

Hampshire Fire Protection District

Board of Trustees

Minutes, July 12, 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 – Present
Richard Heine – Present
Brian Pechtold – Present
David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present:

Public Present: Eddie Saunders, Bill Misner

3. Additions or changes to the agenda –

The Chief requested adding the following to the agenda: 140 S. State St. hazmat event, Fire Commission, Traffic light at Route 72, Letter to Village.

4. Minutes:

Approval of the June 14th, 2023 Regular meeting minutes – Trustee Heine moved to approve the minutes as presented. Trustee Pechtold seconded the motion and it was approved unanimously, with Trustee Scarpino abstaining from the vote.

Approval of June 14th, 2023 Closed meeting minutes - Trustee Gustafson moved to approve the Closed meeting minutes as presented. Trustee Heine seconded the vote. The motion was approved unanimously, with Trustee Scarpino abstaining from the vote.

Approval of the June 19th, 2023 Special meeting minutes - Trustee Pechtold moved to approve the minutes of the June 19th special meeting. Trustee Heine seconded the vote. The motion was approved unanimously, with Trustee Scarpino abstaining from the vote.

5. Treasurer's Report

- a. Review of the June 2023 warrant list -

The Board reviewed the June warrant list. There were no questions. Trustee Scarpino moved to approve the June 2023 warrant list in the amount of \$218,662.39. Trustee Heine 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	Aye	Tim Thompson	Aye
Steve Gustafson	Aye		

b. Discussion and Approval of the June 2023 Financials

Ms. Remakel informed the Board that with the tax dollars coming in, she invested \$1,250,000 in 6 new c.d.'s that are reflected in the balances sheet. She also informed the Board that she took an additional \$400,000 today and purchased 2 more C.D.'s with operational funds. Trustee Gustafson moved to approve the June 30, 2023 financials. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

c. Approval of an expense report of an elected official

Trustee Heine moved to approve the lodging and mileage expenses of \$609.20 for the annual Trustee conference. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously, with Trustee Gustafson abstaining from the vote.

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

6. Chief's Report

- a. Station 2 update and Construction Insurance**– The Chief reported that the District will required construction insurance. He has contacted the broker and has a policy that will be effective 8/1/23 at a cost of \$4,100. He reported that due to the size of the loft, they are requiring a stairwell be put in. He has had to put that in the hose room. It will be tight, but it will have to work. Lastly, he informed the board that the ground breaking ceremony will be the first week of August. He will advise of a more precise date and time as it gets closer.
- b. East Dundee Auto Aid agreement** - The Chief reported that East Dundee has requested the assistance of HFPD for the tender with rural structure fires. They would in turn provide assistance to Hampshire. He has committed to the agreement.
- c. Vacation Carry Over** – The Chief informed the Board that he has identified a flaw with the policy manual and is asking the Board's permission to make the necessary changes. He stated that he and other administrative personnel are unable to use their vacation time, and the policy manual only allows for them to carry up to 1 week. He would like to

increase that to 80 hours, or 2 weeks. Trustee Thompson inquired what the Union personnel get. The Chief responded that they are able to carry over 240 hours or an equivalent of 10 work days and with the 3-day rotation, it comes out to the 4 weeks. Trustee Thompson proposed that the manual be adjusted to allow the Administrative personnel to carry over 50% of their vacation earned each year. The board was in agreement. The Chief will bring the corrected policy back for approval next month.

- d. **Financial Director Job Description** – The Chief reported that he has had Ms. Remakel working on her job description, and an advertisement for the position. They will provide a final draft for the Board to review next month
- e. **Rice Gear** – Chief Herrmann reported that during a recent structure fire where arson was suspected, Lt. Rice’s turnout gear had a substance on it that could not be identified. They have put it through the extractor twice and sent it out for cleaning, but they are unable to get it removed. He has submitted a claim with the insurance company for replacement gear, but the District’s share will be \$500 for the deductible.
- f. **Development Update** – The Chief provided a typed report to the Board for all the development that is occurring in the area. The report is attached.
- g. **Monthly reports** - The Chief reviewed the monthly report with the board. The report is attached.

7. Deputy Chief’s report –

- a. **Monthly training report** – Deputy Larson reported that there were 1188 training hours in June. All shifts completed Truck operations, Firefighters Black and Morgan completed instructor 1 classes. Lieutenant Rice and Firefighter Ramirez completed vehicle operations, Lieutenant DePauw completed water operations, and Fire Inspector Claus completed Sprinkler plan reviews training.

8. New Business – Add on’s

- a. **140 S. State St. hazmat incident** – The Chief reported that there was recently a 3rd hazardous waste incident at 140 S. State St. While the 3rd incident was really just contaminated water in the refrigeration system, they did not know that until they responded. The response included Pingree Grove which billed for their time of \$2,459. The District’s cost were \$4,000. The Chief stated he had a really good conversation with the owner and would like to waive the District fees for the business. Trustee Pechtold inquired why would the District waive fees if insurance was paying for it. The Chief responded that he was not sure if there was insurance. The Board was in agreement that if there was insurance the District should bill for the services. The Chief stated he would approach the business owner to discuss. The Chief did report that our hazmat team does not have a monitor that tests for ammonia and he has instructed Lieutenant Rice to order one for \$300.
- b. **Fire Commission** – The Chief reminded the Board that the budget allows for the hiring of an additional full-time member in September. He stated, that will bring the total number of full-time firefighters to 12, which requires a Fire Commission.

- c. **Route 72** - The Chief reported that they should be installing the permanent light at Route 72 and State St this week. This will allow the department to install and activate the pre-emption device.
 - d. **Letter of Support** -The Chief had a letter prepared to express the support of the Board for the proposed industrial complex of Dietrich Road. He is asking for them to review it and sign it, so it can be forwarded to the Village.
9. **Correspondence** – The Chief passed around a thank you letter from the Township thanking the District for waiving their classification fees, and a resignation letter from Sierra Johnson. She was a recent graduation and part-time hire. She obtained a permanent part-time position in Elburn.
10. **Public Comment** –There was no public comment.
11. **Board of Trustee Comments** – None

Trustee Gustafson moved to recess the meeting until 7pm for the awards and oath of offices. Trustee Pechtold seconded their motion. The Board recessed at 18:25. The board reconvened at 18:57.

12. **Awards and Oath of Office** - Chief Herrmann presented an award to Aaron Thompson for 7 years of service and an award to President Thompson for 20 years as a Trustee.

President Thompson administered the Oath of Office for Mike Mikolajski, Tyler Ott, and Amanda Stahulak. The families enjoyed refreshments afterwards.

13. **Motion to adjourn** – Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the meeting was adjourned at 19:27.

Secretary