

# Hampshire Fire Protection District

## Board of Trustee Meeting

April 10, 2024

1. Call meeting to order
2. Secretary – Roll Call

Tim Thompson – Present  
Steve Gustafson – Present  
Rick Heine- Present  
Brian Pechtold – Absent  
David Scarpino – Absent

Administration:

Trevor Herrmann – Fire Chief  
Sheri Stadie - Captain  
Jody Remakel – Financial Director

Staff Present:

Lt. Rice, Lt. DePauw FF Misner, FF Ribandt, FF Mikolajski,  
FF Dalby, FF Mayfield

3. The meeting opened with the pledge of allegiance.
4. Chief Herrmann asked to add his Monthly Report added to the Chief's Report.

### 5. Minutes

- a. Upon review of the March 13, 2024 Regular Meeting minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Heine seconded the motion and it was passed by all those present.
- b. Upon review of the March 26, 2024 Special Meeting minutes, Trustee Gustafson moved to approve the minutes with amendments. Trustee Heine seconded the motion and it was passed by all those present.
- c. Upon review of the March 13, 2024 Closed Meeting minutes, Trustee Heine moved to approved the minutes as presented. Trustee Gustafson seconded the motion and it passed unanimously.

### 6. Treasurer's Report

- a. Upon review of the warrant list, there were no questions. Trustee Heine moved to approve the March warrant list in the amount of \$1,396,184.35 which included Station 2 expenses of \$1,151,741.67 and Equipment expenses of \$13,753.00. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Steve Gustafson, Rick Heine, Tim Thompson

Nays – None

Abstain – None

Absent- Brian Pechtold, David Scarpino

- b. Upon review of the Financial Report, Trustee Gustafson moved to approve the March financials as presented. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes - Steve Gustafson, Rick Heine, Tim Thompson

Nays – None

Abstain- None

Absent- Brian Pechtold, David Scarpino

- c. Ms. Remakel stated that she is looking into streamlining bank accounts so that the Capital, Equipment and FFITB would all have separate accounts and management of the accounts would be much easier. Ms. Remakel stated that the District would still manage the FFITB account. Trustee Gustafson moved to approve the new bank accounts. Trustee Heine seconded the motion. The motion passed unanimously by all those present.

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

- a. Development Update- The Chief provided an update report to Board members.
- b. Impact Fee Update- The Chief reported that he had attended the Village Board Meeting, and was granted \$82,000.00 in Impact Fees. The Chief stated that he had also asked the Village to pay 50% of the hydrant flags.
- c. Station 2 Status- The Chief reported that work is being done on the land grading, curbs and bay floor epoxy coming soon. The Chief stated that many of the furnishings have been ordered and that he hopes to be operational by the end of May. The Chief stated that the new engine may not be finished until June, and that his plans would be to staff St. 2 with two firefighters, and St. 1 with four until the new engine arrives and staff has been trained. The Chief stated that he would be changing the response plans for the time being.
- d. Station 2 Dedication Update- The Chief reported that the date for the dedication will be on June 1<sup>st</sup> from 11a-2p and that invitations have been sent to the Board. The Chief stated that the Honor Guard will post colors, and he is working with the high school to have the National Anthem sung. The Chief stated that speeches will be given by himself, Trustee Thompson and Mayor Reid. The Chamber of Commerce will do the Ribbon Cutting Ceremony and there will be 2 food truck and station tours. Trustee Gustafson stated that he would be more than happy to help if needed.
- e. BOFC - The Chief reported that he has sent letters to the applicants. The Chief suggested that the appointed members meet with the attorney to review policies and procedures.



Trustee Thompson suggested that a letter from Chief Herrmann be sent to the appointees to inform them that he is working on a time table to meet with the attorney to review policy and procedures. The Chief stated that he will send letter to all BOFC appointees. The Chief stated that he would like to promote one person to the rank of Lieutenant, one to the rank of Fire Marshall and one Board Trustee at the June meeting.

- f. New Engine Status- The Chief reported that the engine should arrive in May/June. The contract for the second engine has been signed, with a possible delivery date of November/December. The Chief reported that 50% is required upon delivery of the chassis. Trustee Gustafson asked when the deposit is due and the Chief reported that the money is built into next year's budget.
- g. Economic Interest Statement- Trustees Thompson and Gustafson reported that they had completed their statements, and Trustee Heine would be coming into the station to complete his next week.
- h. Foster Funding- The Chief reported that he had reached out to Congressman Foster and is waiting on the application for the funding, as he was told that there is money available. The Chief stated that he will be watching for the application.
- i. Bureau Issue- The Chief reported that he had met with the business who is following all Federal recommendations. The Chief stated that the business has intentions of installing a fire alarm.
- j. ECC Career Fair- The Chief reported that FF Blonskij had attended the Career Fair at ECC and had received 3 emails from interested students. The Chief gave kudos to FF Blonskij for a job well done.
- k. Briar Glen Fire- The Chief reported the department recently had a major town home fire involving a 3-story 7 unit building with 4 units fully engulfed upon arrival. The Chief reported that the majority of the fire was knocked down quickly and under control in 90 minutes. The Chief stated that the fire had been boxed, with 10 departments responding, but had only used the Auto Aid departments. The Chief stated that he is working on a response plan for truck response to the townhomes in the District, because in the future there will be over 30 buildings such as this and ground ladders are unable to reach the third floor. The Chief reported that the department had been training for fires such as this and stated that he was proud of Gold Shift's response on the fire.
- l. Gold Shift Award- The Chief reported that Gold Shift had assisted Pingree Grove FPD on a vehicle accident at Plank Rd. and Rt. 47, with a Kane County Sheriff who had received critical injuries. The Chief reported that Kane County Sheriff Chief, Ron Hain had submitted a medal of honor from the 100 Club of DuPage County to be presented to all of those who had responded to the accident. Lieutenant DePauw, FF Misner and FF Heckman-Trathen had received their award when the Kane County Sheriff's Office had visited the station, but FF Morgan and FF Ribandt were not present at that time. Chief Herrmann recognized FF Morgan and FF Ribandt and presented them with their awards.
- m. Loan Update- Ms. Remakel reported that she is working with the USDA to provide additional information on the loan. Ms. Remakel reported that the loan would be for a total of

\$900,000. This amount would include \$700,000 towards the cost of the second engine, with the remainder of the cost being the District's responsibility and \$200,000 for St. 2 furnishings.

- n. Budget Presentation- The Chief requested to discuss the budget in closed session along with Union negotiations and personnel. Upon return from the closed session, the Chief reviewed the line-item budget. The Board had no recommendations for changes to the budget as presented.

**8. Deputy Chief's Report-** The Chief presented the Deputy Chief's report.

- a. Monthly Training Report- The Deputy Chief reported a total of 1,180 training hours in March. The Deputy Chief reported that FF Burgdorf has completed his orientation training, FF Black attended Smoke Divers Class in Champaign, the department completed 2 days of live fire training in the Getzelman Road Training House and all three shifts participated in joint training with Pingree Grove FPD.
- b. Grant Update- The Deputy Chief had no updates on the Trans Canada Pipeline Grant.
- c. Centers for Medicaid Survey- The Deputy Chief reported that he had completed the mandatory data collections survey for the Centers for Medicaid. The Deputy Chief reported that survey needs to be completed in order to continue the collection of GEMT money. The Deputy Chief reported that the survey consisted of 130 questions about the organization in regards to organizational characteristics, service area, call volume, labor costs, facility/equipment information and costs.

**9. Correspondence-**

- a. The Chief presented a thank you letter from Union FPD for a recent response to their structure fire. Trustee Thompson reminded the Board that the May meeting will include the Budget Hearing at 5:55 p.m.

**10. Old Business-**

- a. There was none

**11. New Business-**

- a. There was none

**12. Trustees Comments-**

- a. Trustee Gustafson thanked the FFITB for purchases made for the department.

**13. Public Comments-**

- a. There was none



**14. Closed Session-**

- a. Trustee Gustafson moved to enter closed session for the purpose to discuss the budget, contract negotiations, the release of closed meeting minutes and personnel. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:14.

Ayes- Steve Gustafson, Rick Heine, Tim Thompson

Nays- None

Abstain- None

Absent- Brian Pechtold, David Scarpino

- b. Upon a roll call vote, the Board returned to open session at 18:47 to discuss the budget presentation.

- c. Upon return to open session, Trustee Gustafson moved to approve the release of the following dates from closed meeting minutes:

9/13/2023, 6/14/2023, 10/12/2022, 9/21/2022, 8/10/2022, 7/13/2022, 6/8/2022,  
5/10/2022, 3/9/2022, 8/11/2021, 6/9/2021, 5/12/2021, 2/10/2021, 10/14/2020, 7/8/2020,  
9/12/2018, 8/11/2018, 7/11/2018, 6/13/2018, 5/9/2018, 4/11/2018, 3/14/2018, 2/14/2018,  
11/8/2017, 10/11/2017, 8/9/2017, 7/12/2017, 6/14/2017, 4/11/2017, 1/11/2017,  
11/9/2016, 10/12/2016, 11/12/2014, 10/13/2014, 9/10/2014, 8/13/2014, 6/11/2014,  
2/12/2014, 7/11/2012, 12/12/2007, 13/13/2004, 11/12/2003

Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Steve Gustafson, Rick Heine, Tim Thompson

Nays- None

Abstain- None

Absent- Brian Pechtold, David Scarpino

- 15. Motion to Adjourn-** Trustee Gustafson motioned to adjourn the meeting. Trustee Scarpino seconded the motion and it passed by all those present. The meeting was adjourned at 19:19.

**Notice:**

**Next regular meeting- Wednesday May 14, 2024- 6p**