**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, February 10, 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** – The Chief asked to add the accident of 1452 and a presentation by Dave Broz, from Railside Insurance.
2. **Minutes**
3. **Approval of January 13, 2021 Regular meeting minutes**

Trustee Gustafson moved to approve the minutes of the January 13, 2021 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 January warrant list**

Trustee Scarpino moved to approve the January warrant list for the amount of $141,255.02. Trustee Pechtold 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 Gustafson moved to approve the January 2021 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. **Worker’s Compensation audit update –** Ms. Remakel reported that the worker’s compensation audit was completed. Actual wages came in 7% less than estimated, so the District will be seeing a rebate sometime soon.
2. **Presentation by Railside Insurance** – Dave Broz came to the meeting to discuss some changes that were occurring with the coverage. Mr. Broz explained that our current insurance provider, Provident, was not covering COVID. Which means if the District had any losses because we were found to have passed it to a patient, or someone took the virus home to their family, the District would not have any coverage. Because of that he presented the Provident option, and 2 options with VFIS. The Board was in agreement to go with VFIS Option 1. Since the policy needs to be in place, by March 1st, they provided guidance to move forward with implementing the new insurance policy and requested it be on the agenda for ratification at the March meeting.
3. **Old Business**
4. **Cares Act Update**

The Deputy reported that the District is still waiting for the remainder of the amount awarded under the Care’s Act relief funds. Kane County has acknowledged that they have received all necessary information, but just need time to approve it.

1. **Accident of 1452**  - The Chief reported that there was an accident with 1452 at the old Napa building owned by Les Petersen. Provident is reaching out to Mr. Petersen for the repairs to the building, and the Chief is working on getting an estimate to fix the vehicle.
2. **Rowell land sale**

Chief Herrmann reported that based on the location on the property, he does not anticipate being able to sell the property at the appraised value. The attorney is recommending going to bid process and starting it $35,000. Trustee Scarpino moved to approve the sale of the Rowell Lane through public bid. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

1. **Station 2 land update**

The Chief reported that he has received the pricing to get the property engineered. It will cost $45,000 and will be added to FY 22 budget.

1. **Tollway agreement approval –** The Chief reported that Provident was going to charge an additional $500 to increase the insurance to a level acceptable to the Tollway. The new VFIS policy will cover it without an additional premium. This will allow the District to place a manned engine on site during inclement weather, reducing response times.

Trustee Pechtold moved to approve the Tollway agreement. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.

1. **New Brush truck update and change approval –** Last month the Board approved $140,000 for the new brush truck. However, Danko is not waiving the Houston/Galveston fee, they need to add the opti-com for premption lights, and we added a EQ siren, therefore he is asking the Board to increase the authorization to go to $144,000. Trustee Gustafson moved to approve an additional $4,000 for the purchase. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.
2. **Covid update**

Chief Herrmann reported that 90% of the staff has received their 2nd vaccination. Those that have declined the vaccination have signed a waiver. Trustee Gustafson confirmed that those that waived it understand they are not covered under worker’s compensation. The Chief reported that is accurate and is included in the waiver.

1. **New Business**
	1. **Staff vehicle approval –** The Chief stated that he would like to purchase a new staff vehicle. It would be purchased on the state bid, it would be an expedition and cost $61,000. It would not arrive or be paid for until July 2021. Trustee Gustafson stated he would like to wait until the remainder of the Care’s Relief fund monies are received. Trustee Thompson questioned when the next price increase was expected. Lt. DePauw stated that the cost is current and is not expected to increase again until next year. The Board was in agreement that they would like to wait until the remainder of the funds are received from the County.
	2. **Chapter 6 Trustee manual review and approval –** The Board had been presented with a revised Chapter 6 of the Trustee manual. Chapter 6 covered the job description and benefits of the Financial Director. Trustee Pechtold moved to approve Chapter 6 of the Trustee manual. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.
2. **Chief’s Report –**
3. **1411 Accident update** – Chief Herrmann reported that the District’s insurance broker reached out to Provident and they have agreed to cover the bumper repairs. They have reached out to the vehicle owner and are awaiting their response.
4. **1411 Diesel overhaul –** The Chief reported that 1411 is not running well. They have learned that the injectors and an air leak in the brakes. Fortunately, it can be done locally at Truck Company and will only take 2-3 days. Trustee Heine questioned if there was an estimate provided. Trustee Thompson questioned if they were EVT certified. Lt. DePauw stated they were not, but are only looking at it from a chassis perspective. Trustee Thompson recommended they would want to make sure there was a waiver signed to ensure they could do the work, they confirmed they would.
5. **Vasquez –** Chief Herrmann reported that a 92 year old Veteran, Peter Vasquez was having difficulty with his smoke detectors. The District replaced them for him and he in turn gave a $100 donation to the Fire District.
6. **Huntley FD letter** – The Chief informed the Board that Hampshire covered for Huntley during the funeral of their Deputy, Albert Schlick who passed away recently. He shared the thank you letter that was received.

1. **F.T. Testing interviews – Appoint a member** - The Chief updated the Board that the 1st portion of the testing has been completed for the full-time testing. Of the 9 applicants, there are 5 existing members of the District’s. They will be moving to the interview process on February 24th, and need a member of the Board to replace former Trustee Bob Parise. Both Trustee Scarpino and Trustee Gustafson indicated they would be willing to assist in that role. It was left up to the two of them to determine who would take the position. Trustee Heine moved to approve either Trustee Scarpino or Trustee Gustafson be appointed to the Board. The motion passed unanimously.
2. **5th on days M-F** – With various training opportunities that come up, he would like to add a 5th on days during the week. Based on the calculations it would cost an additional $12,000 to staff. Trustee Pechtold moved to approve the additional expense to staff to a 5th on days during the week. Trustee Heine seconded the motion and it was approved unanimously by all those present.
3. **Awards Dinner** – The Chief was inquiring if the Board would be interested in pursuing attempting to schedule an awards dinner. The District was not able to have one last year, and as of right now, they would be 2 years overdue. He is hoping that by June the lockdowns will be minimized. The Board was in agreement that we should reach out to try and schedule something.
4. **IPRF grant** – The District is expected to receive $9,500 from the IPRF grant. It will be applied towards the purchase of a ventilation fan and thermal camera.
5. **Gold shift recognition** – The Chief reported that there was a horrible accident in Burlington a couple of weeks ago. It involved 4 passengers and 2 extrications, and difficult weather conditions. Unfortunately, 2 individuals passed away as a result of the crash. However, he was very proud of the department as they did a great job despite the issues they encountered.
6. **Chief letter update**- As requested by the Board, the Chief updated them on the hate mail he had received at his home. He reported that there have not been any new issues since last month.
7. **Appartus / Station insurance renewal update –** Following the presentation by Dave Broz, the insurance broker from Railside Insurance, a motion was made by Trustee Gustafson and seconded by Trustee Pechtold to renew the insurance with VFIS Option 1 as presented. The motion passed unanimously, but will be ratified at the March meeting.
8. **W2’s –** The Chief informed the Board that W-2’s have arrived and they have handed them all out.
9. **2020 Final report** – The Chief reviewed the 2020 final report with the Board.
10. **January 2021 monthly report –** The Chief reviewed January report with the Board.
11. **Resignation letter of part-time employee** – The Chief informed the Board that Derek Kameyer has resigned.
12. **Deputy Chief’s report –**
13. **County Financial Grant** – The Deputy reported that he applied for a grant with Country Financial for $3,500 and it was received. The monies will be put towards equipment.
14. **Safer Grant** - The Safer grant is being offered again and would pay for the 3 years of salary at no cost to the District. He would like to apply again, but would require the grant writer fee of $3,000.
15. **Miscellaneous grant updates -** The Deputy reported that he has submitted an application for small equipment grant. He has not heard back yet.
16. **Monthly training report -** The Deputy reviewed the monthly training report with the Board.
17. **Correspondence**

The Chief has asked if the Board would be open to providing the Oath of Office to those employees that have been hired since COVID. They would bring them in one at a time with their families. The Board was in agreement that they could do that next month.

1. **Public Comment** – There was no public comment.
2. **Closed Session –** Trustee Pechtold moved to go into Closed Session for the purpose of a legal matter and Union Negotiations. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion was passed unanimously by all those present. The Board moved into closed session at 19:10.

On a motion by Trustee Pechtold and a second by Trustee Gustafson the board returned to open session at 19:21.

1. **Adjournment –** President Thompson reminded everyone of the upcoming meeting on March 10th. There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 19:25.

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**Secretary**