

Hampshire Fire Protection District

Board of Trustee Meeting

March 12, 2025

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present

Steve Gustafson – Present

Brian Pechtold- Present

Rick Heine- Present

Edward Saunders- Present

Administration:

Trevor Herrmann – Fire Chief

Eric Larson- Deputy Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

Zack Rice, John DePauw, Chris Blonskij,

Connor Sardo, Johnny Sengmany,

Kohlman Steuber

Others Present:

Dave Schmidt

3. Request for additions or deletions to the agenda- The Chief requested to add an update to the Property/Casualty insurance policy and the presentation of the District's Annual Report to the Chief's report.

4. **Presentation by Sikich/Brian LeFevre-** Brian LeFevre presented the District's FY24 audit.

5. **Approval of Audit-** At the conclusion of the audit presentation, there were no questions. Trustee Pechtold moved to approve the audit as presented. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Tim Thompson, Steve Gustafson, Edward Saunders, Rick Heine, Brian Pechtold

Nays- None

Abstain- None

Absent- None

6. Minutes

- a. Regular Meeting Minutes- Upon review of the January 11, 2025 Regular Meeting minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.
- b. Regular Meeting Minutes- Upon review of the February 13, 2025 Regular Meeting minutes, Trustee Heine moved to approve the minutes as presented. Trustee Gustafson seconded the motion and it was passed by all those present.
- c. Closed Meeting Minutes- Upon review of the February 13, 2025 Closed Meeting minutes, Trustee Pechtold moved to approve the minutes as presented. Trustee Heine seconded the motion and it passed by all those present.
- d. Regular Meeting Minutes- Upon review of the February 27, 2025 Regular Meeting minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.
- e. Closed Meeting Minutes- Upon review of the February 27, 2025 Closed Meeting minutes, Trustee Heine moved to approve the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.

7. Treasurer's Report

- a. Warrant List- Upon review of the February 2025 Warrant List, Trustee Gustafson moved to approve the Warrant List, with the correction in the amount of \$241,816.73. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Tim Thompson, Rick Heine, Brian Pechtold, Edward Saunders, Steve Gustafson

Nays – None

Abstain – None

Absent- None

- b. Discussion and Approval of February Financials- Upon review of the February Financials, Trustee, Saunders moved to approve the report as presented. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Steve Gustafson, Rick Heine, Brian Pechtold, Edward Saunders, Tim Thompson

Nays – None

Abstain – None

Absent- None

8. Chief's Report

- a. Full-Time hire/Lieutenant promotions/MOU- The Chief presented a handout for the Board to review. Trustee Thompson questioned what the cost of the class and time

would be if hiring a full-time EMT. The Chief stated that when the full-time EMT attends paramedic class, they will only be paid if the class is while they are on shift, and if the class is not on their scheduled shift, they will not receive pay. The Chief stated that 9 of the 14 applicants for the full-time list are our own employees, and he is concerned that if we delay in hiring personnel as EMT's, that we will lose these employees. The Chief stated that if the Board is uncomfortable with a decision at this time, the matter can be discussed at the April meeting. Trustee Thompson questioned how long the paramedic program would take. Captain Stadie stated that the process would take 18 months at the longest. Trustee Thompson stated that further discussion will be at the April meeting.

- b. Impact Fee Update- The Chief stated that he has reached out to Lori Lyons. The Chief stated that the department will receive \$50,000.00 in Impact Fees. The Chief stated that he will be sending the request letter.
- c. Development Update- The Chief reported that there were 16 residential and no commercial permits issued in the month of February and a total of 32 residential permits for the year. The Chief reported that Tuscan Woods was now in the final phase with 400 units to be built this year, but they are still looking for a builder for the project. The Chief stated that there is an unknown time frame for the Allen Road project. The Chief reported that the Bureau has been busy the past month with remodels and building additions.
- d. Budget Update- The Chief reported that he will present the budget at the April meeting. The Chief stated that he is reviewing the budget with Ms. Remakel and Dave Schmidt.
- e. IPRF Safety Grant Money Update- The Chief reported that the department received \$5,000 from IPRF. The Chief stated that the majority of the money will be used for cancer screenings. Lieutenant Rice is setting up the screenings.
- f. Apparatus Maintenance Update- The Chief reported that Engine 1413 is currently out for the annual PM, a mirror repair and a diesel issue. The Chief stated that Brush 1438 will be going to Danko in Nebraska for repairs to the pump. The Chief stated that the cost of the new pump will be \$6,000, and reported that the maintenance budget was over what was budgeted for the year. Trustee Thompson asked if the brush truck could be taken to the manufacturer on a low-boy, and the Chief stated that Lieutenant DePauw was not comfortable with transporting the vehicle that way. The Chief reported that the new engine and ambulance should be delivered in November.
- g. Union Light-Duty Policy Update- The Chief reported that he had received a proposal for the Light Duty Policy from the Union, but has not had time to review.
- h. BOFC Update- Mr. Sengmany and Mr. Steuber reported that the Lieutenant's exam was done on February 27th, and both applicants did well. The final list will be posted after Chief points are awarded. Mr. Steuber reported that the one applicant for the full-time position had failed the written exam, and interviews for the full-time

positions will be held on March 18th, 19th and 21st, which will be slotted for 30 minutes each. Trustee Thompson thanked the BOFC for their hard work.

- i. Coffee With The Chiefs- The Chief stated that he and Police Chief Doug Pann will be holding the meeting on April 12th at 9a. The meeting will be held at St. 1.
- j. Gould Farms Donation- The Chief reported that the Gould family donated \$500 for farming the property at Harmony and Melms Rds.
- k. Monthly Report- The Chief presented his Monthly Report.
- l. Casualty and Property Insurance Update- The Chief reported that the costs of the insurance will be going up approximately \$20,000. This is mostly due to additional apparatus. However, Ms. Remakel is looking at the purpose of a couple of the policies to see if they are necessary, which may save up to \$10,000.
- m. District Annual Report- The Chief presented the annual report, and stated that he had given the report to some members of the public with great feedback. Trustee Thompson stated that the Chief did a phenomenal job with the report.

9. Deputy Chief's Report-

- a. Monthly Training Report- The Deputy Chief reported that department personnel had completed a total of 920 training hours in the month of February. The Deputy Chief stated that one person had their new-hire orientation, and department meetings were held across all three shifts. The Deputy Chief stated that Firefighter Palomares and Firefighter Ott completed Fire Apparatus Engineer class, and Lieutenant Rice completed Incident Command Essentials class at ECC.

10. Correspondence-

- a. Anderson Resignation- The Chief stated that Firefighter John Anderson had recently resigned from the department after completing his probationary period with the Aurora Fire Department.
- b. Masonick Letter- A letter was received from the Masonick family in Pingree Grove after Chaplain Koontz had responded to a call at their residence. The family stated that they were grateful for his support. Trustee Thompson asked to thank Chaplain Koontz for his response and support to the family.

11. Old Business-

- a. There was none.

12. New Business-

- a. There was none.

13. Trustees Comments-

- a. Approval and Signing of New Chief's Contract- Trustee Gustafson motioned to approve the new Chief's contract. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed by all those present.

Ayes- Tim Thompson, Steve Gustafson, Edwards Saunders, Rick Heine, Brian Pechtold
Nays- None
Abstain- None
Absent- None

Mr. Schmidt signed the contract with Trustee Thompson. Mr. Schmidt thanked the Board for this opportunity and said that he has heard great things about the department.

- b. Approval of Chief Herrmann's Salary Increase- Trustee Gustafson moved to approve Chief Herrmann's salary increase of 15%, being effective as of March 22, 2025. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed by all those present.

Ayes- Gustafson, Thompson, Pechtold, Heine, Saunders
Nays- None
Abstain- None
Absent- None

14. Public Comments-

- a. There was none

15. Closed Session-

- a. Trustee Pechtold moved to enter Closed Session for the purpose of personnel. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:15

Ayes- Brian Pechtold, Edward Saunders, Tim Thompson, Steve Gustafson, Rick Heine
Nays- None
Abstain- None
Absent- None

- b. Upon a roll call vote, the Board returned to Open Session at 18:27.

16. Motion to take action on Closed Session

- a. No action was needed.

- 17. Motion to Adjourn-** Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and it passed unanimously by all those present. The meeting was adjourned at 19:10.

Next Regular Meeting- Wednesday April 9, 2025- 6p