**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, March 9, 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 – Present

 Richard Heine – Present

 Brian Pechtold – Absent

 David Scarpino – Absent

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present: Cpt Stadie, Lt. DePauw, Lt. Marlowe

1. Changes or additions to the agenda. – The Chief asked to add a payroll issue under the Chief’s report.
2. **Appointment of a Secretary –** Trustee Gustafson moved to approve Rick Heine as Secretary of the meeting. Trustee Thompson seconded the motion and it was approved unanimously.
3. **Minutes –**
4. **Approval of March 9, 2022 Regular meeting minutes -** Trustee Gustafson moved to approve the minutes of the January 12, 2022 regular meeting as presented. Trustee Heine seconded the motion and it was approved unanimously by all those present.
5. **Treasurer’s Report**
6. **Approval of the February warrant list –** Trustee Heine moved to approve the February 2022 Warrant list for the amount of $137,987.45. Trustee Gustafson seconded the motion and a roll call vote was taken.

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

1. **Approval of the February 2021 financials** – Trustee Heine moved to approve the February 2022 financials. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Rick Heine Aye David Scarpino Absent

Tim Thompson Aye Steve Gustafson Aye

 Brian Pechtold Absent

1. **Discussion and approval of an expense of an employee or elected official –** Ms. Remakel reported in the bills for payment was an expense for Trustee Gustafson for lodging reimbursement for a seminar f $246.42. There were also upcoming bills for FF Ramirez for school reimbursement of $432.00, FF Serrano for a clothing allowance purchase of $65.99 and for Cpt. Stadie for reimbursement of refreshments purchased for the Historical Society’s presentation. Trustee Heine moved to approve the expenses of the referenced employees and elected official. Trustee Thompson seconded the motion. A roll call vote was taken. Trustee Gustafson stated he would have preferred to abstain, but with limited attendance he could not, therefore he voted to approve. The motion passed.

David Scarpino Absent Tim Thompson Aye

Steve Gustafson Aye Brian Pechtold Absent

Rick Heine Aye

1. **Set budget hearing date** -Trustee Gustafson moved to set the budget hearing for May 11th, at 5:55pm. Trustee Heine seconded the motion and it was approved unanimously by all those present.
2. **Approval to transfer budgeted District Pension contribution** – Trustee Gustafson moved to approve the payment of $356,144 to the Pension fund as budgeted in FY22. Trustee Heine seconded the motion and it was approved unanimously by all those present.
3. **Approval to transfer budgeted transfer to the Equipment fund** – Trustee Heine moved to approve the payment of $200,000 to the Equipment Fund as budgeted in FY22. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
4. **Approval to transfer budgeted transfer to the Operating fund from the Building fund** Trustee Gustafson moved to approve a transfer for $122,221 to the Operating fund from the Building fund for expenses occurred in FY22 for the development of the new station. Trustee Heine seconded the motion and it was approved unanimously by all those present.
5. **Old Business**
6. **Staffing update –** Chief Herrmann reported that they have had 1 individual finish their orientation, another is still in orientation and another that just started the orientation process. They have also identified 2 paramedics that they would like to hire next month. There will be 5 new hires for their Oath of Office next month.
7. **FF Injury update –** The Chief informed that Board that the FF that was injured in 11/5/21, is still not improving and he does not expect him to return to his fire-fighting responsibilities.
8. **Extrication tool purchase status**– The Chief informed the board that they have determined that Air One is not part of the Houston/Galveston bid program therefore, they decided to go out to bid for the extrication tools. The notification has been published in the paper and the bids are planned to be opened at the April meeting.
9. **New engine update** – The Chief reported that the training on the new engine has started. During the training, they have identified 16 items that needed repairs. It will be out for 2 weeks for the repairs and then should be able to be put into service.
10. **Development update** - The Chief reported that there was little to update regarding new development plans. However, the D.R. Horton townhomes that were proposed are moving forward without the sprinklers as originally proposed. He met with the Village and expressed his concerns; however, they still approved the project without sprinklers. He did get them to agree and understand the dangers of open flame grills on the patios. He stated the Village said they would enforce that they were not allowed.

The Chief also updated the Board on the proposed railroad merger that will affect rail traffic in town. It is his understanding the it will increase the number of trains from 3 to 11 each day. However, they will be implementing a quiet zone, and they will be adding double gates to the crossings.

1. **Adoption of Ordinance 2022-07 – Bond referendum** – Chief Herrmann reported that the Bond referendum is asking for $4.5 Million to build the new station. The referendum will equate to an increase of $75 on the tax bill of a $300,000 home for the duration of the bonds. He further explained that in looking at the staffing referendum, it was originally requested to increase the rate by .19, but with the anticipated growth in the area, it was determined that the District would quickly exceed the max rate therefore, it was suggested that the increase requested in the staffing referendum be reduced to .10. Therefore, the proposed referendum reflects the lower rate. If passed, the lower rate of .10 will result in a tax increase of $99 on a $300,000 home. Trustee Gustafson moved to approve Ordinance 2022-07 requesting the voters to approve a bond issuance of $4.5M to build a new fire station. Trustee Heine seconded the motion. A roll call vote was taken and it passed unanimously by all those present.

Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Absent Rick Heine Aye

David Scarpino Absent

1. **Adoption of Ordinance 2022-08 – Staffing referendum** – Trustee Gustafson moved to approve Ordinance 2022-08 to increase the limiting rate. Trustee Heine seconded the motion. A roll call vote was taken and approved unanimously by all those present.

Steve Gustafson Aye Brian Pechtold Absent

Rick Heine Aye David Scarpino Absent

Tim Thompson Aye

1. **Historical Society program report** – The Chief reported that the District hosted the Historical Society for a presentation on the History of the Fire District. Paul Tegtmeier and Steve Gustafson were the presenters. Trustee Gustafson stated that Chief Herrmann also presented and did a great job. There were about 40 people in attendance.
2. **Chief’s Report –**
3. **1431 repair updates** – The Chief informed the Board that 1431 went in for repairs. There were 50 items that needed to be done, for a cost of approximately $22,000. Since the apparatus has not been in for service for 2 years, it was not unusual.
4. **1437 pump sale**– The Chief reported that they are expecting the new brush truck to be arriving at the end of the month. He does not expect a lot of training to be required on this apparatus. A resident has expressed an interest in purchasing the pump and tank from 1437, so they would like to add it to the agenda in the future to declare it as excess.
5. **Strategic plan presentation** – The Chief presented the Strategic plan to the Board and reviewed its contents. He has received an overwhelming positive response to the document and the extent of the information that is provided.
6. **Record retention** – The Chief reported that Ms. Remakel has been working with the State Archive department to gather the listing of the records retained by the District and determining what items can be destroyed.
7. **Pingree Grove plan discussion** – The Chief explained that they are unable to retain part-time staff. It has become a revolving door and as soon as they can get someone trained, they leave for a full-time position. Because of the staffing issue he and the Deputy have met with the Chief of Pingree Grove and developed a plan for potential staffing. He proposed that Pingree and Hampshire staff a rig together. Each department would be responsible for all the financial obligations. He presented them with an outline of the plan and asked them for their thoughts. Both Trustee Gustafson Trustee Thompson expressed their concerns again how Burlington is not doing anything fixing their staffing issues and appears to be content with having Hampshire cover for them. The Chief responded that Burlington has a new Chief so they are hoping that will change. Trustee Gustafson asked where the jump company would be located, and the Chief responded in Hampshire. There were many positives to the proposals but the most pressing negative is where would they house the additional staffing. He has formed a committee to determine ways to make enough space, and ultimately it was the consensus that the District rent a trailer to allow space for sleeping quarters. He also reported that Pingree’s board did like the idea. He would like to discuss the plan more next month.
8. **Monthly report** – The Chief reviewed the February monthly report.
9. **Payroll issue –** The Chief informed the Board that they have recently identified an employee that was not being paid the correct rate since October 2020. It was calculated that he is due almost $8,000 in back pay. It will be corrected in the next payroll, as well as processes will be re-implemented to avoid this from happening again.
10. **Deputy Chief’s report –**
11. **OSFM Reimbursement**– Deputy Larson informed the Board that OSFM has monies to reimburse our employees for certifications. He anticipates getting $1,200 back on behalf of the employees.
12. **Intern updates** – The Deputy reported that one of the interns was unable to pass his EMT testing. He will need to repeat the school before he can test again. They told him he is welcome back if he is successful, but at this time they have parted ways. (Should I be listing his name?)
13. **Grant updates** – The Deputy stated he is still waiting for responses for the various grants that he has applied for.
14. **Monthly training report** – The Deputy reported that there were 839 training hours in February. Lt. Depauw completed ice rescue, and he attended the instructor conference.
15. **New Business –**
16. **Pingree plans** – Were discussed under the Chief’s report.
17. **Correspondence** –The Chief shared a thank you note from Pingree Grove for assisting with a fire, Bartlett for assisting with a fire, and advised of FF Tomaselli resigning for personal reasons.
18. **Public Comment -** There was none.
19. **Board of Trustee Comments** –

Economic Interest Statement – Ms. Remakel reported that the Economic Interest Statement has been revamped. The Township will be broadcasting a webinar on 4/14 at noon if anyone is interested in attending.

Reservations for Cherry Valley – Ms. Remakel reminded the Board that the Trustee Training is scheduled in Cherry Valley on 3/26 from 7:30 – 1:00. The deadline for registering is 3/17, so she requested if anyone is interested, they advise her prior to that time.

1. **Closed Session for review of the Closed minutes** – Trustee Gustafson moved to go into Closed Session for the purpose of reviewing the closed minutes. Trustee Heine seconded the motion and a roll call vote was taken. The motion was passed and the Board entered closed session at 18:50. The Board returned from Closed Session at 18:54.
2. **Action based on Closed Session –** Trustee Heine moved to go approve the release of the minutes of 9/13/21 and 11/10/21. Trustee Gustafson seconded the motion. The motion passed unanimously by all those present.
3. **Adjournment –** There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the Board adjourned at 18:55.

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**Secretary**