

Hampshire Fire Protection District
Board of Trustee Meeting
December 10, 2025

1. Call meeting to order
2. Secretary – Roll Call

Brian Pechtold – Present
Steve Gustafson – Present
Rick Heine- Present
Edward Saunders- Present
William Misner- Present

Administration:

Dave Schmidt- Fire Chief
Eric Larson- Deputy Fire Chief
Sheri Stadie- EMS Captain
Jody Remakel- Financial Director

Staff Present:

Zack Rice

3. Request for additions or deletions to the agenda- No additions or deletions were noted.

4. **Presentation of Levy Request Letter**

- a. The District received the Levy Request in the amount of \$238,397.00

5. **Minutes**

- a. Approval of November 12, 2025 Regular Meeting Minutes- Trustee Gustafson moved to approve November 12, 2025, Regular Meeting Minutes as presented. Trustee Saunders seconded the motion, and it was passed by all those present.

6. **Treasurer’s Report**

- a. Discussion and Approval of the November 2025 Warrant List- Upon review of the November 2025 Warrant List, Trustee Gustafson asked what the “Ask Jody” item was on the Warrant List. Ms. Remakel stated that this column was a placeholder for an expense lacking a receipt. With no further discussion needed, Trustee Gustafson moved to approve the Warrant List as presented in the amount of \$686,054.89. Trustee Misner seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays – None

Abstain – None

Absent- None

- b. Discussion and Approval of the November 2025 Financials- Ms. Remakel directed the Board to pages 2 and 3 of the Budget v Actual Report for more details of concern. Ms. Remakel

stated that not enough money was budgeted for Trustee training and the cost for training was taken out of the Memorial Fund. Trustee Gustafson stated that the Memorial Fund shouldn't be used to pay for the training. Ms. Remakel stated that more trustees are attending the training and hotel costs are expensive. Ms. Remakel reminded the Board that there is still upcoming training that will need to be paid for. Trustee Pechtold stated that members should look at online training. Ms. Remakel also noted that the Fire Station Maintenance account was high due to unexpected sewer and garage door repairs. Trustee Gustafson suggested a contingency transfer and increasing the budget for next year.

7. Chief's Report

- a. Operations-The Chief reported that incident volume was down in November, but transports were up 4%, with no Mutual Aid transports and currently the department was up 70 calls from this time last year. The Chief stated that overtime is at 80% of the budget halfway through the fiscal year. The Chief stated that overtime was due to a combination of things. There are more personnel attending classes and training, but the Chief stated that there was no overtime during the time that the full-time personnel attend Paramedic class, as the department runs short for those few hours.
- b. Apparatus- The Chief stated that he hopes to meet with PJ from Foster Coach this month to discuss the purchase of a new ambulance or remount of Ambulance 1453. The Chief reported that a remount would take approximately 2 ½ years and a new ambulance is 3 years. Trustee Gustafson would like to see prices for new ambulances from other vendors. The Chief asked if the Board would like prices for remounts or just the new ambulances and Trustee Heine stated to get prices for only new ambulances. The Chief reported that he, Lt. DePauw and Lt. Morgan, would be doing the final inspection at Alexis for Engine 1412 next week, and hopes to have delivery after the holidays. Lt. DePauw and Lt. Morgan will then get the engine ready to be put on the streets. The Chief stated that once the weather is better, he will plan for a Push-In ceremony for the new engine and ambulance. The Chief reported that Lt. DePauw is investigating lead times for the replacement of Battalion 14. The Chief stated that he would make a recommendation to the Board to move forward with the purchase of a replacement for Battalion 14 in the 2027 budget once he knows the lead time to avoid waiting months into the new fiscal year to replace it.
- c. Construction and Maintenance- The Chief reported that due to a minor oversight, the lockers for St. had to be returned to the manufacturer to be trimmed. The Chief stated that when the lockers were out of the room, it was found that the floor had a 4" pitch. The floor was leveled and a finished floor was installed. Once the lockers are returned, they will be installed and the only remaining project will be a wall on the back side of St. 2 by the grill area to reduce the winds that come around the corner of the building. The Chief reported that he had to hire a plumber for the third time due to backed up toilets at St. 1. The plumber had found Clorox or Dude Wipes when he rodded the pipes. The Chief stated that the problem is what is being put down the toilets and the plumbing design of the building. The Chief stated that he had asked for recommendations from the plumber who suggested

a jet-propelled toilet. The Chief says he is hopeful that the new toilets will take care of the problem. The Chief stated that he will again speak with the employees regarding what is proper to flush down the toilet.

- d. Permits- The Chief reported that 2 building permits were issued in the month of November and according to Mo everything for 2025 is built. There will be 2 new neighborhoods east of Harmony Rd. on the north side of Prairie Ridge Blvd. that is expected to kick off at the beginning of 2026.
- e. New Fire Station Project- The Chief reported that he has heard back from the developer. The Chief is proposing that the property be conveyed to the District upon receipt of Village approvals and the completion of the first phase of the subdivision improvements with the right of the owner to repurchase the property at the end of 5 years if it is not used by the District for the fire station for the same purchase price being sold to the District. The Chief stated that this will effectively reimburse the District for the amount of the credit against the fees for the acquisition of the property. The Chief stated that there will be no real estate taxes during the ownership of the District, so if the property is returned to the developer at the end of 5 years, the District would get a full refund. The Chief stated that once the land is given to the District the developer will remove all buildings and structures at no cost to the District. The District will be responsible to cut the grass on the fire station property once the buildings are removed and grass seed is put down. The Chief reported that he has been working with Laub Construction the fire station project. The Chief stated that the station would be about 18,000 square feet and based on today's price, which is between \$250-\$275 per square foot, the building could cost somewhere between \$4.5-\$5.0 million dollars.

8. Deputy Chief's Report-

- a. Deputy Chief reported that the department completed over 1,100 training hours in November. The Deputy Chief reported that he and Chief Schmidt had attended an Active Shooter Incident Management class in Huntley for three days. Chief Schmidt and Red Shift attended live fire training in Marengo, Lt. Morgan and Lt. Serrano attended NIMS 400 class and Andrew Koziol attended FAE class at IFSI.

9. Correspondence-

- a. The Chief stated that he has received a thank you letter from Faithway Baptist Church for attending their Public Safety Night, donations of approximately \$1000 from the Sally Janz memorial and a \$20,000 donation from Stanley Tool.

10. Old Business-

- a. There was none.

11. New Business-

- a. Discussion and Approval of Levy Ordinance 25-26-2- Trustee Gustafson moved to approve Levy Ordinance 25-26-2 as presented. Trustee Misner seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present. Trustees Pechtold and Saunders signed the letter.

Ayes—Steve Gustafson, Edward Saunders, Rick Heine, William Misner, Brian Pechtold

Nays—None

Abstain—None

Absent—None

- b. Contingency Transfer Ratification- Ms. Remakel stated that the contingency transfer had not been put on the agenda for the November meeting. Ms. Remakel stated that \$50,000 was transferred from Operating Contingency and moved to the Equipment Fund. This transfer was to ensure that there was enough money for the changes to Engine 1412. The remaining \$10,000 was transferred from Operating Contingency to the New Building Fund to cover the costs of the station's unexpected repairs. Trustee Heine moved to approve the transfers as presented. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays- None

Abstain- None

Absent- None

- c. James Howard Discussion and Approval- The Chief stated that Ms. Remakel had approached him a couple of weeks ago and had informed him that she was looking to retire. Ms. Remakel stated that she did not want to just walk out the door but more wanted to sunset her career with the department. The Chief stated that he reached out to James Howard who works with the accounting firm, Governmental Accounting, Inc., that specializes in fire districts and currently has 35 fire districts that he represents throughout Illinois. The Chief stated that Ms. Remakel has graciously offered to stay for the transition period to bring the firm up to speed and then transition out. The Chief stated that he has experience with this firm at a previous department and feels that they do outstanding work that would be right on par with what Ms. Remakel currently does. The Chief stated that he, Deputy Chief Larson, Captain Stadie, Ms. Remakel and Board of Trustees President Pechtold had met with Mr. Howard last week to enable him to ask questions and get a feel for what Ms. Remakel and Captain Stadie's roles were. Mr. Howard was confident that he would have no issues with the work that the department was asking him to do. The Chief stated that the group had talked about having Ms. Remakel stay until the start of the budget before transitioning out, and this is why he wanted to discuss this subject now to start the transition process now to be fair to Ms. Remakel so that she wouldn't have to hang on. Trustee Gustafson stated that because he was just hearing about this, he would like to know who will be taking care of checks that come in and do the banking. The Chief stated that we will continue to bank as we normally do. Ms. Remakel stated that when she is at the station, she would normally do the deposits and banking, but Captain Stadie has been doing it since she is not at the station. Ms. Remakel stated that Captain Stadie is capable of doing the

banking. Trustee Gustafson stated that he knows that Ms. Remakel always takes care of payroll mistakes, the insurance and billing and wonders do other Districts have someone that works for the District that takes care of these same things as well? The Chief replied that there are many Districts that are doing exactly what he is proposing to do. The Chief stated that we keep that separation for the accounting and the audit perspective. Mr. Howard stated that he has no problem with rectifying accounts each month and checking entries. Trustee Gustafson stated that he wondered if the quoted rate of \$2,350.00 per month would increase if the company had to do additional jobs but realized that the cost covered what would be expected from the firm. The Chief stated that the price was based on the conversation he had during the meeting with Mr. Howard where Ms. Remakel was able to explain what her responsibilities were and what Captain Stadie's roles were. Ms. Remakel stated that she had some concerns. Ms. Remakel stated that she had compared the quote to the job description. Ms. Remakel stated that her goal is to be able to leave comfortably, as when she first came to the department, there were many problems and doesn't want the department to go back to the way it was. Ms. Remakel stated that he wished she could have talked about the quote before it was presented because she has a lot of concerns about it. Ms. Remakel stated that the quote is for 20 hours a week and she currently works 65-75 hours and questions where are the other 50 hours of work that she does being taken care of. The Chief stated that he had spoken to Mr. Howard and was told that because his company does essentially the same work with the 35 fire districts, the firm has a tremendous number of templates that are set in place to make them efficient. The Chief asked Ms. Remakel where she saw 20 hours in the quote. Ms. Remakel stated that the hours were not specifically in the quote but is based on the rate being charged. Ms. Remakel stated that she went through the quote line by line and although she is not saying that District should not go with this company, she doesn't want to see the District go backwards. Ms. Remakel asked who would be handling such items as HR questions, completing the MDA, tax deposits and audits, year-end liability balances, transfers between accounts, Pension bills and payments and health insurance proposals because these items are not included in the quote. Ms. Remakel stated that of the 42 items on her responsibility list, there are 8 items listed with 22 items not included in the quote. Ms. Remakel asked if the additional items would incur additional costs. Trustee Pechtold stated that he feels that in the monthly fee, there is a efficiency scale reflecting a lower price for the basic accounting items, but he questions that having someone from the firm present one day a week is not included in the quote. The Chief replied that during the transition there will be someone there, and once Governmental Accounting took over it would be primarily remote with the ability to come on site. Trustee Pechtold stated that if we needed someone to come in, the cost would be \$95 per hour. The Chief stated that the reason he brought this discussion forward was to get the ball rolling and he was not interested in going out to try to find someone for the job. The Chief stated that his understanding was that when interviews were done for this job in the past, a couple of interviews were completed and once the person learned what the job entailed, they walked away. The Chief stated that if

Ms. Remakel wants to retire, he will hold up his end of the commitment to try to get a replacement, and Mr. Howard had a commitment this evening but is planning on attending the January meeting for questions and answers and if the Board chooses to table a decision until then, we certainly can. Trustee Gustafson suggested tabling this discussion for a month if it won't cause any problems. The Chief responded that it would only mean that potentially it would be a little bit longer for Ms. Remakel to stay. Ms. Remakel stated that it certainly didn't seem like Mr. Howard needed her here that long, so she doesn't know that he's going to delay her. Ms. Remakel stated that the District needs to make sure that the employees are going to be taken care of and that the District's documents need to be in order. Ms. Remakel stated that she had spoken to Brian LeFevre at Sikich prior to her resignation, but when she had heard that Mr. Howard would be taking over her responsibilities. Mr. LeFevre had stated that Governmental Accounting was a good company, but they run a tight ship. Ms. Remakel pointed out that Captain Stadie doesn't have an accounting background and this company works with departments that have an administrative assistant already in place. The Chief responded that an accounting background is not required. The Chief stated that Mr. Howard took over for Pingree Grove. Trustee Misner stated that there is no one at Pingree Grove with an accounting background, and the Chief stated that South Elgin Fire, who also works with Mr. Howard, has an Office Manager with no accounting background. The Chief encouraged the Board to look at the recommendations that were listed in the quote and reach out to other Board members from those towns to see how they feel that the company is doing. The Chief stated that Chief Stout has the company doing their GEMT reporting and looking at giving them additional responsibilities. Trustee Gustafson stated that he had written down a couple of things that he agreed to, along with some questions for Mr. Howard. Trustee Pechtold stated that he had read that a couple of departments have received the governmental award. The Chief stated he believes that every one of Mr. Howard's references has the GFOA award. The Chief remarked that when he first started talking to Mr. Howard, he had sent him the job description documentation he has the responsibility list that Ms. Remakel is referring to. The Chief stated that when he spoke to Mr. Howard today, he was told that Mr. Howard already has someone in mind for the position that would work out well for the department. The Chief stated that the position would be 5 hours per week/20 hours per month and Mr. Howard referenced all the templates they have. The Chief stated that the Board could table the decision until January when Mr. Howard does his presentation as he wants the Board to be comfortable. Trustee Heine felt that this would be a good idea and stated that Jody is the go-to person for Pension payments and bills. Trustee Pechtold stated this was discussed in the meeting with Mr. Howard. Ms. Remakel stated that there are only 3-4 bills for the Pension payments. Ms. Remakel stated that she doesn't want to see the department go backwards and has had no conversations with anyone since the meeting with Mr. Howard, so she is not sure if the Board was aware. Ms. Remakel stated that she is unsure if anyone has seen her responsibility list but was concerned that certain items weren't being addressed. Ms. Remakel stated that she wasn't aware that the Chief was

having additional conversations with Mr. Howard. Ms. Remakel stated that it is not her goal to drag this out and will do whatever she can to help. Trustee Pechtold stated that he is confident with what has been presented but will need to verify those things that aren't specifically listed on how that's going to be. Trustee Gustafson suggested making a list of questions and items of concern, Trustee Pechtold stated to give Mr. Howard the list prior to the next meeting. Trustee Gustafson asked if tabling further discussion until the January meeting would set anything back. The Chief responded that if the decision to move forward is approved, it will just be a few weeks later getting started. Ms. Remakel stated that Mr. Howard wasn't planning on starting until January. Trustee Pechtold stated that if something needs to be done sooner, the Board can hold a Special Meeting.

- d. Discussion and Approval of Image Trend- The Chief reported that he was looking to discuss this in the next fiscal year, but the recent \$20,000 donation from Stanley Tool sped things up along with Jody's impending retirement, as she manages the timecards. The Chief stated that he is looking at moving to Image Trend for not only fire and EMS records, but also for a rostering component. The Chief stated that this component would allow us to do our time keeping on the roster instead of the timecards. The Chief reported that National Incident Fire Reporting has been around since fire records reporting existed, has been changed to National Emergency Incident Reporting and will be nationwide by the end of the year. The Chief explained that the changes are mainly on how departments report incidents to the Federal Government. The department is currently using ESO for the reporting but will switch to Image Trend once the move is complete. The Chief stated that he is unhappy with ESO and feels that the move to Image Trend will bring all reporting under one roof and streamline operations. The Chief stated that what was holding the department back from moving forward was the one-time cost that was not budgeted for but with the donation from Stanley Tool, it will now allow us to budget for that. Trustee Pechtold stated the one-time cost would be \$5,400. The Chief stated that Image Trend had taken 10% off the one-time cost of \$6,000. The Chief stated that when the agreement with Image Trend is in place, the department will be paying \$1,000 less per year with Image Trend than what is currently being paid with ESO, which will include the rostering solution and a pre-plan and fire hydrant program. This program will allow other departments that are on the same program to see our pre-plans and hydrant locations. The Chief reported that other departments are already using this scheduling software, so there are resources we can reach out to as we implement the software to ensure that we are doing it the correct way. With no further discussion needed, Trustee Misner moved to approve the costs and move to Image Trend reporting software. Trustee Heine seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Misner, Pechtold, Heine, Gustafson, Saunders

Nays- None

Abstain- None

Absent- None

- e. Approval of Budgeted Transfer to New Building Fund- Ms. Remakel stated that in the budget there was \$300,000 scheduled to move from the Operating Fund into the New Building Fund to build up that Fund. There was also \$500,000 scheduled to go from the Operating Fund to the New Equipment Fund, but with the bills coming in from the station improvement, Ms. Remakel is looking for permission to go ahead and move the \$300,000 now. Ms. Remakel stated that normally we do move the monies after we collect the taxes, but a lot is tied up in CD's until next month. Ms. Remakel stated that she would prefer to postpone the other transfer and just do the \$300,000 now and get the construction bills paid. Ms. Remakel stated that this is already in the budget, but she likes to make sure that the Board is aware that the transfer is done efficiently. Trustee Gustafson moved to approve the transfer of \$300,000 from the Operating Fund to the New Building Fund. Trustee Saunders seconded the motion, and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes- Misner, Pechtold, Heine, Gustafson, Saunders

Nays- None

Abstain- None

Absent- None

12. Trustees Comments-

- a. Trustee Gustafson stated that he was pleased with the Cherry Valley conference that he attended. Trustee Gustafson highlighted discussions on high vehicle costs, a new ambulance billing rule effective in 2027 and warnings about properly documenting military leave and potential FOIA requests in junk mail folders. Trustee Saunders asked if the Board could decide on what email account they would be using going forward. Trustee Pechtold stated there has been no decision now, but he thinks that the Board will keep the Outlook emails. Trustee Misner stated there are issues retrieving documents and suggested putting Outlook on the tablets. Trustee Pechtold stated that Outlook can be accessed through the web browser and suggested to put the meeting packets into the drive on the tablets.

13. Public Comments-

- a. There was none

14. Closed Session-

- a. No closed session was needed.

15. Motion to take action on Closed Session

- a. No action was needed.

16. Motion to Adjourn

Trustee Gustafson motioned to adjourn the meeting. Trustee Misner seconded the motion, and it was passed by all those present. The meeting was adjourned at 19:01.