

Hampshire Fire Protection District

Board of Trustees

Minutes, August 9, 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, Cpt Stadie, Jody Remakel

Staff Present: FF McBride, FF Sulser, FF Heckman, FF Aburto, FF Morgan, FF Depauw, FF Ribandt

3. Additions or changes to the agenda –

The Chief requested adding the following to the agenda: Chief’s vacation, Structure Fire, FF Injuries, 1402 accident, Coon Creek weekend.

4. Minutes:

Approval of the July 12th, 2023 Regular meeting minutes – Trustee Gustafson moved to approve the minutes as presented. Trustee Heine seconded the motion and it was approved unanimously.

5. Treasurer’s Report

- a. Review of the July 2023 warrant list -

The Board reviewed the July warrant list. There were no questions. Trustee Scarpino moved to approve the July 2023 warrant list in the amount of \$249,131.60. 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		

b. Discussion and Approval of the June 2023 Financials

Trustee Gustafson moved to approve the July, 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 the Annual Treasurer’s Report

Trustee Heine moved to approve the Annual Treasurer’s Report. Trustee Gustafson seconded the motion and a roll call vote was taken.

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

6. Chief’s Report

- a. 1411 Accident**– The Chief provided the Board with the attached report summarizing the accident with 1411, the changes to procedures, the tasks that have been completed as a result, and the status of the insurance claim. The report also outlined changes that are being made to the driver program. Trustee Thompson suggested that they start with driving older vehicles. Trustee Pechtold inquired how soon after driving are they allowed to start driving. The report also included the research that has been completed regarding procuring a replacement vehicle. There was discussion regarding the ladders taking up storage space on the Saber. Trustee Thompson inquired if the Pierce Saber had front suction and a light tower, because that would bring the price closer to \$1,000,000. Lt. Depauw was asked to discuss the differences between the old engine and the ones being proposed. Trustee Gustafson mentioned that he was hearing a lot of complaints at the conferences regarding the Pierce, and asked if we had had any problems with ours before the accident. Lt. DePauw responded that the issues were mostly warranty issues. The other issues with the ladder rack were determined to be user error. Trustee Thompson said from his experience he likes the Rosenbauer and reported that unless it was a major item, it does not need to go in St. Louis for repairs, there are local places that can work on them. Chief Herrmann discussed the possibility of scheduling a special meeting to approve the purchase, and there was discussion regarding the availability of various Trustees.
- b. Station 2 update** - The Chief reported that they were to be working on the utilities and concrete in the next 2 weeks.
- c. 1413 Update** – The Chief reported that 1413 came back a couple of days after the 1411 accident but had several issues. He reported that the issues are now mostly fixed and it is back in service.

- d. **140 S. State St. hazmat update** – The Chief informed the Board that he has met with the owner of the building that had the hazmat responses. The owner stated that he is submitting his fee through insurance, so the Chief submitted the full bill. The owner was very understanding to the situation and was easy to work with regarding the matter.
- e. **Firefighter court appearance** –The Chief reported that a firefighter was supposed to appear in court, but they did a zoom meeting for a DUI case and the case was resolved prior, so no appearance was necessary.
- f. **Financial Director job description** – The Chief provided a copy of the job description and proposed advertisement for the Financial Director position. Trustee Pechtold questioned if the 10-15 hours a week was going to be enough hours. Ms. Remakel responded that she is currently doing both positions in 21 hours a week, so she feels since it will be a slow transition so the 10-15 to start would be acceptable. It was agreed that the salary range would be discussed in closed session. Trustee Scarpino asked how the position would be advertised and if it was ok to be shared with people he knew that may be interested.
- g. **Ride along waiver** - The Chief informed the Board that he had the old ride along waiver form sent to the attorney for review. The attorney was okay with the document. Trustee Thompson asked to have the insurance company review it as well. The Chief acknowledged his request.
- h. **Development Update** - The Chief stated that there is not a lot new going on right now with development. There is a lot of dirt being moved to the north of town. There were 33 housing permits issued in July. He also reported that the Light Development is supposed to go in front of the Village Board for approval in September.
- i. **Misner smoke detector program** - FF Misner has enhanced the District’s smoke detector program. She can get 24 free smoke detectors for the community through a program. She has met with the Seniors and has received a lot of interest and has been out visiting them in their homes.
- j. **Monthly reports** - The Chief reviewed the monthly report with the board. The report is attached. Trustee Thompson stated he appreciates the posts that are being put on Facebook. He sees the community support as very positive.

7. Deputy Chief’s report –

- a. **Monthly training report** – Deputy Larson reported that there were over 1,000 training hours in July. Inspector Clauss completed some online fire inspection classes. There were walkthroughs with all shifts for the Delong facility to familiarize the department on the pre-plan.

8. Old Business -

- a. **Administrative policy update** - The Chief provided the board with the updated version of the Administrative policy, with the vacation days update. Trustee Gustafson moved to approve the policy. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.

b. **Full-time hire** - The Chief reminded the Board that it was in the budget to hire an additional full-time staff member in September. He reported that the last person remaining on the list is permanent part-time employee, Chris Blonsjki. Chris is scheduled to take his paramedic test soon. The Chief would like permission to move forward with the hiring of Chris in September if he passes his test. Trustee Gustafson inquired if this would change staffing. The Chief responded that it would not change the staffing, since Chris is already on a shift, as a part-time member. Trustee Scarpino moved to approve the hiring of one additional full-time staff member. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.

8. New Business –

- a. **Fire Prevention Bureau Director Policy** - The Chief had provided the board with the updates to the Fire Prevention Bureau Director policy. Trustee Heine moved to approve the Fire Prevention Bureau Director policy update, Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
- b. **JR Whips Football Agreement** - The Chief informed the Board that in the past the Department would try and have staff available at the JR. Whips games. However, the group's leaders have now approached the department and would like to formalize the agreement and pay for the services. The agreement asks that they the district provide an ambulance on standby and in return they would pay for the staff at \$22 per hour. Trustee Gustafson questioned if our ambulances would be able to leave the event and we would not have to rely on mutual aid if another call came in. The Chief responded that they would. He also reported that the agreement has been reviewed by the attorney and that it would require a change in the budget when it was being re-appropriated for the Engine purchase. Trustee Scarpino was appreciative that they wanted to pay for the services, and moved to approve the agreement. Trustee Pechtold seconded the agreement and it passed unanimously by all trustees present.
- c. **Chief's Vacation** - The Chief reported that he would be on vacation the week of August 14-18.
- d. **Structure Fire** – The Chief informed the board that the department responded to a structure fire on Elm Street on July 24th. It was called in as a still alarm, but he stated he could see smoke from 5 blocks away. While on the scene, it was reported that there was possibly one occupant trapped inside. The team did a search with zero visibility. It turned out the occupant was already out of the building with 2nd degree burns to his arms and legs. They had the fire under control in 40 minutes.
- e. **FF Injuries** - The Chief reported that one of the Firefighters received a needle stick when starting an I.V. while transporting a patient to the hospital. They had another firefighter injured when a patient, who was on drugs, was out of control and bit and spit on the responders. The firefighter who was bit was negative on the rapid tests, as were those that were spit on. Trustee Scarpino asked if there were charges filed. The Chief responded that they all denied to file charges.

- f. **1402 accident** - The Chief provided the board with a summary report of the accident, which included the details of the accidents, actions taken since the accident, and recommendations of how to proceed. Trustee Thompson inquired about the color of the replacement vehicle. The Chief responded that it was red and it was through government pricing. Trustee Thompson stated that it is not easy to get vehicles right now and that they may want to act now since it is suspected that UAW will be going on strike soon. The Board agreed to move forward with the purchase without a special meeting since it was due to an emergency. This item will be added to the agenda next month for ratification.
- g. **Coon Creek weekend** - The Chief informed the Board that Deputy Larson and Captain Stadie put the plans together for Coon Creek. All events will be covered and there will be auto aid when there are events that divide the district.
- h. **First Amendment Audit** - The Chief informed the Board that Lake Zurich recently experienced a First Amendment audit from the public when they came in with cameras and started recording. As a result, he has provided directives to the staff and put up signs to prevent them from following the members into the day room, as that area and the bathrooms are considered off limits.

9. **Public Comment** –There was no public comment.

10. **Board of Trustee Comments** –

- a. The Chief asked for the signatures on documents
- b. The Chief thanked the Board for their understanding that due to all the events that occurred this month, canceling the Decennial committee was the correct thing to do.

11. **Awards and Oath of Office** - Unfortunately, due to the length of the meeting, Larry Koontz, who was expected to receive an award this evening, had to leave and was no longer present.

12. **Closed Session** - Trustee Pechtold moved to go into closed session for the purpose of Union matters and personnel issues. Trustee Gustafson seconded the motion and a roll call vote was: taken. The motion passed and the Board went into Closed Session at 18:39.

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

Upon a roll call vote, the Board returned from closed session at 19:05.

13. Trustee Gustafson asked to discuss the vehicles again. He stated his concern that the Pierce was so much more. The Chief responded that the \$600,000 came with nothing. Trustee Thompson stated that he had a concern that the person making the recommendation is sold on Pierce, but the Chief responded that he is the one that made the calls and required a list of positive and negatives on each vehicle.

14. There was discussion regarding scheduling of a special meeting to discuss the engine replacement.

15. Motion to adjourn – Trustee Gustafson moved to adjourn the meeting. Trustee Pechtold seconded the motion and the meeting was adjourned at 19:30.

Secretary