**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, October 13, 2021**

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 – Absent

 David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present: FF Morgan, FF Rice, FF Monegato, Cpt Stadie, FF McBride, Lt. Marlowe, FF DePauw

1. Changes or additions to the agenda. – The Chief asked to add the change of fire signs, and Deputy Larson wished to add a discussion regarding declaring the Tahoe as excess equipment.
2. **Minutes**
3. **Approval of September 8, 2021 Regular meeting minutes -** Trustee Gustafson moved to approve the minutes of the September 8, 2021 meeting. Trustee Heine seconded the motion and it was approved. Trustee Scarpino voted present due to his previous absence.
4. **Approval of the September 8, 2021 Closed Session minutes** – Trustee Gustafson moved to approve the minutes of the September 8, 2021 Closed meeting. Trustee Heine seconded the motion and it was approved. Trustee Scarpino voted present due to his previous absence.
5. **Treasurer’s Report**
6. **Approval of the September warrant list –** Trustee Scarpino moved to approve the September 2021 Warrant list for the amount of $230,368.72. Trustee Heine seconded the motion and a roll call vote was taken.

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

1. **Approval of the September 2021 financials** – Ms. Remakel reported that an additional tax payment was received since the financials and there is only about $30,000 remaining in outstanding tax dollars. Trustee Heine moved to approve the September 2021 financials. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.
2. **Discussion regarding the recommended fund transfers -** Ms. Remakel reported that since most of the tax dollars are collected, the District normally prepares the budgeted fund transfers. She inquired if the Board would like to transfer the monies to the pension fund. There was discussion regarding the Pension fund’s monies are in a holding pattern right now as they are in the process of having their funds transferred to the State fund. Therefore, it was decided to keep the monies within the District a little longer where at least interest can be earned. Ms. Remakel then discussed 2 accounts that she felt were not going to be able to stay within the budgeted amounts for the year and was recommending a contingency transfer. The 1st account was the fuel account. Ms. Remakel reported that fuel costs have increased by over $3,500 for just the 1st four months, due to the increase in pricing as well as increased call volume. She is recommending a transfer of $10,000 be transferred into the fund. She also reported that inflation and COVID concerns are causing the EMS/Rescue fund to be at risk of going over budget as well. She recommended a transfer of $1,750 from contingency as well. The Board was in agreement. She will prepare the transfers for approval next month.

1. **Old Business**
2. **Update on the Lt. Exam and approval to promote** - The Chief reported that the Lieutenant’s exam was completed. FF Rice had the best score and they would like to promote him to Lieutenant in November. Trustee Gustafson moved to approve the promotion of FF Rice to Lieutenant in November. Trustee Heine seconded the motion and a roll call vote was taken.

Steve Gustafson Aye Brian Pechtold Absent

Rick Heine Aye David Scarpino Aye

Tim Thompson Aye

1. **Development update–** The Chief reported on the various developments in the area.

BH Ventures – Is the construction recycling center on Brier Hill. They have just broke ground. There are 4 buildings slated to go on the property, and then they intend to purchase an additional lot.

Prairie Ridge– Allen & Harmony Development. The Chief reported that sections N,S & O are completed and they are opening sections L, K & M which will include 132 townhomes. It is expected to take 10-15 years for this area to be completed.

Tamm’s Farm – It is expected that 187 homes will be going in at the Tamm’s Farm Lennar development. The infrastructure is in and they have already pulled the 1st permits on a couple of the homes.

Oakstead - 20 & Big Timber. They have located a builder for 3 or 4 of the neighborhoods in Oakstead. They expect the building there to begin next spring. There will be 564 homes within the District.

Rowell Rd – The infrastructure is going in. It is expected to have storage units, a municipal building and industrial area.

1. **Staffing Update** – The Chief informed the Board that they announced the part-time positions in the “Blue Line” for $300. They received a couple inquiries but no applications. The 2 interns that were hired, are on schedule to be on the roster by late December or early January. He reported that 2 more of the PPT employees are leaving for full-time positions. He provided them a summary of other departments and how many full-time positions are being offered which explains why they are having such a hard time keeping staff. For example, South Elgin is hiring 2, Algonquin 2-4 people, Huntley is hiring 6-8, Woodstock is hiring 2, and St. Charles is hiring 4.
2. **Discussion and Approval of Chapter 3 Trustee manual** – The Chief reported that when the manual was created there was not even a Union yet, so there was not a chapter for the administration, which is why he created it. Trustee Thompson questioned if the life insurance was addressed. Trustee Scarpino liked the idea that there was a chapter specific to the administration and Trustee Gustafson inquired if the time off was the same as the past. The Chief responded that the time off was the same as before. Trustee Scarpino moved to approved Chapter 3 of the Trustee Manual. Trustee Heine seconded the motion and it passed unanimously by all those present.
3. **Station 2 update and land closing date**. The Chief reported that the closing for the land is currently scheduled for October 22nd. He requested a Trustee come with him. Trustee Thompson thought he would be available. He also reported that that Lennar is very excited that the Fire District is placing a building there and he is working with them to see about getting the ComEd and water service lines in now, so that it is ready when the building can be built. Trustee Gustafson questioned if we would be going for a bond referendum. The Chief reported that they have until February to finalize that. The Chief also presented some information that he had received from Pingree Grove regarding their loan.
4. **Chief’s Report**
5. **Stakeholder’s meeting** – The Chief reported that there will be a stakeholder’s meeting on November 13th at 9am. He is expecting about 30 people to attend, and has requested the board to be present. He hopes to have the strategic study completed by the 1st quarter 2022.
6. **Village Covid testing** – The Chief informed that Board that after the last mask mandate, the Village had requested the Fire District to provide weekly testing for those employees that had not gotten vaccinated. They have been doing the testing, but now the Village has decided they will no longer be doing the testing.
7. **Discussion and approval of Huntley maintenance agreement** – The Chief stated that he had reached out to the Huntley Fire Chief. They have agreed to do the service on the vehicles for $40 less than the rate that is being charged by the current replacement vendor. Additionally, the turn around time will be a lot quicker if they utilize Huntley. Trustee Gustafson moved to approve the Huntley maintenance agreement. Trustee Heine seconded the motion and it was approved unanimously by all those present.
8. **1421 Out of Service** – The Chief informed the Board that the back of the poly tank blew out on 1421. It has been taken out of service. The vendor came and inspected it and determined the failure was under warranty and will be replacing it at no cost. It will be out of service until next week.
9. **Call of the month** – The Chief reported that the District received the call of the month award for the 2nd time this year for a call responded to by FF Morgan, FF Rice, FF Steuber, and FF Monegato.
10. **Employee resignation –** The Chief reported that Jon Collins, a firefighter that has been on leave for over a year, has officially submitted his resignation. He is currently working in one of the Dakota’s and does not anticipate returning to the area.
11. **Station upkeep program update** – The Chief updated the Board about the recent updates to the building. It included the new flooring, doors, locks and a new concrete apron. The only item left for improvements that were budgeted for this year was the new shower and he expects that to be completed in the next couple of months. Trustee Thompson inquired how old the roof was on the building. The Chief responded that is slated for next year and he expects that to be very costly.
12. **Monthly report** – The Chief reviewed the monthly report with the Board. He reported on 2 more challenging calls that they encountered this month and how well the people handled them. Trustee Thompson inquired on a report they had previously received regarding the number of calls. The Chief stated he could certainly add that back into the report.
13. **Deputy Chief’s report –**
14. **IDPH Inspection**– Deputy Larson referred to Captain Stadie who reported that IDPH came out a month early and completed their annual inspections. She reported there were no issues. The ALS vehicle gets self-inspected and she is awaiting the paperwork for that. Trustee Gustafson inquired if the reserve ambulance gets out much. The Chief responded that they are starting to rotate them to make sure they are all still in good order.
15. **Ambulance billing** - The Chief reported that he, the Deputy, and Cpt Stadie met with Paramedic billing. The Deputy stated this was all the result of the GEMT agreement and the fact that the District cannot charge more for Medicare patients than it does for other calls. It was identified that the surrounding community’s fees for ambulance services are much higher than Hampshire’s. Since the District was going to be increasing the cost of calls to accommodate the GEMT program, they felt they needed to get their pricing more in line with the neighboring communities. The Chief listed the rates for various communities and recommended that the District increase their ALS fees to $2,500 and $1,500 for BLS. The Board discussed the rates and felt they should be higher, but the Chief was not comfortable going higher than his recommendation. The Board was ultimately in agreement with the pricing. There was additional discussion regarding the billing processes when the District has to request mutual aid and a transport of a resident is involved. The Chief has agreed to reach out to the couple of Districts that are the primary responders and ask them if they would be willing to forego the billed amount that is not paid for by insurance against the District’s residents.
16. **Grant updates -**The Deputy informed the Board that he has received communication regarding the FEMA and SAFER grants. He reported that unfortunately, the District did not receive either one.
17. **Monthly training report** – The deputy reported that in September the District had 943 training hours which is about 300 hours more than a normal month. FF Bowen an FF Monegato attended MABAS life fire training, FF Ramirez attended Fire Officer, and Cpt Stadie completed the juvenile fire offender course.
18. **Fire Protection month activities** - Captain Stadie reported that the fund drive was very successful this year with $6,725 received in donations. The distributed 1,130 bags to the schools. They have cancelled the school visits again this year. They will be offering a station tour for some of the classes, and are starting a program called the Fire Service ABC’s**.** She also reported they will continue to coloring contest and award ceremony, but only allow a parent to attend. The award ceremony will be on October 28th, at 7pm.
19. **New Business –**
20. **Discussion and Approval of Resolution of land purchase FY21/22-3**

Trustee Gustafson moved to approve Resolution of Land Purchase FY21/22-3 for the purchase of the land on Gast Road. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Absent Rick Heine Aye

David Scarpino Aye

1. **Discussion and approval to hire FT employee** – The Chief stated that while it was the intent of the administration to only hire 1 individual this year, the part-time staffing issue has made it very difficult to keep the shifts staffed. He provided a report to the board with showing the projections on where wages would be at the end of the year, if they were to hire an additional full-time employee in November. He also provided a spreadsheet showing the projected revenues based on the new anticipated growth in the area. Trustee Gustafson stated he was in support of the hiring, but wants to focus on the building of a new station and inquired what that was anticipated to cost. The Chief responded that the cost would be about $4,000,000. Trustee Scarpino commented that he thought the projections for the number of homes was low. The administration responded that was done intentionally because they do not want to run into financial problems down the road. Trustee Gustafson moved to approve the hiring of an additional full-time personnel in November. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Tim Thompson Aye

1. **Quartermaster reimbursement discussion and approval** - The Chief reported that due to the rapid turnover of employees the District often gets turnout gear for a specific employee that often leaves shortly therefore. Since the gear is custom fit, it becomes very costly at $3,200 for a set. He has discussed this with the attorney and inquired if it acceptable to require the employees sign an agreement where they are required to work or pay back the District for the gear if they do not complete a term of service. His proposal would be they would be required to reimburse the District for 100% if they do not stay with the District for a year. 50% at 2 years, and 3 years there would be no reimbursement requirement. Trustee Thompson inquired from the Union President, Zack Rick, if the Union was in agreement to this proposal. Mr. Rice reported they were in support of the agreement. Trustee Scarpino moved to implement a reimbursement for turnout gear policy. Trustee Heine seconded the motion and it was approved unanimously by all those present.
2. **Additions –**
* The Chief reported that FF Morgan found a new way to do the fire signs. It will cost the District about $4 more per sign, but they anticipate getting a longer life from the signs.
* The Deputy reported that the new staff vehicle has arrived. He would like to have the Tahoe listed as excess equipment so they can get it listed on govdeals.com and get it sold. The board was in agreement, but stated it would need to be on the agenda for next month for the approval.
1. **Correspondence** – The Chief presented to thank you notes that were received from residents that had to utilize the District’s services recently.
2. **Public Comment -** There was none
3. **Board of Trustee Comments –** Trustee Gustafson inquired home many people go on the Burlington calls. The Chief responded that it is only 1 or 2 and they always deny if there are not enough people to respond. He did go on to explain that they are having problems with dispatching sending them when it is not an ALS, but they are working on it.

Trustee Thompson inquired if Sherman has resolved the staffing issue with the aesthetician. Cpt. Stadie reported that that they are currently a level 3 facility.

1. **Closed Session** – There was no need for a closed session.
2. **Adjournment –** There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 19:03.

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**Secretary**