**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, July 13, 2022**

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 (Via telephone)

Staff Present: Captain Stadie

1. Changes or additions to the agenda. – The Chief asked to have the following items added to New Business: Auxiliary insurance, Kesse donation, 1412 Refurbish, and Sherman call of the month.
2. **Minutes –**
3. **Approval of May 11, 2022 Revised minutes –** Ms. Remakel reported that the May minutes needed to be revised to include the approval authorization to add non transport calls to the billing schedule. The motion was taken, and approved, but it was not reflected in the minutes. Trustee Gustafson moved to approve the revision to the May 2022 minutes. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.
4. **Approval of the May 11, 2022 Closed minutes –** Trustee Gustafson moved to approve the May Closed minutes as presented. Trustee Heine seconded the motion and it was approved unanimously by those present.
5. **Approval of the June 8, 2022 Regular meeting minutes** - Trustee Gustafson moved to approve the June 8, Regular meeting minutes. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
6. **Approval of the June 8, 2022 Closed meeting minutes** – Trustee Gustafson moved to approved the June 8, 2022 Closed meeting minutes. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.
7. **Treasurer’s Report**
8. **Approval of the May revised warrant list –** Ms. Remakel stated that the revision to the May warrant list that was presented in June, was the $5.00 service charge from the bank. There being no questions, Trustee Scarpino moved to approve the May warrant list for $170,204.65. 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

1. **Approval of the June warrant list –** Upon review, Trustee Scarpino moved to approve the June warrant list in the amount of $172,778.07. Trustee Pechtold 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

1. **Update of C.D. and closing** - Ms. Remakel reported that C.D. that is invested at 1st State in Sycamore, is maturing on July 28th. The rate being offered is very low in comparison to what she can get through the broker. She is recommending that we cash the C.D. at maturity and move the funds to 5th 3rd. The Board was in agreement. Trustee Gustafson will pick up the cashier’s check after it matures.
2. **Update of the FY22 Equipment transfer** – Ms. Remakel informed the Board that the transfer from the Equipment fund for the capital purchases made in FY22 of $256,000 was not completed by year end. However, she noted that the roll over figure for the operating fund at the end of the year was over $900,000 so the district was in a very strong cash position.
3. **Update on New Building transfer** – Ms. Remakel reminded the Board of their approval to move monies collected in Transition fees into the New Building fund last year. She informed them that the $107,027.10 that was sitting in Transition fees at the end of the year were moved to the New Building fund, bringing the balance to $684,751.38 as of the end of June 2022.
4. **Old Business**
5. **Discussion and Approval to move forward with FT testing process** – The Chief that the last person on the current hiring list has accepted a position elsewhere, so the list is now exhausted. He has spoke with the attorney and the district can now run a new test. He is recommending moving forward with the testing, using Stanard testing again. Trustee Scarpino moved to approve initiating the testing for full-time candidates. Trustee Heine seconded the motion and it was approved unanimously.
6. **Trustee Manual** - The Chief reported that the Trustee manual is complete. Per the Board’s request, 1 paper copy will be kept here at the station and electronic copies will be sent out to the board, once all the formatting is complete.
7. **Station 2 update discussion and approval to hire architectural firm.** – The Chief acknowledged that now that the referendum passed, they can begin to finalize the plans with the architect. Trustee Gustafson expressed a concern that there was a new law regarding hiring of architects. The Chief responded that he has already addressed this issue with the attorney and has it in writing that the district has an existing relationship with 222 Architectural so the district is not affected by the new law. The Chief provided a hand out of the Fire Station 2 Itinerary listing what has been done and what needs to be done. The total cost for the Architect’s services will be $260,000. There is currently only $80,000 in FY23’s budget. However, the majority of the fees will be paid when the building is near completion which will likely be after the budget year. Trustee Gustafson wanted the Board to be able to see the plans, and felt the Board would ultimately have to approve the plans. The Chief handed a copy out to the Board. Trustee Pechtold inquired about the difference in item VII, between the consultant and the construction manager, and if 222 was familiar with Fire Station’s. The Chief responded they were very familiar with F.S.’s. Trustee Scarpino inquired if the Chief would be opposed to himself being involved with the Consultant due to his experience with the School District. The Chief accepted his offer of assistance. Trustee Heine questioned what the exterior would be made of since costs of utilities are going up that they should consider making the building as efficient as possible. The Chief responded that the designs are only designed for zoning approval and are far from being final with those details. Trustee Scarpino moved to move forward with finalizing the plans with 222 Architectural. Trustee Heine seconded the motion and a roll call vote was taken. It was approved unanimously by all those present. Later in the meeting, the Chief suggested that another member of the Board should be involved in the committee. Trustee Gustafson volunteered to participate.

David Scarpino Aye Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Aye Rick Heine Aye

1. **Chief’s Report –**
2. **Development updates** - The Chief informed the Board of the updates of the various developments. There were 68 new single-family permits*,* so far this year
* BE Trucking infrastructure is complete
* Retail plans for Romke are complete
* Brier Hill ventures infrastructure is complete, and they expect to have 2 buildings completed this year.
* Logistics Park will be breaking ground this fall
* Old Dominion has committed to a business in Hampshire Woods business park.
* Rowell Road Storage unit infrastructure is complete and buildings will soon start to be going up.
* Stanley will be adding 2 additions.
* The project known as the Yukon project can no longer go in at Dietrich, but Van Vlissigen has property that they may be able to come to an agreement on.
* Rt. 72 Strip mall, the preliminary plans have been submitted.
* Crown is asking for a variance on the property north of Kelley Road.
* Oakstead is working on finding a builder for the first 250 homes.
* School should be completed by next week.
1. **New Ambulance –** The Chief informed the Board that he has learned that a new ambulance currently takes 27 months for delivery. Based on that he would like to order an ambulance which would be a duplicate of 1453, since 1451, which is the reserve, is not reliable. He recommends moving forward with ordering the new ambulance and by the time it arrives, they would have the new station to store it. He anticipates the current cost to be approximately $400,000 and would be purchased through the state bid. The initial payment would not be due until the acceptance of the new chassis which he does not anticipate until FY24. Trustee Scarpino moved to approve ordering a new ambulance.The motion was seconded by Trustee Heine and a roll-call votes was taken. The motion passed unanimously.

Tim Thompson Aye Steve Gustafson Aye Brian Pechtold Aye

Rick Heine Aye David Scarpino Aye

**c. New part-time hires -** The Chief reported that they have 2 interviews scheduled with potential part-time hires. One is an FF paramedic and the other is an FF EMT. He would like the authority to move forward should the interviews go well. Trustee Gustafson moved to hiring the 2 new part-time employees pending the Chief’s recommendation. Trustee Heine seconded the motion and the motion passed unanimously.

**d. Employee Home** – The Chief reported that full-time fire fighter Josh Morgan’s home was destroyed due when a large tree that came unrooted and crashed on his home after the rains of last week. The family does have insurance, but are currently looking for temporary housing while they determine how to move forward. He reported that the employees have made a donation to the employee.

**e. Memorial Purchases –** The Chief reported that the district needed to replace 2 of the AED’s and have placed an order using Memorial monies for $3,085.

**f. Monthly report** – The Chief reviewed his monthly report with the Board.

1. **Deputy Chief’s report –**
2. **Approval of surplus equipment** – The Deputy provided a listing of some small items he would like declared surplus equipment. It consisted of old AED’s, batteries, and battery chargers, all of which no longer work. Trustee Scarpino moved to approve the declaration of the equipment as surplus so it can be disposed of. Trustee Gustafson seconded the motion and it was approved unanimously.
3. **Grant updates** – The Deputy reported that he still has not received a response from AFG or the Safter grant. He did check with FEMA and they still have not made any awards yet.
4. **Monthly training report** – The Deputy reported that there were over 1146 training hours in the month of June. There were 3 days of mutual aid training completed with Pingree Grove and Huntley. FF Ramirez completed his trench operations training, FF Clauss has completed his State Fire Inspector certification. The Department also completed a couple of the surprise fire drills.
5. **New Business -**
6. **Inspector position –** The Chief provided the Board with a hand out regarding the position of the Fire Prevention Bureau Coordinator/Inspector. He then explained the FF Clauss was the employee that was injured back in November. He reported the FF Clauss has been released from workers compensation but he has admitted he is not able to return to his fire fighting duties. Since FF Clauss has been training as the District Fire Inspector, the Chief would like to propose making him the permanent fire inspector. The Board suggested they go into Closed session later to discuss in more detail. The Board returned from Closed session 18:48. Trustee Scarpino moved to approve hiring FF Clauss as the permanent fire inspector at 32 hours per week not to exceed 40 hours, with the benefits recommended by the Fire Chief. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously.

Steve Gustafson Aye Brian Pechtold Aye Rick Heine Aye

David Scarpino Aye Tim Thompson Aye

1. **Auxiliary donation –** The Chief asked the Board if they would be willing to donate to the Auxiliary to assist in their insurance payment. The Board agreed, but will ratify the direction next month.
2. **Kesse donation** - The Chief reported that the district received a $5,000 donation in memory of her husband Jim Kesse. This is the 2nd year, that Ms. Kesse has made a $5,000 donation to the district.
3. **Call of the month** – The Chief informed that Board that the district received the call of the month from Sherman for a recent call of a 700lb cardiac patient. The Chief reported that while the outcome was not positive, the team went above and beyond attempting to assist the patient in a very challenging environment.
4. **1412 Refurbish** – The Chief reported that 1412 is finally going in for the updates, next week. The monies were budget in FY22, but due to the delays, it was moved to the FY23 budget. Trustee Gustafson inquired if it will be certified when it returns. The Chief indicated it would not.
5. **Public Comment -** There was none.
6. **Board of Trustee Comments** –
7. EMS Billing – Ms. Remakel advised the Board that the June collections for EMS was over $40,000 for the 3rd month in a row. If this increase continues, we will be over twice what is budgeted for the year. Trustee Gustafson reported that as that IAFPD conference they reported that if the Medicaid surveys are not completed, Medicaid will keep 10% of the billing.
8. Chief raise – The Chief took a moment to thank the Board for their actions in June. He stated it was greatly appreciated and not necessary. The Board acknowledge all that he does and his hard work.
9. Trustee Thompson stated he may be on vacation at the next meeting. He just wanted to make sure no one else would be gone so the Board would not be at risk of not having a quorum.
10. **Closed Session** – Trustee Gustafson asked to go into closed session for the purpose of discussing the employment of 1 specific employee. Trustee Heine seconded the motion and a roll call vote was taken. The Board passed the motion unanimously by all trustees present. The Board moved into Closed session at 18:40. Upon a motion by Trustee Gustafson and a second by Trustee Heine, and a roll call vote, the board returned to open session at 18:48.

Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Aye Rick Heine Aye

David Scarpino Aye

1. **Award presentation –** The Chief presented Trustee Pechtold with his 5-year service award, and Ms. Remakel with her 15-year service award.
2. **Adjournment –** There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the Board adjourned at 18:55.

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**Secretary**