**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, January 13, 2021**

1. **Welcome**
2. **Call to Order**

The meeting was called to order at the Hampshire Township Administration buildings and via a video conference at 18:00 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: Lt. John DePauw

1. **Additions or changes to the Agenda** – Deputy Chief asked to add the FEMA Grant and Grant updates to his report.
2. **Audit**
3. **Presentation by Brian LeFevre, Sikich** – Brian LeFevre presented the results of the FY 19/20 audit. Questions were asked about the consolidation of the Pension fund.
4. **Discussion and Approval of FY19/20 Audit** - Trustee Gustafson moved to approve the FY 19/20 Audit prepared by Sikich. Trustee Heine seconded the motion and it was approved unanimously by all those present.
5. **Engagement letter** – Trustee Gustafson moved to request an engagement letter from Sikich for the FY 20/21 audit. Trustee Scarpino seconded the motion and it was approved unanimously.

1. **Minutes**
2. **Approval of the December 9, 2020 Budget hearing minutes** – Trustee Heine moved to approve the minutes of the December 9, 2020 revised Budget hearing. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
3. **Approval of the December 9, 2020 Levy hearing minutes** – Trustee Scarpino moved to approve the minutes of the December 9, 2020 levy hearing minutes. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
4. **Approval of the December 9, 2020 regular meeting minutes**

Trustee Heine moved to approve the minutes of the December 9, 2020 regular meeting minutes. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.

1. **Treasurer’s Report**
2. **Approval of the December warrant list**

There was discussion about the amount of the warrant list, and discussion on how it included the payment for the ambulance, engine, and pension payment. Trustee Pechtold moved to approve the December warrant list for the amount of $1,477,632.67. Trustee Heine seconded the motion and a roll call vote was taken. The motion was passed unanimously by all.

Brian Pechtold Aye Rick Heine Aye

Tim Thompson Aye David Scarpino Aye

Steve Gustafson Aye

1. **Treasurer’s Report -** Trustee Scarpino moved to approve the December 2020 financials. The motion was seconded by Trustee Gustafson and a roll call vote was taken. The motion was passed unanimously by all.

Rick Heine Aye Tim Thompson Aye

David Scarpino Aye Steve Gustafson Aye

Brian Pechtold Aye

1. **Old Business**
2. **Cares Act Update**

The Chief reported that the District received their Care’s Act check, but it was $251,000 short. The Chief reported that he had contacted the accountant and learned that more information needed to be provided and it has since been sent to the county.

1. **Rowell land sale**

Chief Herrmann reported that he has received the appraisal of the property at Rowell Rd. and it was appraised at $100,000. He has reached out to W.R. Meadows and Mr. Price will contact his family to see if they are interested in purchasing it back.

1. **Station 2 land update**

The Chief reported that Crown has offered the land at the Tamm’s farm to the District for $75,000. The Chief is not comfortable with committing to this purchase until he has had the land engineered. He has requesting pricing on that from an engineering firm, but he has not heard back yet.

1. **Covid update**

Chief Herrmann reported that staffing is back to normal. 80% of the staff has received their 1st vaccination. The District is starting to receive wage reimbursements from the individuals that did contract the virus. Captain Stadie, has been approved for a testing kit and will receive training for rapid testing here at that station.

1. **New Business**
   1. **Park District Classification waiver –** The Chief reported that the Park District is planning on constructing a concession stand at the Tuscany Woods park. Normally, this would require the Park District to pay the Fire District $1,500 in classification fees. The Chief feels this should be waived since they are another government entity. The Board was in agreement with the Chief.
   2. **Chapter 8 Trustee manual review and approval –** Chief Herrmann stated it is his plan to update the Trustee Manual and would like to provide the Board with a chapter each month. This month, he had sent them Chapter 8 Purchasing Procedures. A couple of Trustees had indicated they had not had a chance to review it. However, the remainder had and stated they were ready to approve it. Trustee Heine moved to approve Chapter 8 of the Trustee manual. Trustee Gustafson seconded the motion. The motion passed with Trustees Thompson and Pechtold abstaining from the vote.
   3. **New Engine Update and approval for change –** The Chief reported that the Engine has been ordered and paid for in advance, providing the District with a discount of $18,000. However, in reviewing the specifications approved by the apparatus committee, it was noted that they had not ordered air bags and they would also like to have the wheel wells painted black. The cost to these changes would be $16,000. The Board was strongly in agreement, that the Engine should have air bags. Trustee Heine moved to approve the addition of air bags and painting of the wheel wells for an additional $16,000. Trustee Scarpino seconded the motion and it was approved unanimously.
   4. **New Brush / EMS Unit** – Chief Herrmann provided the Board with a presentation that included an apparatus matrix, summary of the Equipment fund, anticipated capital needs, and intended use for a replacement Brush truck. He reported that the District has located a 2021 F550 Brush truck and would like to proceed with purchasing it. It would be through the Houston/Galveston consortium and will require 300 days to build. The purchase would require a down payment of $47,000 and would need to be made by the end of the fiscal year. He has reviewed the capital appropriation for the year, and there is enough to make the down payment before the end of the year. Trustee Thompson questioned how it would be handled in the winter to prevent freezing of the tank and what type of body. Lt. DePauw responded that they would drain it like they do the current truck and that the body would be aluminum. Trustee Pechtold inquired if the District would be able to maintain putting the $200,000 into the Equipment fund each year. Ms. Remakel responded that based on the current numbers unless anything changed significantly, it should not be an issue. Trustee Gustafson moved to approve the purchase of a Brush Truck for up to $140,000. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously.

Tim Thompson Aye David Scarpino Aye

Steve Gustafson Aye Brian Pechtold Aye

Rick Heine Aye

1. **Chief’s Report –**
2. **1411 Accident** – Chief Herrmann reported that while 1411 was out on a call there was an incident that the truck hit a bumper on a car in the parking lot. When he contacted the insurance company, he was told that by law, Fire District’s are not responsible for damages to other vehicles when responding to a call. The Chief was unhappy with this response and requested it be elevated to his supervisor. The Board was also unhappy with this position and have instructed him to follow through with the issue. However, they did express a concern that this will establish a precedent. The cost to replace the bumper will likely only be about $1,000, and the Board is in agreement that the District should pay for the replacement even if the insurance does not change their position.
3. **Station Electric update –** The Chief reported that during the scheduled electric updates to the building, it was noted that a new sub-panel needed to be installed. The cost to install the new subpanel was $1,100.
4. **W.R. Meadows donation –** The Chief reported that W.R. Meadows made a $4,000 donation to the District.
5. **Domoulin Donation** – Chief Herrmann reported that the Domoulin family made a $1,400 donation to the District. There was discussion about the account and tracking of the donations.
6. **Tollway agreement update** - The Chief is still awaiting the response from the Tollway.
7. **New Ambulance update** – The Chief reported that the Ambulance is here, but with the DMV being closed, they still do not have plates.
8. **Sale of 1432** – It was reported that 1432 is gone and the monies have been deposited.
9. **Letter** – The Chief reported that in response to an article and cover that was printed in the “Impact” fire magazine. The Chief has received a hate letter at his home. The accusation is that the Fire District hires too many minorities. The Chief reported it to the Police and they increased patrols past his home. The police do not believe it is department related, and is focusing on some of the interns that were not hired by Hampshire. The Chief suggested it could be from someone in the neighborhood, as one of his other neighbors received hateful mail earlier in the year as well.
10. **Monthly report** - The Chief reviewed the highlights of the report.
11. **Deputy Chief’s Report –**
12. **Hazardous / Biohazard waste company –** The Deputy Chief informed the Board that the hazardous material container had become very full and could not be transported by the District. He needed to hire a company to remove the items. It cost the District $105, but required he sign a contract stating he would use their service once in this year.
13. **Grant updates** – The Deputy reported the District’s request with FEMA for reimbursement was denied because it was too small. He is still applying for a grant for the radios and will hear more in January. He is also following up with a grant with FEMA for extrication tools.
14. **Monthly training report** – The Deputy reviewed his training report with the Board. He informed the Board that due to COVID all outside training has been shut down. However, FF Ramirez did complete his Instructor 1 training. m that due to the Covid outbreak, training was lower for the month.
15. **Correspondence –**

**Thank you notes** -Chief Herrmann passed around a couple of thank you notes that were received by the District for call. Trustee Pechtold took a moment to thank the department for their responses to his home. He said they were very responsive and professional.

1. **Public Comment -** There was no one on the call for public comment.
2. **Closed Session –** There was no need for a closed session.
3. **Adjournment –** President Thompson reminded everyone of the upcoming meeting on February 10th. There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 19:00.

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**Secretary**