

Hampshire Fire Protection District
Board of Trustee Meeting
August 13, 2025

1. Call meeting to order

2. Secretary – Roll Call

Brian Pechtold – Present
Steve Gustafson – Present
Rick Heine- Present
Edward Saunders- Present
William Misner- Present

Administration:

Dave Schmidt – Fire Chief
Eric Larson- Deputy Fire Chief
Sheri Stadie - Captain
Jody Remakel – Financial Director

Staff Present:

John DePauw, James Larsen, Kohlman Steuber

3. Request for additions or deletions to the agenda- There were no requests for additions or deletions.

4. Minutes

- a. Approval of July 9, 2025 Regular Meeting Minutes- Upon review of the July 9, 2025 Regular Meeting minutes, Trustee Gustafson stated that the minutes reflected a date of May 14, 2025 and should be corrected to July 9, 2025. It was also noted that in Section 10a of the minutes that Trustee Misner was listed as the appointee for the Pension Board. The minutes should be corrected to the appointee as being Trustee Saunders. Trustee Gustafson moved to approve the minutes with these corrections. Trustee Misner seconded the motion and it was passed by all those present.
- b. Approval of July 9, 2025 Closed Meeting Minutes- The Closed Meeting Minutes were not finished, therefore the approval was tabled for the September meeting.

5. Treasurer’s Report

- a. Approval of July 2025 Warrant List- Upon review of the July 2025 Financial Report, Trustee Gustafson moved to approve the report as presented in the amount of \$496,882.73 Trustee Misner seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – William Misner, Rick Heine, Brian Pechtold, Edward Saunders, Steve Gustafson

Nays – None
Abstain – None
Absent- None

- b. Discussion and Approval of the July 2025 Financial Report- Ms. Remakel reviewed the new Warrant List, along with Pg.2 of the Budget vs Actual report with the Board. Ms. Remakel noted that the ambulance billing was exceeding last year's billing. Upon review of the July Financial Report, Trustee Misner moved to approve the Financial Report as presented. Trustee Saunders seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Rick Heine, Brian Pechtold, William Misner, Steve Gustafson, Edward Saunders
Nays – None
Abstain – None
Absent- None

6. Chief's Report

The Chief reported that the department had responded to a residential structure fire in town this week, and an additional ambulance call during operations at the fire. The origin of the fire was determined to be in the basement and all occupants were able to exit safely and were evaluated by Burlington FPD. The Chief commended Lieutenant Serrano for a great job in using TIC cameras at the fire.

Referencing his report, he also reported that they are seeing a 16.5% increase in transports, as well as a 5% decrease in single calls, but a corresponding 5% increase in multiple calls.

Lastly, he reported that 1411 needs additional paint work. The 1451 was having issues with the DEF system. 1431 was still in the shop, but West Dundee had a similar ladder truck, without a tank, but it operates similarly. He also commented that the minute the word got out that we were down an Engine, Burlington offered their reserve immediately, so maintaining those relationships is critical.

7. Deputy Chief's Report-

The Deputy Chief stated that July was the most amount of training hour for the year, with a total of 1,192 hours reported. Lieutenant completed NIMS 300/400. July training was focused on Haz Mat. The department participated in an Active Shooter drill with the Hampshire Police at St. Charles Borromeo School. Red Shift took part in a training day with retired firefighter Kevin O'Donnel to review Thermal Imaging Cameras and fire behavior.

8. Correspondence-

The Chief reported that the department received a thank you messages from retired Trustee Tim Thompson for his retirement gift card, Lieutenant DePauw for the flowers in memory of his grandmother and DeKalb Fire for assistance at a water rescue call. The Chief reported that the family of a firefighter that was recently deployed to Texas with the Task Force had reached out to the department and explained that the firefighter's children were not coping well with the absence of their father and asked if the department could visit the children. Deputy Chief Larson and Red Shift visited the family and gifted the children with handout and goodies. The family sent a thank you letter and stated how appreciative they were for the visit.

9. Old Business-

- a. No discussion was needed.

10. New Business-

- a. Discussion and Approval of IGA with West Dundee Fire Department- Trustee Gustafson asked if the department insurance company has been notified. The Chief stated that the insurance company has been notified. Trustee Misner moved to approve the IGA as presented. Trustee Saunders seconded the motion and it was passed by all those present.
- b. Discussion and Approval to Authorize Board of Fire Commissioner's Promotional Process- The Chief stated that the current Lieutenant list has been exhausted and he would like to move forward with establishing a new eligibility list. Trustee Heine moved to approve establishing a new eligibility list for the rank of Lieutenant. Trustee Gustafson seconded the motion and it was passed by all those present.
- c. Discussion and Approval of Promotional MOU- The Chief reported that the current Union contract states that eligible candidates would have 3 years on the job and hold certifications in Advance FF and VMO. The Chief stated that all possible candidates are under 3 years on the job and all are missing some certifications and is asking to waive the timeframe and requirements. Trustee Gustafson asked if this will be only to establish a list, and the Chief responded yes. Trustee Gustafson moved to approve the Promotional MOU as presented. Trustee Heine seconded the motion and it was passed by all those present.
- d. Discussion and Approval of Architect's Contract- The Chief reported that the work will be focused on the weight room and second shower in the Women's Locker Room. The Chief stated that Studio 222 wanted \$20,000 to make some minor adjustments and presented to adjustments to Laub Construction who can make the adjustments for \$8,500. The attorney stated to make sure that the work is Laub's and not Studio 222's. Laub confirmed that it was their drawing. The Chief stated that Studio 222's drawings had errors. Trustee Misner moved to approve the contract as presented. Trustee Gustafson seconded the motion and it was passed by all those present.
- e. Discussion and Approval of Managing General Contractor- The Chief reported that Laub Construction was recommended by multiple fire departments. The Chief stated that

typically the percentage to the Managing General Contractor is 15% and Laub is only charging 8%. Laub has also identified some shortfalls with legal documents. The Chief stated that Laub is working to keep the cost low to replace flooring in the offices and working with an electrician to install LED lighting to lower ComEd bills. The Chief stated that the project total will be \$111,000.

- f. ISO Results- The Deputy Chief reported that the department received an ISO rating of 3 from the recent audit. The Deputy Chief stated that the threshold is 70 and the department received 70.5. The Deputy Chief stated that he will be looking into the report to see where improvements can be made to achieve a higher rating. Trustee Gustafson asked if the rating was for the entire district and the Deputy Chief replied yes.

11. Trustees Comments-

- a. Ms. Remakel confirmed each Board member had completed their OMA training and requested that if they had not turned in their certifications to please do so.

12. Public Comments-

- a. There was none

13. Closed Session-

- a. No closed session was needed.

14. Motion to take action on Closed Session

- a. No action was needed.

15. Motion to Adjourn

Trustee Gustafson motioned to adjourn the meeting. Trustee Saunders seconded the motion and it was passed by all those present. The meeting was adjourned at 19:27.

Next regular meeting- Wednesday September 10, 2025