

Hampshire Fire Protection District

Board of Trustee Meeting

February 13, 2025

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present

Steve Gustafson – Present

Brian Pechtold- Present

Rick Heine- Present

Eddie Saunders - Present

Administration:

Trevor Herrmann – Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

Brian Marlowe, Zack Rice, Connor Sardo, Chris Blonskij,
Martin Serrano, Michael Mikolajski, Jaylen Mayfield

3. Request for additions or deletions to the agenda- None

4. **Presentation by Sikich/Brian LeFevre-** The presentation was tabled until the March meeting.

5. **Approval of Audit-** The Audit Approval was tabled until the March meeting.

6. Minutes

- a. Regular Meeting Minutes- Upon review of the January 8, 2025 Regular Meeting minutes, Trustee Pechtold moved to approve the minutes as amended. Trustee Heine seconded the motion and it was passed by all those present.

7. Treasurer's Report

- a. Warrant List- Upon review of the January Warrant List, Trustee Gustafson noted that the date of the Warrant List was shown as January 2024. Trustee Gustafson moved to approve the Warrant List, with the date correction in the amount of \$352,332.78. Trustee Saunders 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 January Financials- Upon review of the January Financials, there were no questions. Trustee Gustafson thanked the FFITB for their recent purchases. Trustee Saunders moved to approve the report as presented. Trustee Heine 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 update- The Chief gave a presentation to explain the hiring of 3 full-time firefighters. The Chief stated there were 14 applicants and 2 of the 14 are paramedics. Trustee Gustafson asked how the EMT's would be paid. The Chief responded that they would have to work that out with the Union. The Chief stated that a timeline of 18 months for EMT's to obtain their paramedic license would be fair. Trustee Thompson stated that he is good with the stipulation of 18 months.
- b. Property and Casualty Insurance update- The Chief reviewed the insurance renewal with the Board. He reported that the overall increase would be about \$20,000.
- c. Development Update- The Chief reported that there were 16 new residential permits issued. The Chief presented a Bureau Report for review and stated that Fire Marshal Clauss was extremely busy.
- d. IPRF Safety Grant- The Chief reported that the department received \$5,000 from the grant. The Chief stated that Lt. Rice has proposed a cancer screening for the employees which would cost approximately \$4,000, and he agreed that spending the money on the screenings is the right thing to do, which would leave \$1,000 to be combined with memorial monies for a possible additional purchase.
- e. Illinois FPD Checklist- The Chief stated that he receives the checklist annually. The Chief stated that the Board will need to appoint a FOIA Officer and any missing Line of Duty paperwork needs to be completed.
- f. Federal Funding Update- The Chief reported that he had spoken with Maria at Congressman Foster's Office. She stated that there is a new executive order starting that all grants need to be reviewed. She still believes the District will receive the \$1M in funding, but it may be delayed.
- g. New engine and ambulance status- The Chief reported that the delivery of the new engine and ambulance has been delayed until late summer/fall of 2025.
- h. Apparatus maintenance update- The Chief reported that Engine 1413 is currently out of service for annual maintenance and Tender 1421 is running out of St. 2. The Chief stated that the headsets are currently out for repair as well.

- i. New Chief orientation- The Chief stated that he was putting together an orientation book for the new Chief which is about ¼ of the way done. The Chief stated that the book contains employee's responsibilities for tasks and that he feels this book will make the transition easier. The Chief stated that if the Board has anything to add, please let me know.
- j. Union Light-Duty- The Chief stated that he had developed a Light Duty policy which he has presented to the Union for review. The Chief stated that he is waiting on a response from Union President Zack Rice.
- k. Impact Fees- The Chief reported that the Village was not able to provide the amount of the impact fees. The Chief asked the Board if a request for the amount be sent to the Village. The Board agreed that a request letter should be sent.
- l. BOFC update- The Chief reported that there was not a member of the BOFC available to present this evening, so he reported the latest updates. The Chief stated that the Lieutenant exam will be on February 20th. He is meeting with the 2 candidates. He also reported on the examinations for the full-time positions. He reported there were 14 candidates that took the written exam and will be doing interviews with the BOFC.
- m. Monthly Report- The Chief reviewed the report with the Board.
- n. Annual Report presentation- The Chief presented the annual report to the Board. The Chief reported that the Auxiliary will be disbanding and their bank account will be closed with any remaining funds being returned to the District. The Chief stated that he is very proud of the accomplishments that the department has made in the past year. The Board stated that they are very impressed with the report and appreciated all of the effort put into creating it.

9. Deputy Chief's Report-

- a. Monthly Training Report- In the absence of the Deputy, the Chief stated that training had already been discussed in his report.

10. Correspondence-

- a. John Lucas letter- The Chief reported that he had received a letter from a resident who is also a Deputy Chief for Batavia FD. The Deputy Chief stated that he had suffered a recent heart attack with our personnel responding to his home. The Deputy Chief stated that he was very satisfied with his care and our services. The Chief added that he had also received a letter from the State Fire Marshal to thank the department for conducting school inspections.

11. Old Business-

- a. There was none

12. New Business-

- a. There was none

13. Trustees Comments-

- a. There was 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 Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:31

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 18:59.

16. Motion to take action on Closed Session

- a. Trustee Gustafson moved to create a committee of President Thompson and Secretary Pechtold to negotiate a contract with the primary candidate for the Chief position and report back to the Board. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays- None

Abstain- None

Absent- None

- 17. Motion to Adjourn-** Trustee Gustafson moved to adjourn the meeting. Trustee Pechtold seconded the motion and it passed unanimously by all those present. The meeting was adjourned at 19:02.

Next regular meeting- Wednesday, March 12th, 2025 at 6pm.