**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, March 10, 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 – Present

David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Public: Rose Letheby & Rebecca Pankaty

1. **Additions or changes to the Agenda** – The Chief asked to add an accident with 1431, a thank you and an IDOT agreement for pre-emption lights. Ms. Remakel asked to add setting the budget hearing dates.

1. **Oath of Office**: Deputy Larson introduced the 3 interns, Laura Black, Joseph Cesaroni, & Hayden Feyl, to the Board and listed their backgrounds. President Thompson administered the Oath of Office, and Chief Herrmann welcomed them each and shared their accomplishments with the Board as they had a representative pin on their badge. The families were invited to enjoy refreshments in the apparatus bay.
2. **Receipt of Badge pin -** Chief Herrmann explained that Fire Fighter David Ramirez was hired during the peak of the COVID shut down, and received his oath of office, but never had his badge pinned on. He invited his family to pin on his badge. Chief Herrmann informed the Board of the contributions that FF Ramirez has brought to the department since his hiring. His family was invited to enjoy refreshments in the apparatus bay.
3. **Minutes**
4. **Approval of February 10, 2021 Regular meeting minutes**

Trustee Gustafson moved to approve the minutes of the February 10, 2021 regular meeting minutes, with the following amendments.

4.a – Trustee *Heine* seconded the motion and it was approved unanimously by all those present.

5.b – The motion as seconded by Trustee *Pechtold* and a roll call vote was taken.

Trustee Heine seconded the motion and it was approved unanimously by all those present.

1. **Approval of the February 10, 2021 Closed meeting minutes**

Trustee Gustafson moved to approve the closed meeting minutes as presented. Trustee Heine seconded the motion and it was approved unanimously by all those present.

1. **Treasurer’s Report**
2. **Approval of the February warrant list -**

Trustee Gustafson inquired if the tires were purchased on a state bid process. President Thompson stated tires are covered under the State. Ms. Remakel reported that there were 8 tires purchased. Trustee Pechtold moved to approve the February warrant list for the amount of $135,450.92. Trustee Scarpino 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. **Approval of the February financials –** Trustee Gustafson moved to approve the February 2021 financials. The motion was seconded by Trustee Scarpino 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

Ms. Remakel reported to the Board that one of the C.D.’s for the operating fund was maturing. Unfortunately, the best rate that she can get is .35% for 3 years, which is less than $2,400 in interest for $225,000 for all 3 years it would be invested. The Board discussed options and instructed her not to invest for more than 1 year due to the current economic climate.

1. **Discussion and approval of FY21 Audit Engagement letter –** Ms. Remakel informed the Board that the engagement letter from Sikich has been received. She indicated that the District’s share for the upcoming audit will increase by $295. President Thompson indicated his agreement with Sikich and their responsiveness. Trustee Gustafson moved to approve the FY 21 engagement letter with Sikich. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
2. **Old Business** –
3. **1411 Accident update**  - Chief Herrmann informed the Board that Provident has paid the individual that had their bumper damaged by 1411, so that claim is closed.
4. **1452 –** Chief Herrmann reported that the insurance company was waiting for a response from the owner of the building that was damaged by 1452. They have recently heard back, so things are continuing to move forward.
5. **Update on bid process for Rowell land** – The Chief informed the board that the bid process has been published and packets are available. They are scheduled to be opened at the April board meeting.
6. **Covid update** – The Chief updated that Board that only 3 staff have declined the vaccine, but all those that received it, have received the 2nd shot. Therefore, restrictions at the Fire District are lifting.
7. **Awards dinner update** - The Chief reported that Joe’s place currently was not accepting reservations for banquets. However, they were able to secure some Friday evening dates at Pinecrest in Huntley. He suggested the date of June 11th, and the Board was in agreement.
8. **Chief’s Report**
9. **Crown fees –** The Chief informed the board that Crown has changed the plat for the Oakstead subdivision, increasing the number of homes to 1,100. Crown had originally asked that the Fire District decrease their transition fees to $350 from $743, but he declined it and ultimately, they agreed to the $743 for transition fees.

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

1. **Crown contract land purchase**

Chief Herrmann reported that Crown is getting ready to sell the Tamm’s farm development, so they wanted to finalize a contract for the 3 lots by the water tower. He is asking for the Board’s agreement to approve a contract pending the results of the engineering report. Trustee Heine expressed concerns of being so close to the school since traffic can be an issue during certain times. The Chief assured him that has been considered and there are things they plan to do to mitigate the issue.

Trustee Scarpino moved to approve a contract to purchase the 3 lots from Crown on the Tamm’s farm development for $75,000 pending the results of the engineering study. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.

1. **Full-time test update –** The Chief reported the testing and interviews are complete. The only step now is to accept the Preference Points. Currently, of the 9 people that tested, 3 of the District’s employees placed in the top 5 positions. Trustee Gustafson inquired if the law still allows the District to pick from the top 5 candidates. Chief Herrmann confirmed that is still allowed. But he is awaiting the finalization of the preference points and the attorney’s review before posting the results.
2. **IDOT Intergovernmental agreement State and Route 72**

Chief Herrmann reported that he had just received confirmation that IDOT is planning to upgrade the intersection at Rt. 72 and State St. this summer or fall. They are requesting the Fire District approve an Intergovernmental Agreement allowing the installing of the pre-emption equipment at the District’s cost. Because the approval just came through it was not originally on the agenda, so it will need to be ratified next month, but he did not want to miss the opportunity and is requesting permission to move forward. Trustee Gustafson inquired if the Village Police will be sharing in the cost. The Chief responded that they have declined to participate. Trustee Thompson stated that if they want to opt into the equipment later, that they will need to reimburse the District for their share of the costs. The Board was in agreement to approve the agreement and ratify it next month.

1. **1431 Accident –** The Chief reported that one of the FF cut short when exiting the garage and damaged the trim and weather stripping on the garage door, and there was some damage to the rail on 1431. The individual is aware of their mistake and the District has changed the policy requiring the guide observe the vehicle until it is completely out of the garage.
2. **Downtown Streetscaping –** The Chief reported that he and the Deputy attended a safety meeting regarding the pending State Street improvements. State street will be closed from Washington to Jefferson for approximately 6-8 weeks. They are working with the Village to ensure that the road closures will have a minimum impact on respond times.
3. **Monthly report -**The Chief reviewed his monthly report with the Board.
4. **Deputy Chief’s report –**
5. **Care’s Act update** – The Deputy reported the remaining $251,000 from Kane County was received. Ms. Remakel stated it was not deposited until March, so they will not see it in the financials until next month.
6. **Safer Grant** – The Deputy informed the Board that the Safer Grant is completed and just needs to be submitted.
7. **Miscellaneous grant updates -** The Deputy did not have anything to report.
8. **Monthly training report -** The Deputy reviewed the monthly training report with the Board.
9. **New Business**
10. **Staff vehicle approval**  - Chief Herrmann informed the Board that the since the remainder of the Care’s Act funding has been received, he would like to get the new staff vehicle ordered. Trusee Gustafson moved to approve the purchase of a Ford Expedition as a staff vehicle, for a cost not to exceed $62,000. The motion was approved by Trustee Heine and a roll call vote was taken. The motion passed unanimously by all those present.

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

Tim Thompson Aye

1. **Chapter 2 Trustee manual review and approval** – The Chief had sent the Board a draft of Chapter 2. Trustee Thompson expressed some concern about indicating who specifically needed to be bonded. It was agreed, that some changes needed to be made and it would be presented next month for final approval.
2. **Correspondence -Thank you notes –** The Chief read 2 thank you notes. One note was from a family that appreciated the assistance from the Gold shift for installing smoke alarms, an another thanking the crew that provided assistance during a recent heart attack.
3. **Public Comment** –Rebecca Pankaty introduced herself and stated that she is running for Township Assessor and appreciates all the information the she had learned that evening.
4. **Additions –** Ms. Remakel asked the Board to tentatively approve the Budget hearing for May 12th at 5:55pm so she can post it in the newspapers. Trustee Gustafson moved to approve a budget hearing on May 12th, at 5:55pm. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
5. **Adjournment –** President Thompson reminded everyone of the upcoming meeting on April 14th. There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 18:44.

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**Secretary**