

Hampshire Fire Protection District
Board of Trustee Meeting
November 13, 2024

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present

Steve Gustafson – Present

Brian Pechtold- Present

Rick Heine- Absent

Administration:

Trevor Herrmann – Fire Chief

Eric Larson- Deputy Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

James Larsen, John DePauw, Jenny Misner, Tyler Ott

3. Request for additions or deletions to the agenda- There were no requests for additions or deletions.

4. Minutes

- a. Regular Meeting Minutes- Upon review of the October 9, 2024 Regular Meeting minutes, Trustee Pechtold moved to approve the minutes as amended. Trustee Gustafson seconded the motion and it was passed by all those present.
- b. Closed Meeting Minutes- Upon review of the October 9, 2024 Closed Meeting minutes, Trustee Gustafson moved to approved the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.

5. Treasurer's Report

- a. Warrant List- Upon review of the October Warrant List, there were no questions. Trustee Saunders moved to approve the Warrant List in the amount of \$292,067.06. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays – None

Abstain – None

Absent- Rick Heine

- b. Financial Report- Ms. Remakel advised the Board that the Warrant list was unusually high this month, due to the GMET payment of over \$118,000. Additionally, she directed them to review the Balance Sheet and explained how the FDIC Insured account now represents additional monies set aside as reserves in a brokerage fund with Heartland. There being no questions, Trustee Gustafson moved to approve the October financials. Trustee Saunders seconded the motion and a rollcall vote was taken. The motion passed unanimously by all those present.

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

Nays – None

Abstain – None

Absent- Rick Heine

- c. Approval of Elected Official Expense- Ms. Remakel reported that there were 3 checks issued to employees or Trustees. Trustee Gustafson for his conference reimbursement of \$520.13, Chief Herrmann for oath of office cake for \$16.27, and for Lieutenant Ramirez for mileage reimbursement of \$192.40. Trustee Pechtold moved to pay the employees and elected officials. Trustee Saunders seconded the motion and a roll call vote was taken.

Ayes –Tim Thompson, Brian Pechtold, Edward Saunders

Nays – None

Abstain – Steve Gustafson

Absent- Rick Heine

6. Chief's Report

- a. Station 1 Update- The Chief reported that other than some minor painting left, the remodel at St. 1 is complete. The Chief stated that the remodel cost \$50,000 and stayed within the budget.
- b. BOFC Update- Mr. Larsen reported that the BOFC met on Tuesday November 12th to review the recruit proposal. Mr. Larsen stated that costs for testing have increased since the last exam. He would like to permission to move forward with a limit not to exceed \$5000 for recruit testing. The Board agreed to the cost and will ratify at the December meeting. Mr. Larsen also reported that the Lieutenant testing process procedures are completed and dates have been posted at each station.
- c. Foster Funding Update- The Chief reported that he had spoken with Maria, Mr. Foster's Secretary, who informed him that the decisions will need to be on hold until after the election and approval from Congress.
- d. Awards Dinner Date- The Chief stated that he would like to use the venue at Goebberts again this year to hold the dinner, but dates were filling up quickly for 2025. The Chief proposed the date of Saturday June 7th. The Chief was informed that this is also the date of Summer on State event. The Chief reported that he will check into other dates as to not conflict with this event.

- e. Light Duty Policy- The Chief reported that he has send to the draft policy to the Union, who has not responded. The Chief stated that the attorney approved the policy. Trustee Thompson stated that there needs to be a time limit to the policy. The Chief stated that the time limit is 6 months and is included in the policy. The Chief stated that he is waiting for a response from the Union.
- f. Fire Prevention Month Report- Captain Stadie reported that over 1,800 students from Pre-K through 5th grade participated in Fire Prevention Month activities. Captain Stadie stated that donations of \$7,500 were collected through the National Fire Safety Council, and added that this amount was the most collected to date. Captain Stadie stated that students learned stop/drop/roll, crawl low in smoke, how to call 9-1-1, dress the firefighter and visited with Sparky the FirePup. The fourth-grade students participated in a “Combat Challenge” and the fifth graders attended a live burn room demo at Bruce Ream Park, using smoke trailers donated from the Illinois Sprinkler Association. Captain Stadie reported that students from grades Pre-K through 3rd grade participated in a coloring contest, with 19 winners and their families, along with school representatives attending an awards night where each winner was presented with trophies and snacks provided by the District and gift cards from Alfano’s Pizza and Dairy Queen. There were over 100 people that attended the awards night. Captain Stadie added that several fire drills were conducted at the schools, along with three fire drills and one fire extinguisher class at local businesses.
- g. Retiree Breakfast- The Chief reported that the breakfast will be held on Thursday December 19th at St. 2 beginning at 8:30 a.m. The Chief stated that invitations have been sent out.
- h. Development Update- The Chief reported that 11 new home permits were issued in the month of October, with no commercial permits.
- i. Staffing Proposal- The Chief reported that in the month of October, St. 2 was closed 4 times and at this point in November, St. 2 had been closed once due to staffing issues. The Chief stated that he would like 4 full-time firefighters. The Chief stated that having the extra person will make the department stronger, and will allow stations to remain operating if an employee calls off without replacing them, also adding that he will be allowing only one full-time firefighter off at a time. The Chief stated that there will be 7 part-time firefighters that will be eligible to attend paramedic class next year, but not all of them will be able to attend. The Chief stated that unfortunately, once employees achieve their paramedic license, we lose them to full-time jobs. Trustee Gustafson stated that the department needs people to get out the doors. The Chief stated that the BOFC is working on an eligibility list.
- j. Monthly Report- The Chief reviewed the Monthly Report with the Board.

7. Deputy Chief’s Report-

- a. Monthly Training Report- The Deputy Chief reported that the department completed 730 training hours in the month of October. The Deputy Chief reported that all three shifts attended the MABAS 2 Fall Drill held at Spring Hill Mall and completed various firefighting scenarios. The Deputy Chief reported that Lieutenant Ramirez attended a 32 hour Confined

Space Technician class and has also received his state certification as a Company Fire Officer and Structural Collapse Technician. The Deputy Chief stated that retired Lieutenant Dave Stadie held a training for all three shifts covering water supply.

- b. VFIS Audit- The Deputy Chief stated that VFIS conducted a review and audit of various department policies and procedures and also review of many of the department's practices in regards to HR and training. The Deputy Chief stated that the Chief will receive a letter of recommendation from the auditor, which will lay out areas that should be put in place such as policies. The Deputy Chief stated that he has reviewed the recommendations with the auditor, so knows what to expect. The Deputy Chief stated that overall the auditor was happy with what the department was currently doing, but wants to put policies in place to protect ourselves and the District. The Deputy Chief stated that once the department receives the letter of recommendation, there is 60 days to respond back with any progress being made towards the recommendations. The Deputy Chief stated that none of the recommendations are mandatory, but could affect insurance rates in the future. The Deputy Chief stated that he and the auditor reviewed several of the department's claims over the past few years and discussed what could have been done in terms of prevention in the future.
- c. Grant Update- The Deputy Chief stated that he has applied for a grant through the DeLong Company for Technical Rescue equipment that has been requested by Lieutenant Ramirez.

8. Correspondence-

- a. The Chief stated that he had received a letter from Huntley Fire Protection District to thank the department for the recent station coverage so that they could attend a funeral for one of their members. The Chief reported that he had also received thank you letters from the library for the department's attendance at a Pub Ed event and from Hampshire High School for the recent station tour to the students. The Chief also stated that he had received a thank you letter from the parents of a child that was treated by department members. The child had suffered respiratory distress, and FF Blonskij had mentioned the purchase of an apneic sock to be placed on the child to monitor oxygen levels. The parents did purchase the device which alerted them a few days later to the child who was again in respiratory distress.
- b. Trustee Pechtold presented members with a Levy Request Letter from the Pension Board in the amount of \$136,461.

9. Old Business-

- a. There was none

10. New Business-

- a. Approval of Staff Vehicle Purchase- The Chief reported that the department has grown to need another staff vehicle. The Chief stated that Mark has the Explorer to drive, which is 17

years old, and Captain Stadie needs a vehicle to drive for errands and meetings. The Chief stated that he has been looking into the option of purchasing a 2018 Ford Explorer from the Police Department in the amount of \$10,500.00. The Chief stated that the vehicle has 120,000 miles, but is in good condition and will include emergency lights that remained on the vehicle, with all PD lettering removed. The Chief stated that Captain Stadie and Lieutenant DePauw have driven the vehicle and reported no issues. The Chief stated that there will be no need to have a radio installed in the vehicle and can also be utilized by others when not already in use. Trustee Thompson inquired as to the color of the vehicle, and the Chief stated that the vehicle was grey. Trustee Gustafson stated that this would be better than purchasing a new vehicle. Trustee Gustafson motioned to approve the purchase of the vehicle in the amount of \$10,500.00. Trustee Saunders seconded the motion and a roll call vote was taken.

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

Nays- None

Abstain- None

Absent- Rick Heine

- b. Approval of Portable Radio Purchase- The Chief reported that the three more Starcom radios need to be purchased for the officers at St. 2. The Chief stated that the radios will be multi-band Kenwood radios and not Motorola and will cost \$14,000.00 for all three. Trustee Thompson asked if there would also be a monthly fee to the radios. The Chief stated that the monthly service fee is \$18.00 monthly per radio. Trustee Gustafson made a motion to purchase the three radios in the amount of \$14,000.00. Trustee Pechtold seconded the motion and a roll call vote was taken.

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

Nays- None

Abstain- None

Absent- Rick Heine

- c. Approval of 2025 Meeting Schedule- Ms. Remakel provided a list of the proposed January 2025 through February 2026 meeting schedule reflecting the following dates:

January 8, 2025	July 9, 2025	January 14, 2026
February 12, 2025	August 13, 2025	February 11, 2026
March 12, 2025	September 10, 2025	
April 9, 2025	October 8, 2025	
May 14, 2025	November 12, 2025	
June 11, 2025	December 10, 2025	

Trustee Pechtold moved to approve the meeting dates as presented. Trustee Gustafson seconded the motion and it passed unanimously by all those present.

- d. Discussion and Review of Levy- Ms. Remakel reviewed the 2024 levy request with the Board. She explained that due to the large amount of new construction, the District would be foregoing significant monies if they did not hold a Truth in Taxation Hearing. Trustee Gustafson moved to approve a levy hearing for December 11th at 5:55pm. Trustee Saunders seconded the motion. The motion was approved.

11. Trustees Comments-

- a. There was none

12. Public Comments-

- a. There was none

13. Closed Session-

- a. Trustee Saunders 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 18:50

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

Nays- None

Abstain- None

Absent- Rick Heine

- b. Upon a roll call vote, the Board returned to Open Session at 18:56

14. Motion to take action on Closed Session

- a. No action was needed.

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

Next regular meeting- Wednesday December 11, 2024