

# Hampshire Fire Protection District

## Board of Trustees

Minutes, June 14, 2023

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 – Via telephone  
Richard Heine – Present  
Brian Pechtold – Present  
David Scarpino – Absent

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present:

3. Additions or changes to the agenda –

The Chief requested adding the following to the agenda. Active Shooter helmets, Letter to Village.

4. Minutes:

**Approval of the May 10<sup>th</sup>, 2023 Regular meeting minutes** – Trustee Pechtold moved to approve the minutes as presented. Trustee Gustafson seconded the motion and it was approved, with Trustee Heine abstaining from the vote.

5. Treasurer's Report

- a. Review of the May 2023 warrant list -

The Board reviewed the May warrant list. There were no questions. Trustee Heine moved to approve the May 2023 warrant list in the amount of \$220,830.48. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

- b. Discussion and Approval of the May 2023 Financials

Ms. Remakel took a minute to present the highlights of the year end financials. She noted the significant increase in Ambulance billing, and strong numbers in Community Development fees and interest for this year. She took a minute to explain the cause of

the unrealized losses on the C.D.'s and how they would remain "un" realized. She also pointed out that the Net Income on the balance sheet was a very strong number based on previous years. Trustee Pechtold moved to approve the May 31, 2023 financials. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

## 6. Chief's Report

- a. **Disaster Plan** – The Chief reported that the new police chief has been very receptive to working together. They have already completed their disaster plan, and have submitted it to Kane County. They are now working on scheduling some table top training scenarios.
- b. **Station 2 update** - The Chief provided a handout with notes on construction of Station 2. reminded the Board of the June 19<sup>th</sup>, meeting at 4pm to approve the bids. He noted that there was 1 bidder that did not meet all the criteria and they were removed from the potential bids. They will be having a pre-construction meeting in July.
- c. **CPR Save Letter** – The Chief took a minute to commend Cpt Stadie and the CPR instructors on their CPR training. Recently a student of theirs used her knowledge from the class and saved a life in Sycamore.
- d. **Township waive classification fees** – The Chief informed the Board that he has waived the classification fees on the garage that that Township is building and intends to waive them for the addition as well. He feels that since they are a government body that it does not seem right to charge fees.
- e. **IAFPD Member Form** –The Chief requested the Board sign the document for the IAFPD membership.
- f. **FF Injuries** – The Chief reported that the past couple of months have not been great for injuries for the District.
  - The FF that was injured with the SCBA bottle, has had his surgery and is now in rehab.
  - An intern was injured at the academy while using the burn town. He needs shoulder surgery.
  - A FF injured his neck physical training
  - Another FF was hurt during an extrication training with a deep hand bruise.
  - There was another FF that injured his ankle while on a call
  - One FF had a near miss while loading the cot into the ambulance at the hospital. Another ambulance ran into another ambulance, causing him to jump out of the way to avoid being caught in between. He injured his back while jumping out of the way.Trustee Thompson inquired if there was a reason for so many injuries. The Chief stated there isn't a particular issue, but a safety committee is going to be having a meeting to address the issues.
- g. **Kesse Donation** – The Chief informed the Board the Rosemary Kesse made an additional \$10,000 donation to the Fire District.

- h. St. John Clean up of Memorial** – The Chief reported that Pastor Pinion from St. John’s church reached out to the Chief looking for a community service project. The Chief asked them to help clean up the memorial. He stated they did a great job and thanked them for service.
- i. Development Update** - The Chief provided a report on the development that is currently in progress.
- j. Decennial Committee** – The Chief provided a report of the highlights of the Decennial Committee requirements. He reviewed the requirements with the Board.
- k. Hazmat call and billing** - The Chief reminded the Board of the significant incident that occurred during the May meeting in downtown Hampshire. Based on reports that have been submitted by participating departments, he anticipates the total billing to be \$31,000. Of the \$31,000, Hampshire’s fees are \$10,500. He would like to reduce the billing of our share to \$5,000 because it was a local small business. The Board asked if this is something that is paid by insurance. The Chief responded that it was. Trustee Pechtold inquired why we would waive part of the fees if it was paid by insurance. The Chief responded that he anticipates the individual already complaining about the \$5,000 and this will show we are being cooperative. He reiterated it was a small business here in town. The Board was in agreement that the District’s share of the fees be reduced to \$5,000.
- l. Emergency Reporting Software** – The Chief informed the Board that after the budget was approved, they were informed that the Emergency reporting software was bought out, by ESO. In the past this was part of the dispatch services, and did not cost the District. However, the new company will be charging \$8,000 a year. He has Deputy Larson working with Ms. Remakel to find where the monies can be taken from in the budget.
- m. Monthly Report** – The Chief reported on both the April and May monthly reports.

## **7. Deputy Chief’s report –**

- a. Monthly training report** – Deputy Larson reported that there were almost 1100 training hours in May. All 3 engines operations were trained on pumping. Lt. McBride completed instructor 2, FF Serrano completed Basic Infectious training and FF Morgan, FF Black and Lt Rice all completed FF2 training.

## **8. New Business – Add on’s**

**Letter to Village** – Chief Herrmann informed the Board that he wrote a letter to the Village supporting the new proposed Light Development. He provided a copy to the Board. They were in agreement with his letter.

**Active Shooter training** – The Chief reminded the Board the department has been working with the police department on active shooter training, and while they have the ballistic vests, the FF do not have the helmets. He would like to take some of the monies donated by Rosemary Kesse and purchase the helmets. He stated there was \$6,000 in the budget for a Memorial donation purchase, and these would cost less than the \$6,000.

**9. Correspondence** – The Chief passed around a thank you card from the Randecker family regarding the passing of Kathy Randecker a former member of the department. He also reported that he received a resignation letter from Kevin Fox, who will be retiring, but staying on as a peer support officer. He also reported that we will be losing FF Figeroa to Skokie and FF Geary just got hired elsewhere and is requesting a LOA until he completes his probationary period.

**10. Public Comment** –There was no public comment.

**11. Closed Session** – There Chief requested to go into closed session for the purpose of a specific employee matter.

Trustee Heine moved to enter closed session. Trustee Pechtold seconded the motion. Upon a roll call vote, the Board entered closed session at 18:32.

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

Upon a roll call vote, the Board returned from Closed session at 18:41

**12. Board of Trustee Comments** – None

**13. Oath of Office** - President Thompson administered the Oath of Office for Brian Pechtold's 2<sup>nd</sup> term in office.

**14. Motion to adjourn** – Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the meeting was adjourned at 18:45.

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**Secretary**