**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, April 14, 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

Staff Present: FF Ramirez, FF Rice, FF Black, FF Jordan, FF Morgan

1. **Additions or changes to the Agenda** – The Chief asked to add information about tree removal and the awards dinner and Ms. Remakel asked to add C.D. rates

1. **Minutes**

**Approval of March 10, 2021 Regular meeting minutes –**

Trustee Gustafson moved to approve the minutes of the March 10, 2021 regular meeting minutes. Trustee Heine seconded the motion and they were approved unanimously by all those present.

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

Trustee Gustafson questioned check number 21344 issued to Today’s Uniforms in the amount of $2,495.74. Chief Herrmann explained that it was for pants, shirts and job shirts, but because the invoices get held and submitted in large quantities by Lt. Marlowe. Trustee Heine moved to approve the warrant list in the amount of 183,528.35 for the month of March. 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. **Approval of the March financials –** Trustee Gustafson moved to approve the March 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

1. **Discussion of C.D. Rates –** Ms. Remakel reported that she found a bank in Sycamore, First State Bank, that is offering C.D. rates of 7 mos. For .3% or 15 months for .55%. The Board agreed that was an acceptable rate and time, therefore agreed to purchase a $225,000 C.D. with First State National Bank for 15 months at .55%. Ms. Remakel stated she would need documents from the President and Treasurer. Trustee Heine moved to approve the C.D. of $225,000 at First State National Bank for 15 months at .55%. The motion was seconded by Trustee Gustafson and approved unanimously. This item will be ratified at the May meeting.
2. **Old Business** –
3. **Ratification of approval of liability of insurance** - Trustee Scarpino moved to approve the liability insurance as presented at the February meeting. Trustee Pechtold seconded the motion and it was approved unanimously.
4. **Ratification of IGA with IDOT –** Trustee Heine moved to approve the inter-governmental agreement with the Illinois Department of transportation for the installation of pre-emption lights at the intersection of State and Rt. 72. Trustee Gustafson seconded the motion. President Thompson confirmed that the Police Department is not planning on adding their vehicles without participating in the cost. Chief Herrmann responded that the Police are not willing to participate in cost sharing at this time. The motion was approved unanimously by all those present.
5. **Ratification of the date for the budget hearing** – Trustee Gustafson moved to approve a budget hearing for May 12th at 5:55pm. Trustee Scarpino seconded the motion and it as approved unanimously by all those present.
6. **Approval of Chapter 2 Trustee manual** – The Chief reported that he updated Chapter 2 with the requested changes from the March meeting. Trustee Heine moved to approve Chapter 2 of the Trustee manual. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
7. **Approval of Chapter 6 Trustee manual** - The Chief reported that Chapter 6 was also updated with the changes requested at the March meeting. Trustee Pechtold moved to approve Chapter 6 with the discussed changes. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
8. **Chief’s Report**
9. **Firefighters Association update –** The Chief informed the board that the Association has spent $6,000 on an EMS lift, 1st in bags, fitness equipment, flag arms for the color guard, and a covid sprayer. They are also looking into a fundraiser.
10. **Station 2 Engineering report / Architectural work –** The Chief reported the he initially anticipated the cost for the soil testing and engineering to be very pricey based on his conversations with EEI. However, he learned that EEI would prefer not to do the work since they work with the Village and feels it could be a conflict of interest. He was able to get other quotes and Soil testing should be approximately $5,000; the land engineering is expected to be approximately $15,000 the architectural drawings should be $19,500. He currently has $69,000 in the upcoming budget for these expenses, but if these prices hold, the cost is less than $40,000. There were some concerns, that if the Village does not approve the zoning changes, they would have expended these costs but there is no way to avoid the costs without knowing if they can move forward with the site.The Chief did not anticipate the zoning to be an issue.

The Chief reported that that he has had the attorney review the pending purchase contract with Crown. He has requested that the attorney change the contract to read 120 days instead of 90 to make a decision and waive the earnest fees.

1. **1411 Motor overall update** - Chief Herrmann informed that the Board that 1411 had the engine work completed on for a cost of $14,600. It was taken to Truck Country and was returned within a week. Because this is being done in FY21, it will reduce the amount needed in the budget for FY22.
2. **Burlington Agreement –** The Chief reported that Burlington is not able to staff their department with a paramedic consistently and are closing their station. They have been requesting that Hampshire assist in providing coverage. The Chief, the Deputy and the EMS Captain met with the Chief of Burlington to discuss a possible staffing proposal and reimbursement. However, Burlington also was talking with an ambulance service and it appears that they will go with an outside service to cover their staffing issues. He anticipates it will take another 2-3 months before Burlington has an agreement in place. Burlington is still requesting that Hampshire provide auto aid to their community, in the meantime, with Hampshire getting the EMS billing. Trustee Gustafson expressed his concerns on complaints he is getting from residents when they see our vehicles going over to Burlington. The Chief responded that is why they are trying to the get dispatch to only send them on ALS vs. BLS, but it takes time. He is also monitoring to make sure the Engine does not go out as well. Tim Thompson expressed his concern that Burlington not drag their feet on completing this agreement and offered to send District members or Board members to Burlington’s board meetings to make sure this issue is resolved in a timely manner.
3. **Draft budget presentation –** The Chief requested this item be discussed after returning from closed session. Upon return, the Chief reviewed the line-item budget with the Board, and the differences in the amounts budgeted last year to this year. Since the Safer Grant approval will not be decided until July, and it is a significant amount, the Chief presented 2 versions of the Budget with the approval and hiring 2 people and without the approval of the Safer Grant and only hiring of 1 additional FT staff. After review, Trustee Pechtold questioned the totals on the last page and if they included the roll over dollars. Ms. Remakel explained that total income did not include the roll over. She further explained that she reviewed the last 4 years of income and the income is budgeted less than $250,000 lower than the total income received over the last 4 years. She also stated that she reviewed the expenses over the last 5 years, and on average the District spends $330,000 each year, which is significantly lower than the $750,000 recommended appropriated amount. The Board instructed her to prepare the ordinance with without the Safer grant and hiring of only 1 person.
4. **Vacation –** The Chief informed the Board that he will be out of state 4/22 – 4/25. Deputy Larson will be available during that time.
5. **Walk out ceremony –** The Chief reported due to Covid, they were not able to properly say farewell to those members that have retired. Those members include Richard Gustafson, Jay Rasmussen, Michael Siegmann, and Joe Schwab. He is planning a “Walk-Out” ceremony on June 8th at 11am and invited the Board members to participate.
6. **90th Anniversary -** The Chief informed the Board that the Association would like to honor the Disrict’s 90th anniversary this year. They are still working on the plans but are looking at a celebration on 9/11 possibly. Trustee Gustafson recommended putting the stone from the pentagon on display with the steel beam from the towers.
7. **Tree removal –** Chief Herrmann reported that there was a tree on the adjoining property of the parking lot that appeared it would be coming down. He contacted Tree’s Unlimited to remove the tree.
8. **Monthly report -**The Chief reviewed his monthly report with the Board.
9. **Deputy Chief’s report –**
10. **Discussion and approval of IDPH IGA for grant** – The Deputy reported that he and Cpt Stadie applied for a grant to purchase a CPR mannequin for approximately $6,500. They have been approved but IDPH requires an inter-governmental agreement be signed. The intergovernmental agreement asks for standard information, the monies are to be spent accordingly, and IDPH has the right to audit. Trustee Scarpino moved to approve the agreement. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
11. **Monthly Training report** – The Deputy reported that the District had 800+ hours of training. FF Letheby attended an infectious control training to assist the EMS Coordinator. The District also had 6 people attend large animal training and 3 days of auto aid training.
12. **New Business**
13. **Bid opening** - President Thompson reviewed the certification of bid notice for the sale of the land at Rowell Road. He then opened the bid from W.R. Meadows. W.R. Meadows bid $40,000 in cash for the purchase of the 2 acres. There were no other bids to open. Trustee Gustafson moved to approved the sale of the Rowell Road land to W.R. Meadows. Trustee Heine seconded the motion and it was approved unanimously by all those present.

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

 Tim Thompson Aye

1. **Balloting for Board positions** – The Board discussed the positions and who would be willing to take on the various roles. It was agreed that Trustee Thompson would remain as the President, Steve Gustafson would remain as the Treasurer, and Brian Pechtold would remain as the Secretary. Trustees Heine and Trustee Scarpino would remain as Trustees. Trustee Heine moved to approve the positions of the Board. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

 Tim Thompson Aye

The Board also is required to appoint 2 members to the Pension Board. They agreed that Trustees Gustafson and Pechtold would be the appointees to the Pension Board. This item will be ratified at the May meeting.

1. **Sale of Durango** – Deputy Larson indicated with the purchase of the new staff vehicle, they were planning to use the Durango as an extrication training vehicle, however one of the employees indicated they would like to purchase it for $1,000. It was decided that the vehicle should be declared as Excess Equipment and then posted as available for bid. Trustee Gustafson moved to approve the Durango as Excess equipment. Trustee ?????? seconded the motion at it was approved unanimously by all those present.
2. **Public Comment** –There was no public comment.
3. **Closed Session –** Trustee Gustafson moved to go into closed session for the purpose of discussing: A legal matter; Labor negotiations; and a specific employee. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion was approved unanimously by all those present. The Board moved into Closed Session at 18:30.

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

The Board returned to open session on a roll call vote. The motion was made by Trustee Gustafson and seconded by Trustee Heine. The motion was approved unanimously by all those present. The Board returned to open session at 18:53.

1. **Adjournment –** President Thompson reminded everyone of the upcoming meetings. There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the Board adjourned at 19:30.

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**Secretary**