**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, August 11, 2021**

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 – Absent

Administration: Chief Herrmann, Jody Remakel

Staff Present: FF Rice, FF Morgan, FF Monegato

1. **Minutes**
2. **Approval of July 14, 2021 Regular meeting minutes -** Trustee Gustafson moved to approve the minutes as presented. Trustee Heine seconded the motion and they were approved. Trustee Scarpino abstained from the vote because he was not present at the July meeting.
3. **Treasurer’s Report**
4. **Approval of the July warrant list –** Trustee Pechtold moved to approve the July warrant list in the amount of $182,121.20. Trustee Gustafson 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 July 2021 financials** –Upon review Trustee Scarpino moved to approve the July 2021 financials. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Tim Thompson Aye Steve Gustafson Aye

Brian Pechtold Aye Rick Heine Aye David Scarpino Aye

1. **Approval of the FY21 Annual Treasurer’s report -**  Ms. Remakel presented the Board with the Annual Treasurer’s report. Trustee Gustafson moved to approve the report. Trustee Pechtold seconded the motion. A roll call vote was taken and it was approved unanimously by all those present.

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

Tim Thompson Aye

1. **Old Business** –
2. **Station 2 update** – The Chief reported that the engineering and soil samples came back. The site is acceptable for building the new station. The costs of all the testing came in $30,000 under budget. He is waiting on seeing that the installation of the infrastructure will be acceptable before making the final payment of $73,000 due Crown for the land. Crown has just hired a new attorney, so there may be a little delay on their end.
3. **Chief’s Report**
4. **Gould Farms donation -** Chief Herrmann informed the board, that they had not received the payment from the farmer that farms the land at Melm’s and Harmony. He reached out to them and they made a $500 donation to the district, which was received and deposited in July.
5. **Staffing update –** The Chief referred the board to the staffing page in the monthly report. The report reflects all the days that they were not fully staffed in yellow, he then explained that there were many days he was required to pay overtime to get to the staffing levels he was able to obtain. He is interviewing a part-time individual on Wednesday, assuming everything goes well, he would like to move forward with hiring them and providing the oath of office in September. The Board was in agreement with him proceeding with the hiring. He reported the FF Letheby officially accepted a position with Itasca, so he will be taking a 1 year leave of absence, and 3 other part-time people have just tested with Carpentersville. Deputy Larson is meeting on Thursday regarding possible new interns.
6. **Approval to purchase 2 medi-vaults (Narc boxes) -** The Chief informed the Bard that the secure narcotic boxes were outdated. He would like to purchase 2 new ones for a cost of $3,276, with excess capital monies in the budget. Trustee Heine moved to approve the 2 medi-vaults. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.
7. **Monthly Report** - The Chief reviewed the monthly report with the Board. The highlights of the month included a spike in heroin overdoses, 2 cardiac saves, and 1 birth of a child enroute. The Board mentioned the shortage of staffing again, and the Chief responded that he is looking into the numbers to determine if it would be feasible to hire 1 additional full-time person. He is also still waiting to see the announcement of the safer grant.
8. **Deputy Chief’s report –**
9. **Miscellaneous grant updates** – Deputy Larson reported that the district has received the Delong grant and has purchased the Grain and Bin Rescue equipment. He is working on scheduling a photo opportunity with the company. He has not heard anything from FEMA regarding the extrication equipment, but they are on their 4th round so hopefully he will hear something soon. He has not heard anything yet on the Safer Grant, but they have not released any grants at this time.
10. **Approval of Surplus Equipment** – The Deputy reported that the district had 11 lengths of hose that had not passed the latest inspection. He would like to declare them excess so they can donate them to the Romeoville training academy. There were some concerns about liability since it did not pass inspection, but it was discussed that it is the training academy and the hose is used to practice folding and testing.
11. **Monthly training report** – The Deputy reported that there were 570 hours of training in the month of July. Some highlights were rapid intervention and FF Black completed her probationary period.
12. **Additions** – The Chief reported that he received a thank you letter from Rosemary Kesse for the District’s acknowledgment of her retirement.

He reported that the National Fire Safety Council, who is responsible for the district’s public education fund raising, has collected over $5,400 on behalf of the Fire District so far.

He also reported that the new table that the Board was sitting at, was purchased for the EOC. In the past, the District just used the training tables and they were too small. He mentioned they are preparing to do a few “table top EOC” training events and is hopeful, the Village will be more active in the training opportunities.

1. **New Business –**

**Approval of Chapter 7 Trustee Policy manual -** The Chief presented the Board with a revised Chapter 7 of the Trustee policy manual. The Chapter referenced travel policies. Trustee Gustafson was concerned with the wording that the Financial Director would make hotel reservations because he likes to make his own. The Chief was ok with the change and will rework the wording. Trustee Pechtold moved to approve Chapter 7 of the Trustee Policy manual with that change. Trustee Heine seconded the motion and it was approved unanimously by all those present.

1. **Correspondence –** There was none.
2. **Public Comment** - There was none.
3. **Board of Trustee Comments** - Trustee Gustafson indicated he will likely need to attend the next meeting via teleconference, as he will be having surgery 2 weeks prior.

Trustee Scarpino indicated he would be unable to attend the September board meeting due to a scheduling conflict with the School Board.

The Fire Chief mentioned that the Fire training house was painted. The Village will share the cost with the District, and the Foreign Fire Board will pick up the District’s share. The Chief reminded the Board that there will be brat dinner at the Fire District on September 11, 2021 from 2:30 – 5:30, he encouraged the Board members to be present if possible.

1. **Closed Session** – Trustee Gustafson moved to go into Closed Session for the purpose of discussing a legal matter and the semi-annual review of the Closed Minutes. Trustee Pechtold seconded the motion and the Board moved into closed session at 18:20.

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

Tim Thompson Aye

On a motion by Trustee Gustafson and a second by Trustee Heine, the Board returned to open session at 18:37.

1. **Approval to take action based on Closed Session** – Trustee Gustafson moved to release the closed session minutes from the following meetings:

6/29/01 1/9/2008 3/11/20

5/13/20 6/10/20

Trustee Scarpino seconded the motion and it was approved unanimously by all those present.

1. **Adjournment –** There being no further business, Trustee Scarpino moved to adjourn the meeting. Trustee Gustafson seconded the motion and the Board adjourned at 18:39.

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**Secretary**