

Hampshire Fire Protection District

Board of Trustees

Minutes, December 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 – Remote
Richard Heine – Absent
Brian Pechtold – Present
David Scarpino – Absent

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present:

3. Additions or changes to the agenda – There were none

4. Minutes

- a. Approval of the November 9, 2022 Regular meeting minutes –Trustee Pechtold moved to approve the minutes of November 9, 2022. Trustee Gustafson seconded the motion and they were approved those present. Trustee Scarpino voted present as he was not in attendance in November.

5. Treasurer’s Report

- a. Review of the November warrant list -

The Board reviewed the November warrant list. Trustee Scarpino moved to approve the November warrant list in the amount of \$163,452.72. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously.

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

- b. Discussion and Approval of the November 2022 Financials

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

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

- c. **Presentation of the Pension Municipal Compliance Report** – The Board acknowledged receipt of the Pension MCR.
- d. **Update on Bond Issuance** – Ms. Remakel reported that she and the Chief attended the Moody's bond rating and due diligence calls. The District was awarded a bond rating of an A1. Which was the best it could receive based on the size of the organization. It is the Bond rating that generates what the interest rate is the District would have. She also reported that according to Eric Anderson, he is recommending issuing the bonds in January becomes more money becomes available in the market. He also reported that due to the Federal Reserve signaling and inflation leveling off, he is seeing a decrease in rates between 25 and 35 points. He also anticipated the District would close on the bonds and receive the monies the 1st week of February. Which gives the District 2 weeks before the deadline of filing the bond levy with the county in the 3rd week of February.

6. Old Business –

- a. **Approval of Fire Protection Plan Reviews-** Chief Herrmann reported that he and the Deputy and Inspector Clauss all met with the Village to discuss taking over the plan reviews. The Village was in agreement of the Fire District taking them over. The Chief will work on having an intergovernmental agreement drafted. The Village will continue to bill the applicant and collect the monies and forward them to the District. The Chief commented that he has checked with the insurance broker and there would fall under the current coverage. Trustee Pechtold moved to approve the District taking over the plan reviews from the Village for the current fee structure. Trustee Scarpino seconded the motion and it passed.

7. Chief's Report

- a. **Decennial Committee** - Chief Herrmann informed the Board of a new law that was passed requiring government entities to form a committee. He indicated who must be on the committee, and the deadlines. He has asked the District attorney if the Strategic plan would suffice. The attorney has not responded at the time of the meeting.
- b. **FT Hires** – The Chief reported that the Board approved the hiring of the 2 new fulltime employees in January. The 2 individuals that were offered the positions were Jennifer Misner and Laura Black. Both have accepted the offer and will be sworn in, in January. There were no objections from the Board.
- c. **Development** – The Chief informed the Board that Crown has approved Crown's latest proposal for the engineering.
- d. **Impact Fees** – The Chief reported that he provided the Village with a letter requesting the impact fees, and there was no objection. He is still waiting for the check for approximately \$58,000.

- e. **Worker's Compensation renewal** - The Chief informed the Board that he received the Worker's Compensation renewal from the insurance broker. It is expected to increase about 27%. Trustee Thompson indicated that it seemed pretty high. The responded that is based on anticipated wages, the District typically receives a refund based on actual wages. Ms. Remakel reported that the rate increase was only about .5%, but the anticipated wages are increasing by \$275,000, or 22%.
- f. **Sexual Harassment Training** - Chief Herrmann reminded the Board that they have an obligation to complete the sexual harassment training annually. A training was provided to the Board. He asked that for those that have not completed, please do so, and turn in their certification.
- g. **FF Injury** -The Chief reported that a firefighter was injured on a call when an object hit him in the leg. He reported that he did not have any lost time and is fine.
- h. **Station 2 Update** – The Chief informed the board of the progress with Station 2. He reported that they continue to work on the design. They are targeting a \$4M dollar cost. He will have a better idea of costs in January. He also reported that he was able to get the Village to waive the requirement for a tornado shelter.
- i. **OSHA Update** – The Chief reported that they have a list of citations which are minor and they still did very well. Some of the citations have already been corrected and the others are in progress.
- j. **IPRF Safety Meeting** – Chief Herrmann informed the Board that they have their IPRF Safety meeting. They are recommending some new policies for stretching and the District needs to label anything that exceeds 50lbs.
- k. **1412 Update** – The Chief reported that the refurbishment is still in progress and anticipates it being at least 2 more months.
- l. **Staffing Update** – The Chief provided the Board with a breakout of the names of the staffing by color with 5 personnel per shift. He is hoping to get to 6 per shift to start preparing for the new station, as they will ultimately need to have 7 per shift.
- m. **1451 Sale** – The Chief requested this item to be tabled
- n. **Budget re-appropriation review** – The Chief reviewed the proposed changes to budget for the re-appropriations that is slated to approval in January. They included:
 - Increasing Ambulance billing income to \$350,000
 - Increasing OT to \$95,000
 - Increasing PT wages to \$545,000

- Increasing physicals to \$3,600
- Increasing Legal fees to \$35,000
- Increasing Office and Food expenses as well
- Capital by \$82,000 to purchase the new cot and power load

o. Monthly report – The Chief review the monthly report with the Board.

8. Deputy Chief’s report –

a. Grant Update – The Deputy reported that he still has not heard anything in regards to the AFG grants, but knows they have not made any awards in the last 2 months. He did report that the District was informed that they were not awarded the SAFER grant.

b. Monthly training report – Deputy Larson reported that in November there were 928 hours of training. The District participated in 2 days of live fire training with Pingree Grove and 2 days of extrication training with Pingree Grove as well.

9. New Business

A. Levy Approval Ordinance 22/23-05 – Trustee Gustafson moved to approve the Levy Ordinance 22/23-05. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

B. Approval of the Financial Disclosure Policy – Ms. Remakel reported that it was recommended by the Bond company that the District has a Financial Disclosure Policy. A copy of the recommended policy was presented to the Board. Trustee Pechtold moved to approved the Financial Disclosure Policy. Trustee Scarpino seconded the motion and it was passed unanimously by those present.

C. Approval of the Spousal fund transfer and Pension Payment - Ms. Remakel reported that now that all the tax dollars have been received, she would like to proceed with transferring he Spousal monies of \$18,997.95 and making the Actuarial recommended payment to the Pension fund of \$324,859, both of which were in the budget. Trustee Scarpino moved to approve the transfer and payment. Trustee Pechtold seconded the motion. A roll call vote was taken and it was approved unanimously by all those present.

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

10. Correspondence – There was none.

11. Public Comment –There was no public comment.

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

13. Oaths of Office – Deputy Larson introduced the 4 part-time hires. President Thompson administered the Oath of Office to:

- 1) Carols Aburto
- 2) Sierra Johnson
- 3) Jeremy Marshall
- 4) Jaylan Mayfield

Refreshments were enjoyed by the District and their families.

14. Motion to adjourn – Trustee Gustafson moved to adjourn the meeting. Trustee Pecthold seconded the motion and the meeting was adjourned at 18:35.

Secretary