

Hampshire Fire Protection District

Board of Trustee Meeting

June 11, 2025

1. Call meeting to order

2. Secretary – Roll Call

Steve Gustafson – Present

Rick Heine- Present

Bill Misner - Present

Brian Pechtold- Present

Eddie Saunders - Present

Administration:

Dave Schmidt- Fire Chief

Eric Larson- Deputy Fire Chief

Jody Remakel – Financial Director

Staff Present:

FF Blonskji, FF Mikolajski, FF Bloomberg, FF Ribandt

3. Request for additions or deletions to the agenda- There were no requests for additions or deletions.

4. Minutes

- a. Approval of May 14, 2025 Regular Meeting minutes- Upon review of the May 14, 2025 Regular Meeting minutes, Trustee Misner moved to approve the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.
- b. Approval of May 14, 2025 Closed Meeting Minutes- Upon review of the May 14, 2025 Closed Meeting minutes, Trustee Misner moved to approve the minutes as presented. Trustee Heine seconded the motion and it was passed by all those present.

5. Treasurer's Report

- a. Approval of May 2025 Warrant List- Ms. Remakel reported that the final item added to the Warrant list was entered as a positive, therefore the total that was emailed to the group was incorrect. She reported the total with HRA expenses and Payroll should be \$345,588.16. Upon review of the May 2025 Warrant List, Trustee Misner moved to approve the Warrant List in the amount of \$345,588.16. Trustee Saunders seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Bill Misner, Rick Heine, Brian Pechtold, Edward Saunders, Steve Gustafson

Nays – None

Abstain – None

Absent- None

- b. Ms. Remakel also reported that being that May is the fiscal year end, they typically do not approve the May financials until July to allow for any outstanding items to be received and posted correctly.

6. Chief's Report

- a. IT Services- Chief Schmidt reported that one of the things he is looking into the IT system. He has concerns with the server and potential recovery. While he appreciates the work of Tom Remakel, he acknowledged that the Fire District cannot be Tom's priority since he does the work for free, therefore he is looking into outsourcing this service. He and the Deputy will be interviewing multiple companies. He mentioned that some of the advantages would be one of the companies will bring in all new hardware, as well as each of the PT employees will get their own credentials, whereas as now for licensing reasons, they all share the same id. Additionally, if there is a breach to the system, these companies can monitor them 24/7 and shut down or isolate any breach to the data very quickly. He mentioned that going to the 2nd station provided new challenges and feels this is the correction direction to take as the District grows. The Chief stated that while they are still conducting the interviews, they have one estimate at \$25,000 annually, so they do not anticipate it exceeding the \$25,000. Trustee Pechtold questioned if "hosting" was included and were all the companies discussing replacing the hardware. Chief Schmidt responded the hosting was included and that the hardware would be owned by the contracting company so it would be taken back if we left the company.
- b. Image Trend – Chief Schmidt stated that while working on the Chief's report he discovered that employees are entering their reports manually. He looked into the cost to have the data downloaded, making them more efficient. Additionally, he stated that the reports they are currently receiving are only being reported in hours and minutes, which means that the call times could potentially be off by 2 minutes. This discrepancy could open the District up to lawsuits since their reporting was not accurate. He reported this cost would be an annual recurring cost.
- c. Monthly Report- The Chief presented walked the Board through his new monthly report showing them what he can provide and asked the Board for their input. He did ask that they provide any requests to him in the next 2 weeks, so he has time to design the report. Trustee Misner indicated he liked the incident report. Trustee Gustafson asked if he would provide a report showing a total of how many times the District have received mutual aid and how many times it was provided. The Chief thanked them for their input.

7. Deputy Chief's Report-

- a. Monthly Training Report- The Deputy Chief reported that there was 900 hours of training the month of May. He stated the Lt. Ramirez received his state Safety Officer Certification. The District also completed live fire and engine truck training with Pingree. He also reported that the new hires, Sulser, Ott, & Mikolajski all completed their new hire orientation.

8. Correspondence-

The Chief stated that the department has received multiple thank you letters in response to our line of duty acknowledgements, thank you letters from local residents for our responses, and lastly there was a donation of \$1,084 from a family that listed the District for donations at the family member's funeral. Correspondence was provided to the Board for their review.

9. Old Business-

- a. Approval of Budget Ordinance FY25-26-01. Ms. Remakel reviewed the changes to the budget since the last meeting. There being no questions, Trustee Pechtold moved to approve the budget ordinance FY25-26-01. Trustee Misner seconded the motion and a roll call vote was taken. It was approved unanimously by those present.

Ayes – Bill Misner, Rick Heine, Brian Pechtold, Edward Saunders, Steve Gustafson

Nays – None

Abstain – None

Absent- None

10. New Business-

- a. Approval of Sikich Engagement Letter- Ms. Remakel explained that the cost of the audit for FY25 will be increasing 5%. The District's cost will be \$10,605 vs last year of \$10,100. The Pension cost will be increasing from \$2,245 to \$2,360. Additionally, should the District receive a grant from the government, there will be an additional report required which would be an additional \$1,700. Trustee Saunders moved to approve the Engagement Letter with Sikich for the FY25 audit. Trustee Misner seconded the motion and it was approved unanimously by all those present.
- b. Request to extend length of C.D.'s - Ms. Remakel reported that based on current District guidance she has the authority to purchase C.D.'s for a term of up to 24 months. She is asking with rates being higher and the district having more reserves if the Board would consider authorizing her to extend that time period to allow the District to take advantage of the higher rates. Trustee Pechtold questioned if the District should be hiring a broker to invest the monies. Ms. Remakel responded that the District is not allowed to invest in the market or anything that could lose value. She stated she would provide a copy of the investment policy and allow the Board a chance to review and they can discuss at a further meeting.
- c. Approval of change in bank signatures – This was tabled
- d. Ballot for Board Positions – Rick Heine nominated Steve Gustafson for President. Bill Misner nominated Brian Pechtold for President. Eddie Saunders stated he would support Brian Pechtold. Trustee Gustafson then stated he would like to remain the Treasurer if he did not have the support for President. It was agreed that Eddie Saunders would accept the position of Secretary. Trustee Heine then moved to appoint Brian Pechtold as the

President, Steve Gustafson as the Treasurer and Eddie Saunders as the Secretary. Trustee Misner seconded the motion and it was passed unanimously.

11. Trustees Comments-

- a. Trustee Gustafson stated that now the Chief Schmidt is settling in, he would like to address the situation of aid to Burlington. Trustee Gustafson feels that Burlington states they do not have the proper manpower, and is only sending an ambulance to every call. Trustee Pechtold questioned why would they be motivated to hire more if Hampshire is taking care of the calls. Trustee Heine is concerned that our people and equipment is always running to Burlington. Trustee Pechtold stated that for a while we were only sending a brush truck. Trustee Misner wanted to know what is the issue, because he doesn't think they can afford to increase staffing. Trustee Gustafson commented that Hampshire is the one that had to run the reference and increase taxes. Trustee Saunders stated he is concerned they do not want to help themselves. Trustee Gustafson stated that Hampshire's assistance was supposed to be a band-aid. Trustee Saunders stated that Burlington is getting a new engine, but no additional staffing. Trustee Pechtold questioned what the current agreement was. Trustee Misner stated he was comfortable with it because they were always running to Elgin when he was on at Pingree Grove. Someone responded that it is an issue because it is costing the HFPD money. Trustee Gustafson then stated that in addition to the staffing, it is causing additional wear and tear on the vehicle. He then stated that Engine rollover was when they were returning from a call in Burlington and the replacement of the Engine cost the District \$200k above the insurance. There was discussion about manning. Trustee Saunders then asked Chief Schmidt what does out staffing allow. Chief Schmidt then responded that we staff with 5 during the day, and 1411 goes to Burlington. He also stated that with the 3 recent new full-time hires, it allows the HFPD to staff the Ambulance. He also stated that there is a new interface that should be getting implemented soon. It will allow the dispatcher to gather information which will do a better job of determining the appropriate vehicles and staffing based on the type of call. Trustee Sanders made suggestions to the Chief on how to handle a call with Chief Tiedt regarding this matter. The Chief responded that with the new procedures and increased staffing coming, it should cause this issue to lessen. He also stated that he will arrange a sit down with Chief Tiedt. The Chief then took a minute to thank the Board for their discussion, and reminded them that ultimately, he is responsible for Operations and asked that they respect his role and allow him to do what he was hired for.

12. Public Comments-

- a. There was none

13. Closed Session-

- a. Trustee Gustafson asked if there was any reason to go into Closed Session. Ms. Remakel stated that she did have something and requested the Board go into Closed Session to

discuss a member's benefits. Trustee Pechtold moved to enter Closed Session for the purpose of a specific 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 18:42.

Ayes- Brian Pechtold, Edward Saunders, Steve Gustafson, Rick Heine, Bill Misner

Nays- None

Abstain- None

Absent- None

b. Upon a roll call vote, the Board returned to Open Session at 18:58.

14. Motion to take action on Closed Session

Trustee Misner moved to approve Chief Herrmann's payout request for hours earned as of the time of the meeting.

15. Motion to Adjourn

Trustee Misner moved to adjourn the meeting. Trustee Saunders seconded the motion and it was passed by all those present. The meeting was adjourned at 19:10.

Next regular meeting- Wednesday July 9, 2025 – 6pm