**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, May 12, 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:

1. **Additions or changes to the Agenda** – The Chief asked to add EMS Billing, impact fees and an apparatus accident to be discussed.
2. **Minutes**
3. **Approval of April 14, 2021 Regular meeting minutes –**Trustee Gustafson moved to approve the minutes of the April 14, 2021 regular meeting minutes. Trustee Scarpino seconded the motion and they were approved unanimously by all those present.
4. **Approval of April 14, 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. There was later discussion in the May Closed meeting regarding the interpretation of a particular sentence in the minutes. The Board agreed to make the clarification in the May Closed minutes.
5. **Treasurer’s Report**
6. **Approval of the April warrant list -**

Trustee Heine moved to approve the warrant list in the amount of $309,439.10 for the month of April. 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 April financials –** Trustee Scarpino moved to approve the April 2021 financials. The motion was seconded by Trustee Gustafson 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. **Approval of Budget & Appropriate Ordinance FY21/22-01–** Ms. Remakel reported that since the approval was not on the agenda, it will need to be ratified at the June meeting. A budget hearing was held prior to the Board meeting. After returning from Closed Session, Trustee Gustafson moved to approve the Budget & Appropriations Ordinance FY21/22-01 for appropriations of $3,782,106. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by those present.

Tim Thompson Aye David Scarpino Aye

Steve Gustafson Aye Brian Pechtold Aye

Rick Heine Aye

1. **C.D. Signature card** – Ms. Remakel reported that the C.D. was invested with First State Bank in Sycamore with a rate of .55% for 15 months. She asked to have President Thompson sign the signature card which was provided to him.
2. **Old Business** –
3. **Ratification of Pension Board Appointments** - Trustee Scarpino moved to ratify the appointment of Steve Gustafson and Brian Pechtold to the Pension Board. Trustee Heine seconded the motion and it was approved unanimously.
4. **Ratification of investment C.D. – First State Bank –** Trustee Gustafson moved to ratify the investment of a $225,000 C.D. with First State Bank for 15 months. Trustee Heine seconded the motion and it was approved unanimously by all those present.
5. **Ratification of declaring the Durango Excess Equipment –** Trustee Gustafson moved to ratify the motion to declare the Durango as excess equipment as approved at the April meeting. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.
6. **Chief’s Report**
7. **Flag pole donation –** The Chief informed the board that Cy Herrmann donated a flag pole which was installed at the Fire Fighters’ Memorial. A plaque is being ordered for him and his wife to be displayed.
8. **Edward “Buzzy” Getzelman Memorial –** The Chief reported the family of Edward “Buzzy” Getzelman designated the Fire Department as a recipient for donations. He stated that there was $825 total received with $695 being written to the Fire District. The monies were added to the memorial funds.
9. **Memorial purchases - Recognition** – The Chief stated that he has been trying to add names to various purchases in honor of donations that were received in memorial. The assignment board was designated in honor of Doug Irving and Cheryl Robinson.
10. **Policy manual –** The Chief informed the Board that he started updating the policy manual in 2012. He has gone over the organizational and trustee manuals and have identified areas that have been or are being updated. He reported that Deputy Larson is now responsible for any new policies. Together they review the policies annually.
11. **Vacation –** The Chief informed the Board that he will be going on vacation from 5/26/21 – 6/2/21.
12. **Community Development Update –** The Chief reported that he has recently met with the Village Manager and has been informed of the growth in the area to be expected. He informed the Board that Crown will be working on the infrastructure for Prairie Ridge, north of the Cemetery; and Oakstead, south of Lakewood this summer. They also expect to close on the Tamm’s farm in 60 days. The Village is predicting 200 homes a year. The Village is also negotiating an additional 335 homes in Tuscany north and an upscale apartment building on the south side of Route 72. Commercially, he stated the Village Manager informed him that they are still in discussions with a very large commercial warehouse, with over 1,000,000 sq feet, for development at Hwy 20 and Gast Rd. and another trucking firm is looking at Hwy 20 and Gast, as well a construction recycling plant on Brier Hill, which will eventually include an RV camp.
13. **Training House –** The Chief informed the Board that the Village has reached out to him regarding the training house that they have been using on the State St. The Village has requested that the Fire Department paint the building and mow the lawn. The Chief responded that they would paint the building but were not capable of mowing it as they cannot be hauling the equipment back and forth. There was discussion regarding having a private contractor paint the building or getting community support to paint it. The Board acknowledged they should go ahead and get the building painted.
14. **Discussion on hiring PT personnel -** The Chief reported that he has been notified by 5 of the permanent part-time employees that they have accepted positions elsewhere. Additionally, some of the loyal part-time employees are being processed for full-time positions at other departments. Additionally, number 1 and 2 on the full-time list have accepted positions elsewhere. Therefore, he will need to hire again. He has names of 2 part-time individuals that they have collected and he would like to proceed with moving forward in the interviewing and hiring processes.
15. **Burlington agreement –** Chief Herrmann informed the Board that the Burlington Chief just lost his wife to cancer, so he has not been able to follow-up with learning the status of them outsourcing their services. Chief Herrmann has learned that there is 1 trustee that is opposed to the idea. However, he has informed Burlington that due to the staffing issues here, he will have to cut back services, and have in multiple instances had to decline responding.
16. **Closing of Rowell Road sale –** The Chief reported that the agreement for the sale of the Land at Rowell Rd to W.R. Meadows, and payment has been received. He is just awaiting final review by the attorney.
17. **Monthly report -**The Chief reviewed his monthly report with the Board.
18. **EMS Billing** – The Chief reported that he and Cpt. Stadie met with Paramedic Billing Services regarding the GEMT agreement and current billing practices. The District is currently billing $1,100 for ALS and $700 for BLS calls. The GEMT the agreement states we can bill $1,265 for ALS and $805 for BLS. Because we cannot have different billing rates for Medicare, they would like to increase the billing rates to the GEMT rates for Medicare. The Board discussed the rates and felt that since we do not bill the residents for services not covered by insurance, it was really only impacting the non-residents. Therefore, they agreed to increase the billing rates at next month’s meeting.

The Chief also mentioned that Fire Recovery is currently collecting 20% of our billings for non-ambulance related calls. He has learned that Paramedic Billing can also do the fire recovery billings and will only charge 5%. He would like to move the fire recovery billing to Paramedic Billing as well. The Board was in agreement.

Trustee Pechtold mentioned that when his wife was transported recently, he received a letter indicating that he still owed a balance and without looking into the materials that were sent, would have thought he would have to pay the balance. He expressed concerns that others may be not seeing this as well and may be over paying. The Chief was unfamiliar with this practice as residents should not be receiving a bill, but only a request for insurance information. He stated he would follow up.

1. **Transition fees** – The Chief reported he received a statement from the Village today regarding the balance in the funds held on the District’s behalf. It indicated there was approximately $52,000 in Impact, Classification and Transition fees. He was reaching out to Lori to confirm the numbers.
2. **Accident with Apparatus** – The Chief reported that there was an accident with engine 1411 and the new ambulance, 1453. The engine was pulling around the ambulance when it is clipped the bumper on 1453. He has not contacted the insurance company yet, but it will likely need to go back to the vendor for the repairs. He does not plan to repair 1411 until after it is refurbished.
3. **Deputy Chief’s report –**
4. **Sale of Durango** – The Deputy reported that posted the Durango on Govdeals.com for sale and it sold for approximately $3,500.
5. **PT Resignation** – Deputy Larson reported the FF Garrick Penrod has resigned. He had received a full-time position at another department. The Deputy read his resignation letter.
6. **Monthly Training report** – The Deputy reported that the District had 730 hours of training in April. FF Rice completed Company Fire Officer. FF Jung completed probation and Townhome Structure Fire training.
7. **New Business**
8. **Land Purchase Approval** – The Chief reported that he would like to proceed with the contingent purchase of the land off Gast Rd. They are requiring we provide a $2,000 earnest money deposit. Trustee Scarpino moved to approve the purchase of the land on Gast Road south of Whippur Way. Trustee Gustafson 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. **Engineering Proposal** – The Chief reminded the Board that in order to know if the lot would be buildable they would need to engage an engineering firm at a cost up to $50,000. Trustee Heine moved to approve the Engineering Proposal for up to $50,000. Trustee Gustafson seconded the motion and a roll call vote was taken.

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

Tim Thompson Aye

1. **Architectural Proposal** – The Chief informed the Board that the Architectural proposal will cost the District $19,500. Trustee Scarpino moved to approve the architectural proposal for $19,500. Trustee Pechtold seconded the motion and a roll call was taken. The motion passed unanimously by all those present.

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

1. **Correspondence** – The Chief read a thank you letter from East Dundee for responding to a 4- alarm fire. The District was there for 7 hours. The Chief also received a letter from Hampshire Elementary school for helping them to celebrate Nurses week.
2. **Public Comment** –There was no public comment.
3. **Closed Session –** Trustee Heine moved to go into closed session for the purpose of discussing: Labor negotiations; and 2 specific employee matters. Trustee Gustafson 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 18:40.

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 19:15.

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**