

# Hampshire Fire Protection District

## Board of Trustees

Minutes, October 12, 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 – Remote attendance  
David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present: Lt. Depauw, Inspector Clauss

3. **Additions or changes to the agenda** – The Chief asked to add discussions regarding
  - a. The Model A
  - b. Impact Fees
  - c. Sexual Harassment Training
4. **Minutes**
  - a. **Approval of the September 14, 2022 Regular meeting minutes** –Trustee Scarpino moved to approve the minutes of September 14, 2022. Trustee Gustafson seconded the motion and they were approved unanimously by all those present.
  - b. **Approval of September 21, 2022 Special meeting minutes** - Trustee Heine moved to approve the minutes of the September 21, 2022 Special meeting. Trustee Scarpino seconded the motion and it was approved unanimously.
  - c. **Approval of the September 21, 2022 Closed meeting minutes** – Trustee Gustafson moved to approve the September 21, 2022 Closed meeting minutes. Trustee Heine seconded the motion, and it was passed unanimously. Trustee Pechtold abstained from the meeting since he was remote and did not have an opportunity to review them.
5. **Treasurer’s Report**
  - a. **Review of the September warrant list** -  
The Board reviewed the May warrant list. Trustee Scarpino moved to approve the September warrant list in the amount of \$156,572.47. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously.

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

**b. Discussion and Approval of the September 2022 Financials**

Trustee Scarpino moved to approve the September 2022 financials. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously.

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

**c. Change of authorized signed on the Brokerage account** - Ms. Remakel advised the Board that retired Fire Chief Bill Robinson was still listed on the account as an authorized signer. She asked to approve removing Bill Robinson and appointing Chief Trevor Herrmann as an authorized second signer for purchasing and selling C.D.'s. Trustee Gustafson moved to remove Bill Robinson and appoint Trevor Herrmann as a signer on the 5/3<sup>rd</sup> Brokerage account. Trustee Scarpino seconded the motion an it was approved unanimously.

**d. Set date of Levy Hearing** – Ms. Remakel stated the Board would most likely need a Truth in Taxation hearing for the Levy this year and asked the Board to approve a time for the hearing. Trustee Gustafson moved to set the Levy Hearing for December 14<sup>th</sup>, 2022 at 5:55pm. Trustee Heine seconded the motion and it was approved unanimously.

**6. Old Business –**

**a. Approval of Fire Code Revisions Ordinance/Resolution** – Chief Herrmann reported that He and Inspector Clauss met with the Village representative regarding the revision of the building codes. The Village approved moving to 2018 IBC from 2006 IBC. 2018 IBC requires all homes have sprinkler systems. The Village exempted that requires for single family, duplexes and townhouses. It will be required for apartments. Additionally, the new code will require larger buildings to have the doors designated. Additionally, the ordinance allows the district to adopt the same fees that the Village charges for their plan reviews for the unincorporated parts of the district. The district is currently in negotiations with the Village to take over the plan reviews for the Village which will generate additional revenue for the district. Trustee Scarpino moved to approve Resolution FY22/23-01 Adopting the 2018 Edition of the International Fire Code with Amendments.

**b. Approval of purchase of new engine** – The Chief provided the Board with a handout proposing the purchase of a new engine. He explained the district’s needs, and his recommendations as to why the act now. He proposed the purchase of a Pierce Enforcer, which would take 32-38 months to build and could be purchased for \$855,000 through Houston Galveston. He explained the anticipated price increases as well as the status of

the Equipment replacement fund, and anticipated upcoming purchases. Trustee Thompson inquired if he had looked into other manufacturers. The Chief replied that the apparatus committee would like the engine to be the same layout as the current one. Since the 2<sup>nd</sup> engine would be at the 2<sup>nd</sup> station, and the number of part-time staff, he felt for continuity's sake that was a good idea. Trustee Scarpino asked if this particular engine meets the needs. Trustee Thompson stated he was not on board with this purchase. That his employer just purchased a new engine 6 months ago for \$600,000. He would like the committee to provide a presentation on other vehicles, as Pierce is known for being the premium line and the most expensive. Trustee Scarpino stated he worries about waiting with the costs increasing. Trustee Thompson expressed that in his experience in this line of work, the salesmen are always willing to negotiate and are willing to extend deadlines when they are given some resistance to the purchase. Trustee Heine stated that when he was on the apparatus committee, he always appreciated the Board's support for a purchase, but he always brought forward bids from various vendors. He also stated that regardless of them being the same manufacturer, there will be differences. Trustee Thompson felt that if the cost differential was not so significant, then he could support the purchase of the Pierce, but with it being over \$200,000 higher, he would like the committee to look at other options and provide a presentation to the Board. It was agreed that this item would be tabled for discussion at a later meeting.

## **7. Chief's Report**

- a. OSHA Inspection-** Chief Herrmann reported that they completed their OSHA inspection last month. He was very happy to report that the district did very well thanks to Deputy Larson and Lt. Rice. He stated that the inspectors were very impressed with the binder that Deputy Larson had organized to make the inspection go so well. The Board thanked Deputy Larson and the Department for their hard work.
- b. IDPH Inspections –** The Chief reported that IDPH came in and inspected the vehicles and they all passed. He stated Cpt Stadie is a perfectionist when it comes to the maintenance of the ambulance and it paid off. The Board was grateful for her work.
- c. PT Hire Update –** The Chief informed the Board that they interviewed and are recommending 2 more PT candidates for employment. The only thing left is to complete their background checks. Since the District is often having to run with only 4 for staffing, they are eager to get them on the roster
- d. Full-time testing –** The Chief stated that the written test is complete. They have 10 applicants, and 8 passed. Will need a trustee to sit in for the interviews on Wednesday, October 26<sup>th</sup>. Trustee Scarpino volunteered.
- e. One Digital resolution of claim –** The Chief informed the Board that one of our former permanent part-time employees had the district's health insurance when his wife gave

birth to a child. Unfortunately, he was given some bad information from our broker, and ultimately wound up with a \$10,000 bill. He reported that we have been working with our broker to resolve the issue and ultimately the Broker did the right thing and paid the claim. He has informed the former employee and he was very happy to hear the news.

- f. **Station remodel update** – Chief Herrmann reported that the remodeling committee has decided to streamline their plans and it will cost less money. The new plans will allow for murphy beds in the day room, and will not require them to have to take over the training room.
- g. **Monthly report** -The Chief reviewed his monthly report with the Board.
- h. **Impact Fees** – The Chief stated he has requested the balance of Impact fees that the Village is holding on behalf of the District. He has not received that information at this time, but would like the Board to consider requesting the monies for a capital purchase so that they can be kept here at the District. The Board was in agreement.
- i. **Sexual Harassment training** – The Chief reported that he is working on obtaining a sexual harassment training for the District to meet the annual requirement. Upon receiving the training source, he will provide it to the Board.
- j. **Model A Storage** – The Chief reported that Cy Herrmann, and honorary member of the District expressed concern of the Model A being stored at Trustee Heine’s farm, due to the potential of mice. Cy has arranged a rate of \$150 a month at the storage facility in town. He has offered to pay \$50 of the monthly rate. The Board appreciated his offer and agreed to pay the \$150 a month and move the Model A to the storage facility until the new station is built and it can be stored there. They requested this item to be added to the November agenda.

#### 8. **Deputy Chief’s report** –

- a. **Grant Update** – The Deputy reported that he has not heard of any acceptances but also hasn’t not heard of any denials at this time.
- b. **Monthly training report** – Deputy Larson reported that in September there was 917 hours of training. Lt. DePauw completed his submerged vehicle training. They have completed ISI training, and Aerial operations. FF Ramirez completed his trench operations, and Inspector Clauss received his basis plan review certification.

#### 9. **New Business**

**Discussion and Approval of Construction Manager** – After returning from the Closed session. Trustee Gustafson moved to SMC as the Construction manager for the building

of the second station as long as all terms are agreed upon after attorney review. 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	Aye		

**Review of Piper Sandler presentation and discussion on issuance of bonds – Ms.**

Remakel stated that she spoke with Mr. Anderson regarding his presentation. She provided a brief summary of their conversation. After reviewing the summary with the Board, they were presented with the question of when they would like to proceed. The discussion included conversation regarding the timing of the steps that were outlined. Ultimately the Board agreed that they did not want to wait until February to issue the bonds, as they did not want to risk not being able to levy against the 2022 home values. They wanted to approve the Parameters Ordinance in November, and lock rates in December.

**Approval of Foreign Fire Tax Board Resolution FY22/23-02 –** The Chief reported that due to a recent Act approved, the district’s need to approve a resolution authorizing the Illinois Municipal League to collect the monies on their behalf. Trustee Gustafson moved to approve Resolution FY22/23-02 Authorizing the Illinois Municipal League to Collect. Trustee Heine seconded the motion and it was approved unanimously.

**10. Correspondence**

- a. The Chief read a thank you for a lady that was grateful for the Department assisting her in changing her fire alarm batteries.
- b. The Chief provided a letter from Hayden Feyl requesting a leave of absence. However, now that he is working with Streamwood, he will not be able to return to the district. He was grateful for the opportunity to work at the district.

**11. Public Comment** –There was no public comment.

**12. Closed Session** – Trustee Gustafson moved to go into closed session for the purpose of discussing:

- a. Semi-annual review of Closed session minutes
- b. Discussion regarding the Hiring of a Construction Manager discussing Labor
- c. Union Issue.

Trustee Scarpino seconded the motion and a roll call vote was taken. The motion was approved unanimously

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

The Board entered Closed Session at 18:56. Upon a motion by Trustee Scarpino and a second by Trustee Heine, the Board returned to open session on a roll call vote at 19:13.

**13. Motion to take action based on Closed Session – Trustee Gustafson** moved to keep the closed session minutes closed as this time. Trustee Heine seconded the motion.

**14. Motion to adjourn – Trustee Scarpino** moved to adjourn the meeting. Trustee Gustafson seconded the motion and the meeting was adjourned at 19:15.

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**Secretary**