

# Hampshire Fire Protection District

## Board of Trustee Meeting

### October 9, 2024

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present

Steve Gustafson – Present

Rick Heine- Present

Brian Pechtold- Present

Eddie Saunders - Present

Administration:

Trevor Herrmann – Fire Chief

Eric Larson- Deputy Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

Josh Morgan, Laura Watt, Joe Biallis

**3. Additions or changes to the agenda** - Chief Herrmann asked to add Tornado siren update, Light Duty Policy, Gould Farms donation, Florida Deployment Strike Force to the Chief's report, and Deputy Larson asked to add Foreign Fire Purchases to the Deputy's report.

**4. Hampshire Park District Presentation** - Laura Shraw the Executive Director of the Park District and Jamie Herrmann Park District Board of Commissioner provided a presentation to the Board regarding their upcoming bond referendum for the construction of a new facility. The Board was given an opportunity to ask questions.

#### **5. Minutes**

- a. Upon review of the September 11, 2024 regular meeting minutes, Trustee Heine moved to approve the minutes as presented. Trustee Gustafson seconded the motion and it was passed by all those present.
- b. Upon review of the September 11, 2024 closed meeting minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.

#### **6. Treasurer's Report**

- a. Upon review of the September Warrant List, there were no questions. Trustee Gustafson moved to approve the Warrant List in the amount of \$165,419.21. 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, Tim Thompson, Brian Pechtold, Edward Saunders

Nays – None

Abstain – None

Absent- None

- b. Financial Report - Ms. Remakel reported that she is working with Heartland bank to place the excess tax dollars in a FDIC Insured funds accounts which is currently paying what she is getting in C.D.'s but will allow the District to access the cash as the year progresses and the needs arise. Trustee Heine moved to approve the financial report. Trustee Saunders seconded the motion and a roll call vote was taken.

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

Nays – None

Abstain – None

Absent- None

## **7. Chief's Report**

- a. Station 1 Update - The Chief reported that the kitchen remodel is complete, the locker room and shower has been updated, the old gear racks are removed and the new gear racks are in the back bay and the access system has been installed. He reported that the only thing left is painting.
- b. Super 8 Response Update - The Chief reported that they have been having problems with numerous false alarms at the Super 8. He and the Fire Marshal met with the new owners. The issue was identified as an old alarm panel. They are purchasing a new one, but in the meantime, the District will be responding with a single engine until the new panel is installed.
- c. BOFC Update - Commissioner Larsen reported that the BOFC met on October 8th, to finalize the Lieutenant testing criteria. That should be finalized in the next week. They are now starting to work on the establishing the guidelines for the full-time firefighter list.
- d. Staffing Update -The Chief referred the Board to the staffing report on the last page of his monthly report. He explained that the yellow on the report indicated days that they had to pay overtime due to staffing issues, which was almost every day. The # sign indicates the days that he had to close Station 2. He also stated he has had to close Station 2, twice in October already and knows of 2 more days that it will need to be closed again. As he mentioned in a previous meeting, he feels they need to consider hiring more full-time staff. He provided the board with a draft of the upcoming levy. It showed that due to the new construction the District will be receiving an additional \$266,000 in their next levy. He stated that the new construction was based on the new homes and very little commercial construction. While he expects the residential new construction for next year to decline, the commercial construction is increasing. Therefore, he would like the board to consider hiring 3 additional full-time staff. If he is able to hire 3 more full-time employees, and keep

the 4th part-time position, they can still operate, without overtime, if an employee has to take time off. He stated that he will present the Board with a more detailed forecasted budgeted. Trustee Gustafson inquired if the District still responds to Burlington if Station 2 is closed. The Chief responded yes the District does.

- e. 125 Mill Ave. Response update -The Chief reported that the District has been going to this address for a lot of lift assists. There are days that the District responds 4 times a day, and it appears it is being abused. Both the Chief and Cpt. Stadie has reached out to many sources and there is nothing the District can do. The resident was in the hospital for about a week. Trustee Pechtold inquired if she lives alone. The Chief responded yes.
- f. Disaster Planning - Chief Herrmann met with the Police Department and Mike Crews who has a lot of experience with disaster planning. They are now currently working on a plan and will be meeting again sometime in November and have all government entities respond. Trustee Pechtold inquired if he had communicated with Kane County OEM. The Chief responded that he has not yet.
- g. IAFPD Membership - The Chief gave the board of trustees the paperwork to complete.
- h. Development Update - The Chief reported that there were 16 permits issued last month. Tamm's farm is now done, the concrete plant at Highway 20 and Big Timber is in construction, the subdivision on Harmony Road has about 25 homes complete and accounts for most of the permits being issued currently.
- i. Petry Memorial Money - The Chief reported that there was memorial money donated in honor of Jeanne Petry. Cpt Stadie has ordered a plate for the memorial board.
- j. Monthly Report - The Chief presented his monthly report.
- k. Tornado Siren - Chief Herrmann reported that the Village has decided to locate the new tornado siren on their own property and will not need to install it on Station 2 as originally proposed.
- l. Gould Farm donation - The Chief reported that he has reached out to the Gould organization that farms the land at Melms and Harmony, for their annual donation.
- m. Light Duty policy - Chief Herrmann reported that the Union has approached him about a light duty policy, due to the full-time employee that was injured. The employee was new and did not have much sick time. So far 6 people have donated time. The Chief has reached out to Pingree Grove who has a light duty policy. He will present it at the next meeting. Could use it for public education and inspections.
- n. Florida Deployment- The Chief reported that he received a request to deploy members to Florida in response to Hurricane Helene, but with the current shortage of staff, he declined the request. Division 2 is going with three engines and 2 chiefs.

## **8. Deputy Chief's Report-**

- a. Monthly Training Report- The Deputy Chief reported that the department has completed 780 hours of training for the month of September. The administrative staff met with the Police Department and Mike Crews from Hanover Township to review the community

disaster preparedness. Some of the shifts went to ECC tower to review hose deployment, and our new forcible entry door was delivered.

- b. GEMT Cost report - The Deputy reported that the annual cost report was completed and sent to the Illinois Healthcare and Family services.
- c. Foreign Fire Board Purchases - Deputy Larson reported that the Foreign Fire Board has met twice in the last couple of months. They have purchased a forcible entry training door for \$9,000, EMS IO Training simulator, Riding Lawn Mower for station 2, Two backpack gas blowers, Station 2 kitchen items, Station logo patches for the uniforms, and Ajax air Tool Kit for 1413 at Station 2. Trustee Gustafson asked that he relay the Board's gratitude for their purchases.

**9. Correspondence-**

- a. The District received a thank you letter from East Dundee for assisting with the brush fire.
- b. The District received a thank you letter from the Morgan family after the passing of FF Morgan's Grandmother.
- c. The District received a resignation letter from Austin Susler

**10. Old Business-** None at this time.

**11. New Business-**

- a. Approval of 2024 Levy hearing date. Trustee Gustafson moved to set the Levy hearing date and time at 5:55pm on December 11, 2024. Trustee Sanders seconded the motion and it was approved unanimously by all those present.

**12. Trustees Comments-**

- a. There was none

**13. Public Comments-**

- a. There was none

**14. Oath of Office** - President Thompson administered the Oath of Office to Joe Baillas.

**15. Closed Session-**

- a. Trustee Gustafson moved to enter a closed session for the purpose of personnel. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:32.

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 18:34.

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

Nays- None

Abstain- None

Absent- None

**16. Motion to Adjourn-** Trustee Gustafson moved to adjourn the meeting. Trustee Heine the motion and it passed unanimously by all those present. The meeting was adjourned at 18:38.