**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, January 14, 2022**

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 – by conference call

David Scarpino – by video call

Administration: Chief Herrmann, Deputy Larson – by conference call, Jody Remakel

Staff Present: Lt. Rice, FF Jordan, FF Serrano, & intern Geary

1. Changes or additions to the agenda. – The Chief asked to add a couple of thank you notes.
2. **FY21 Audit Results –** Brian LeFevre, Partner of Sikich presented the results of the FY21 audit, by audio conference. After answering questions, Trustee Gustafson moved to approve the FY21 audit. Trustee Heine seconded the motion. The motion passed.
3. **Minutes –**
4. **Approval of December 8, 2021 Levy Hearing meeting minutes -** Trustee Gustafson moved to approve the December levy hearing minutes as presented. Trustee Heine seconded the motion. The motion was approved.
5. **Approval of the December 8, 2021 Regular meeting minutes -** Trustee Heine moved to approve the minutes of the December 8, 2021 regular meeting. Trustee Gustafson seconded the motion and it was approved.
6. **Treasurer’s Report**
7. **Approval of the December warrant list –** Trustee Pechtold moved to approve the December 2021 Warrant list for the amount of $140,043.87. Trustee Heine seconded the motion and a roll call vote was taken.

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

1. **Approval of the December 2021 financials** – Trustee Gustafson moved to approve the December 2021 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

1. **Old Business**
2. **Staffing update –** Chief Herrmann informed the Board that the department lost 2 part-time employees to Carpentersville. One accepted a full-time position and due to the contract, they will not be allowed to work here. The other accepted a part-time position and will continue to take shifts here. He also reported that in the last 2 weeks 6-7 employees have been out with covid, so they have had to rely on overtime again. Lastly, he reported that the 2 interns the District sponsored at ECC have graduated from the program, and they have interviewed 3 more potential interns.
3. **FF Injury update –** The Chief reported that the FF that was injured in 11/5/21, is still out. He is currently undergoing therapy and seeing a specialist. He reported the staff is working with the worker’s compensation carrier and Provident which provides another layer of insurance.
4. **Chief’s Report –**
5. **Approval of billing resolution with Burlington and Pingree Grove**– The Board had previously been presented with the Resolution for review. Trustee Gustafson moved to approved Resolution 22-06 for the billing agreement between Burlington, Pingree Grove and Hampshire. Trustee Heine seconded the motion. A roll call vote was taken, and due to connectivity reasons, a response from Trustee Scarpino could not be heard. The motion did pass.

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

1. **PT Hiring Approval** – The Chief reported that they have 3 applicants. One who has worked with Rosemont, another who is a paramedic from Burlington, and another who is a FF/Engineer from East Dundee. He checked with the quartermaster and there is money in the budget for their clothing and the turnout gear can be rented. The Chief was requesting the Board’s approval to hire them. Trustee Gustafson moved to approve the hiring of the 3 individuals. Trustee Heine seconded the motion, and a roll call vote was taken, the motion passed unanimously.

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

1. **COVID Update** The Chief reported that the covid positives are increasing significantly. As he reported previously, they have had 6 out over the last 2 weeks. He has put the station back on strict covid protocols. He also reported that the hospitals are overloaded as well.
2. **1411 New Engine Update** – The Chief reported that he is going to inspect the new engine on Thursday and Friday. If everything is acceptable, it should arrive at the department in 2-3 weeks. He is expecting that it can be in service in March or April, once everyone has trained on it.
3. **Call of the year** – The Chief informed the Board that Sherman hospital has started a “Call of the Year” award and Hampshire Fire was selected as their first recipient. Those on the particular call were FF Steuber, FF Thompson, FF Letheby, and FF Feyl.
4. **Novak Memorial** – The Chief read a letter from a resident thanking the District for their responses over the last year to their home. They lost their adult child to an overdose. The family donated that balance on monies in his bank account.
5. **1452 repair update** – Chief Herrmann informed the Board that 1452 was returned back in service in December, after the repairs to the suspension. The cost came in around $6,600.
6. **FFITB** – The Chief reported that the FFITB has made many purchases on behalf of the District and he wanted them to be aware of their generosity. So far, the FFITB has purchased batteries for the Stryker cots, fitness equipment, helmet lights, and a scoop stretcher.
7. **Monthly report** – The Chief reviewed the monthly report with the Board.
8. **2021 Annual report**  - The Chief informed the Board that the annual report will be presented in February.
9. **Additions** – The Chief read a thank you letter from a new resident that had moved to the area and received an emergency call from his wife. The District responded before he could get home and he was grateful to know that his family had moved into an area with such a wonderful department. The Chief also informed the Board about a phone call he had received that day from a resident that was very happy with the interaction her family just had when they recently required the services of the department.
10. **Deputy Chief’s report –**
11. **Intern program update**– Deputy Larson reiterated what the Chief had reported previously. The District had 2 interns graduate from the academy. One still has a little testing to complete, but they will become EMT’s. He also reported that we have 3 new candidates that the District is sponsoring through the program.
12. **Grant updates** – The Deputy informed the board that there was a grant that he had applied for in 2021 for smoke detectors. The district was awarded $300 to purchase smoke detectors and to have on the vehicles for the residents when necessary. He also reported that the FEMA grant for the new radios is closing soon, so he is not expecting a response for a couple more months, and lastly he is considering applying for the SAFER grant again which just opened up. Trustee Thompson indicated that if we are approved for the SAFER grant he wants to make sure the Board gives approval for the hiring as he is not sure the District would be in a financial position to hire more people.
13. **Monthly training report** – The Deputy reported that there were 865.5 training hours in December. He was able to send 2 employees in to sit with a dispatcher so they could experience what it is like on the other side of the calls. They have also worked on mutual aid response training with Burlington.
14. **New Business –**
15. **Approval to request audit engagement letter from Sikich for FY22.**  - Trustee Gustafson moved to approve requesting an engagement letter from Sikich for the completion of the audit for FY22. Trustee Heine seconded the vote and a roll call vote was done. The motion passed unanimously.
16. **Correspondence** – There was none.
17. **Public Comment -** There was none.
18. **Board of Trustee Comments –** Trustee Gustafson expressed his concern with the number of runs the District makes to Burlington. He felt that with Burlington having 6 other departments bordering them, than perhaps there was something that could be done that Hampshire did not have to respond all the time. Chief Herrmann responded that this has been discussed in the past, it takes time to get these issued changed. Hopefully, once Pingree has the new station built, they will be taking on more of the calls. Trustee Thompson inquired if he saw in the report correctly, that Hampshire only responded 3 or 4 times, but Burlington actually responded to Hampshire 7 -8 times on mutual aid calls.
19. **Adjournment –** There being no further business, Trustee Heine moved to adjourn the meeting. Trustee Gustafson seconded the motion and the Board adjourned at 18:45.

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**Secretary**