropriation Ordinance FY22-23-06** - In follow up to December's meeting, Trustee Scarpino moved to approve the Re-appropriation of budget Ordinance FY22-23-06, appropriating \$4,648,902 dollars for the fiscal year. Trustee Pechtold seconded the motion. A roll call vote was taken and it was approved with Trustee Heine voting Present, due to his absence at the prior meeting where the details were discussed.

David Scarpino	Aye	Tim Thompson	Aye
Steve Gustafson	Aye	Rick Heine	Present
Brian Pechtold	Aye		

b. Discussion and Approval of Construction Manager Contract – Chief Herrmann reported that the attorney has been reviewing the contract and with the exception of some dates has finalized the contract. President Thompson stated he was not comfortable signing the contract without the dates being filled in. Trustee Gustafson moved to authorize President Thompson to sign the agreement once the contract was complete with the necessary blanks filled in. Trustee Scarpino seconded the motion and it a roll call vote was taken. The motion passed unanimously.

Tim Thompson	Aye	Steve Gustafson	Aye
Rick Heine	Aye	David Scarpino	Aye
Brian Pechtold	Aye		

8. Chief's Report

- a. Meadow's donation** - Chief Herrmann informed the Board that W.R. Meadows once again made a generous donation of \$4,000 to the district.
- b. Dumoulin donation** – The Chief reported that the Dumoulin family also donated \$4,550. President Thompson inquired if thank you letters had been written to both organizations. The Chief responded that they had been mailed already.
- c. Station remodel update** – Chief Herrmann reported that they will be moving forward with the station remodel, as recommended by Lt. Rice and FF Serrano. The changes will have the bedrooms to open towards the hallway, and then they will put 2 additional murphy beds in the day room. The construction will start in a week and take about 3 weeks to complete.
- d. Development update** – The Chief informed the board that he and Deputy Larson attended the Village Board meeting. There is another large industrial project coming in the Shireland property and at Arrowhead, Rt. 20 and Higgins. It is expected to have 4.5 million square feet of warehousing, and is being fast tracked.
- e. Monthly Report** - The Chief reviewed the monthly report with the board.

9. Deputy Chief's report –

- a. Grant Update** – The Deputy reported that there are no active grants pending at this time. However, he has partnered with Huntley, Pingree Grove for an AFG grant.
- b. Monthly training report** – Deputy Larson informed the Board that there were 840 hours of training in December. They had 4 fire fighters that completed their orientation.

10. New Business

- A. Tollway Agreement** – Chief Herrmann reported that they implemented the agreement with the tollway for the December storm. He stated it worked out wonderfully. They put 2 fire fighters in 1438 at the truck stop. There were 5 calls that they responded to from that location and they were able to respond in the difficult weather in 2 - 6 minutes.
- B. HazMat response at W.R. Meadows** – The Chief stated the district has billed over \$21,000 in response to the hazmat call at W.R. Meadows last month. The incident was the fault of an outside contractor and they will be responsible for the billing. The collection will be divided amongst the departments that assisted in the response.
- C. IPRF** – The Chief reported that he has applied for the IPRF grant for \$8,900. He is requesting headsets for 1411 and an additional \$2,000 in hazmat equipment.
- D. Station 2 Update** - The Chief informed the board that the final drawings will be ready for their final review. They are preparing the documents for the bidding process which will start in March and they expect the project to begin in July.
- E. Apparatus Update** - The Chief informed that Board that 1411 is out of service on Monday. 1438 is having some issues and will be going in for service and 1452 needs service as well.

11. Correspondence – There was none.

12. Public Comment – There was no public comment.

13. Closed Session – There was no need to a closed session.

14. Oaths of Office – The Board recessed and moved into the apparatus floor. Chief Herrmann introduced Fulltime Firefighters Jennifer Misner and Laura Black. President Thompson administered the Oath of Office. The families enjoyed refreshments following the ceremony.

15. Motion to adjourn – Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the meeting was adjourned at 18:48.

Secretary