**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, May 11, 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 – Absent

Brian Pechtold – Present

David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present: Lt. McBride

1. Changes or additions to the agenda. – The Chief asked to have the following items added to the Chief’s report. Trustee manual, meeting with Senator Syverson, IAFPD signatures, Sherman call, update on road construction, and update on new development.
2. **Minutes –**
3. **Approval of April 2022 Regular meeting minutes -** Trustee Gustafson moved to approve the minutes as presented. Trustee Scarpino seconded the motion and it was approved unanimously by those present.
4. **Treasurer’s Report**
5. **Approval of the April warrant list –** Ms. Remakel advised that it was a large warrant list as there were 3 payrolls, and the pension distribution was made in April. Trustee Scarpino moved to approve the April Warrant list for the amount of $632,507.28. Trustee Gustafson seconded the motion and a roll call vote was taken.

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

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

Rick Heine Absent David Scarpino Aye

Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Aye

1. **Discussion and approval of an expense of an employee or elected official –** Ms. Remakel reported that there was reimbursement for Cpt. Stadie for her department of health license. Ms. Remakel also reported that in May the full-time employees would be reimbursed for their cell phone stipends. Trustee Gustafson moved to approve the employee expenditures. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.

David Scarpino Aye Tim Thompson Aye

Steve Gustafson Aye Brian Pechtold Aye

Rick Heine Absent

1. **Status of Certificates of Deposit** -Ms. Remakel that they currently have approximately $450,000 in the broker mm account and there are 3 C.D. invested. She is planning to invest in another C.D. soon. She reported that the rates are now about 2%, for 12-18 months.
2. **Approval to transfer monies from the Equipment fund for Capital purchases.** Ms. Remakel was requesting authorization to transfer the monies that were budgeted as a transfer from the capital fund into the operating fund. She reported that there was $256,500 budgeted and with the expenditures for the new staff vehicle, the brush truck and the dive equipment, the district could make that transfer. There was some hesitation among the Board regarding the transfer. Ms. Remakel noted that all purchases are made from the operating fund so since there was not a transfer budgeted in the next year, if something did occur that required a purchase, the District would be in a better position having the monies in the operating fund. Trustee Scarpino moved to approve the budgeted transfer of $256,600 from the Capital fund to the Operating fund. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.

Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Aye Rick Heine Absent

David Scarpino Aye

1. **Employee email and payroll hack** – Ms. Remakel reported that an employee recently had their email hacked. She explained to the Board how it occurred, and how much money was taken. She reported that a police report, and insurance claim has been filed, as well as the steps the district has taken to attempt to prevent it from happening again. Trustee Thompson inquired if the employee was compensated for their loss. Ms. Remakel responded that a check was issued the day the theft was identified.
2. **Old Business**
3. **Discussion and Approval of Non-transport billing –** Chief Herrmann reported that he met with Paramedic Billing regarding the billing for non-transport calls. He reported that as long as the call generates a MICU report, they can bill for $200. They will also be given an option to decline billing the patient if there is no contact, which would address the concerns of Trustee Thompson. He then stated that because the ordinance is currently written with an exhibit, the ordinance will not need to be modified, and only the exhibit will need to be amended. *Trustee Scarpino moved to authorize the billing for non-transport calls. Trustee Gustafson 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 Absent David Scarpino Aye*

*Tim Thompson Aye*

1. **Discussion and Approval of Tollway Agreement** – The Chief informed the Board that the tollway is required to write a separated agreement with each Fire District that serves the Tollway. Because of the amount of work the Tollway is facing, he does not have a copy of the agreement, but he is asking the Board’s approval to authorize the President to approve the agreement when it arrives. The agreement does not change the requirements of the District, but simply allows them to increase their billing when responding to the Tollway. He anticipates it increasing tollway billing by $20,000 a year.
2. **Chief’s Report –**
3. **PT Hiring** – The Chief reported that they interviewed an FF/EMT and would like to bring him on next month. He also reported that they lost 3 current part time employees in the last month. He added that the new hire candidate is from Pingree Grove and is interested in taking a PPT, which will be very helpful. He would like to swear them in next month. The Board was in agreement.
4. **Referendum Meeting**– The Chief informed that Board that he had a referendum meeting last week. Unfortunately, attendance was lower than he hoped with only 10 people, but all the people that attended were in support of the referendum. He will be conducting another meeting on Saturday in Lakewood, and another one in June.
5. **Apparatus update** – The Chief reported that the in service ceremony went very well, and the engine is now in service. He also reported that 1438 has been received. Training is currently taking place, and will be going into service next week.
6. **Pingree Grove plan discussion** – The Chief informed the Board that he met with Pingree Grove Fire Protection District and they are on board with the current plan. He reported the estimate number of calls that the combined team would respond with each vehicle. He anticipated the Tower would go on approximately 200 calls, the brush truck on 50 call and the 2nd ambulance would be able to respond to about 100 calls. They are till working out the details and will have it all reviewed by the attorney prior to requesting approval. Trustee Thompson requested a formal presentation of the plan to be presented at the June meeting.
7. **Monthly report** - The Chief provided and reviewed the monthly report with the Board. He also showed them a page showing the lack of staffing for the month that was not included in the board members packets.
8. **Trustee manual** – The Chief explained in reviewing the Trustee manual, the remaining 3 chapters were in regards to items that belonged in the Union contract, or district policy. He would like to remove them from the current Trustee manual and finalize the project. The Board agreed that he could send electronic copies to the Board and have 1 paper copy at the District.
9. **IAFPD** – The Chief reported that the IAFPD conference is in June and if the Board wanted voting rights, they needed to sign a document. He provided the form to the Board for signatures.
10. **2 Sherman calls** – The Chief informed the Board of 2 calls that the Department responded very well. The 1st call was on Interest 90 that involved an ejection from the vehicle. He stated Lt. DePauw, Lt. McBride, FF Feyl, FF Porto, and FF Jung were all on the call and they did an excellent job. He reported that the same crew also went on a critical cardiac call and also did a great job. The personnel on that call included Lt. DePauw, & FF Feyl and FF Jung.
11. **Road Construction** – The Chief reported that the downtown is under construction until late September, and he has already received his 1st complaint from a resident from the detour route. He also reported that State and 72 will be closed effective May 23 so they will be rerouting many of their calls down Warner and Prairieview Parkway. Lastly, he informed the Board that there was a water main issue on Gast road.
12. **Development update** – The Chief stated the are working on the Brier Hill industrial park and expect to have that completed by late summer. There is currently a business development on Flannigan Road, There are over 50 homes started in the Tamm’s farm and Prairie Ridge subdivisions, the logistic park at 20 and Gast is starting, and a development for a fast food restaurant and 13 unit strip mall has been approved on Rt 72.
13. **Ambulance billing update** – Ms. Remakel reported that the District received an unusually large amount of monies from the ambulance billing for the month. She has been in contact with the billing company in an attempt to confirm the monies truly belong tot he District as it represented a 700% increase in typical monthly billing. The billing company was not able to confirm the balances belong to the District originally, but she later received an email that it currently appeared to belong to the District. She was just warning the District that the monies could not belong, and if they did, there would be a significant amount due the State.
14. **Deputy Chief’s report –**
15. **Intern updates** – The Deputy reported that the 3 interns are scheduled to graduate next week.
16. **Grant updates** – The Deputy stated he is still has not heard anything regarding the grant applications. However, has not received any denial letters so that is good news for now.
17. **Monthly training report** – The Deputy reported that there were over 1300 training hours in the month of April. FF Morgan completed his Hazmat training, FF’s Serrano and Clauss completed their instructor’s course. 2 people completed their orientation, Cpt Stadie completed her advanced instructor course, and FF Serrano has been certified as a CPR instructor to assist Cpt Stadie.
18. **Correspondence –** The Chief read a thank you letter from Bartlett for the District’s reponse to the fire in Bartlett.
19. **New Business -**
20. **Approval of Budget & Appropriation Ordinance FY21/22-9** – After returning from a closed session, Trustee Gustafson moved to approve the Budget and Appropriation Ordinance FY21/22-9 Trustee Pechtold seconded the motion and it was approved unanimously by all those present.

David Scarpino Aye Tim Thompson Aye

Steve Gustafson Aye Brian Pechtold Aye

Rick Heine Absent

1. **Public Comment -** There was none.
2. **Board of Trustee Comments** – None
3. **Closed Session** - The Chief asked the Board to go into closed session for the purpose of discussing the compensation of 3 specific employees. Trustee Gustafson moved to go into closed session. The motion was seconded by Trustee Pechtold and a roll call vote was taken. The motion passed by all those present. Deputy Larson and Ms. Remakel were asked to leave the building and the board entered closed session at 18:42.

Upon the motion by Trustee Gustafson and a second by Trustee Scarpino the board returned to open session at 18:53.

1. **Adjournment –** There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the Board adjourned at 18:56.

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**Secretary**