**Hampshire Fire Protection District**

**Board of Trustees**

**Minutes, September 8, 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, Deputy Larson, Jody Remakel

Staff Present: FF Rice, FF Morgan, FF Ramirez

1. Changes or additions to the agenda. – The Chief asked to add the following items to be discussed only. 1) Capital projects 2) Apparatus repair vendor 3) Thank you note 4) 911 Service.
2. **Minutes**
3. **Approval of August 11, 2021 Regular meeting minutes -** Trustee Gustafson noted that that the minutes reflected Trustee Scarpino as absent when he was present. Trustee Gustafson moved to approve the minutes with the correction to the attendance. Trustee Heine seconded the motion and it was approved by all those present.
4. **Approval of the August 11, 2021 Closed Session minutes** – Trustee Heine moved to approve the Closed Session minutes of August 11, 2021 as presented. Trustee Pechtold seconded the motion and it was approved by all those present.
5. **Treasurer’s Report**
6. **Approval of the August warrant list –** There was discussion regarding a check to Certified that indicated it was for a pump testing. The Chief explained that it included repairs to the fuel tank and they were also required to test the pump. Trustees Thompson and Heine felt that was a lot to pay for the services received, but recognized there was little that could be done. The Chief noted that Certified is now going out of business. He stated he will discuss that further under his addition. Trustee Gustafson moved to approve the August 2021 Warrant list for the amount of $137,667.38.

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

1. **Approval of the August 2021 financials** – Ms. Remakel pointed out that the line item for fuel is expected to go over budget this year. She and the Chief believe it is due to the increased cost of the fuel as well as the increased call volume, but she has requested reports from Petersen Fuels to make sure it can be justified. Trustee Pechtold moved to approve the August 2021 financials. Trustee Heine 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 Absent

1. **Approval of revised FY21 Engagement Letter with Sikich -** Ms. Remakel reported that the auditor had contacted her regarding the upcoming audit. He explained that because the district received over $800,000 in Care’s Act funding, there was an accounting pronouncement that states there were 2 additional testing measures that needed to be done, by the auditors. Since the monies were allocated over two years, the Fire District only had to complete 1 of the testing measures in the year it recognized over $500,000 of the $800,000, which was FY21. Due to that additional testing Sikich had to increase the costs associated with the audit. 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 Absent

Tim Thompson Aye

1. **Old Business** – None
2. **Chief’s Report**
3. **Rosemary Kesse donation –** The Chief reported that Rosemary Kesse made a donation of $3,000. Trustee Gustafson requested the monies be put into the Memorial fund, the Chief acknowledged and stated the monies would be spent on something to support the services and the family will be recognized on the wall.
4. **Closed minutes advise from attorney –** The Chief reported that he consulted the attorney about the releasing of closed minutes. He was informed that there are no requirements that closed minutes ever have to be released. However, he did state that is the minutes referred to someone that is no longer an employee or member of the district they can be released. He did not recommend releasing minutes that pertained to personnel matters of employees still with the district. He also stated that under no circumstances should closed minutes be destroyed.
5. **Lieutenant’s exam update -** The Chief informed the Board that Phase 1 of the Lieutenant’s exam was completed. Next week, there will be Chief’s interviews.
6. **Building Code update** - The Chief explained to the Board that the Village’s building code is what the Fire District uses to a standard within the Village. The Village is currently following the International Building Code of 2006. He, the Deputy, and the inspector FF Clauss, met with the Village administrator and is asking the Village to update their building codes to 2018 or 2021. He stated the driving force is the increase in the large industrial buildings that are being constructed. The current 2006 code does not require radios or a communication system within the buildings, and it is becoming increasing difficult without the enhanced systems to communicate with a responding firefighter when they are inside these larger structures.
7. **Staffing Update** – The Chief reported that staffing still remains difficult. The individual they hoped to swear in this month, took another position. As a result, a significant number of shifts remain unstaffed at the proper levels. He informed them Board that he is having to use overtime to backfill these positions and as a result overtime is at 40% expended for the year already. Deputy Larson has 2 new interns he is expecting to graduate in December with the EMT license.
8. **NFSC Update** – He reported that the National Fire Safety Council has collected $6,725 from businesses in the area to support their public education program. Those businesses will be recognized on a flyer that will be distributed to the public.
9. **COVID Status** – The Chief informed the Board that he had 2 employee cases of COVID and 9 employees exposed. Due to staffing constraints, he is requiring those that are only exposed to wear a mask and be tested routinely, following the exposure. The Chief also stated that there is a new state mandate requiring all EMS workers to be vaccinated. There are currently 2 that are not vaccinated and he is reaching out to them individually.
10. **Rockton Reimbursement** – The Chief has submitted the paperwork for a $750 reimbursement for the district’s response to the Rockton chemical fire.
11. **Morris Reimbursement** - The Chief also submitted paperwork for a $750 reimbursement for the district’s response to the Morris fire as well.
12. **Station Update** – The Chief reported that he is still waiting to see the infrastructure plans for the Tamm’s Farm development to make sure the water and sewer lines will be run close enough to the proposed station.
13. **Development Update** – Tamm’s Farm is clearing the land and installing infrastructure. The new school at OakStead is expected to be open by the fall of 2022. The Brier Hill development is expected to have 1 building in March of 2022. However, because the Village does not expect to have water capabilities there for 18 more months, he is working with the builder to hold off on the sprinkler requirement until water can be provided by the Village.
14. **Monthly report** – The Chief went over the monthly report and highlights. There were a total of 14 covid calls.
15. **Additions**
16. **Capital projects -** The Chief gave the Board a breakout of all the capital items and facility improvements he anticipated the district having to replace or improve over the next few years. He reminded the Board that each year the district puts money aside into the Equipment Replacement fund. He wants the Board to start planning for these items in the next budget year. Trustee Thompson stated that a spreadsheet creating a matrix would be very beneficial for the district to make sure monies are being put aside for these items and it does not cause issues with the annual budgeting process.
17. **Apparatus Repair Vendor –** In follow up to the previous conversation the Chief reported that Certified Fleet, a commonly used vendor of the district, is closing up. The Chief has been working with Pingree Grove, who has their own mechanic to see if they can assist the district in some of our vehicle maintenance. He has also spoke with Huntley that has their own pump test system for the same reason.
18. **911 Service** – The Chief reminded everyone that the district will be having a 911 Memorial Service at 9am. They were all encouraged to attend.
19. **Thank you letter** – The Chief shared a thank you letter that was received from a patient after the district’s response to a vehicle accident.
20. **Deputy Chief’s report –**
21. **PT Resignation**– Deputy Larson reported that FF Cesaroni has officially resigned from the district. He was unable to provide the necessary time to the district based on the number of hours he is being required at his other job.
22. **Compliance update** - The Deputy reported that OSHA has been increasing the number of surprise inspections in the region. So far, Elgin, Rutland, Pingree have all had visits. The Deputy feels that the district is in good shape, and has been working on any previous concerns. While he cannot guarantee they will not find anything, he is pretty comfortable if OSHA did stop by for a surprise inspection, that the district would receive a good report.
23. **GEMT Update**– The Deputy informed the Board that he has been working on the annual cost report that is required for the Medicare billing. He stated it should be finalized by next week.
24. **Training Hours requirements** – The deputy informed the Board that there has been a lot of extensions within the Illinois State Fire Marshall regarding certifications over the past couple of years. However, they have since come out and said that all state certifications with the exception of a few, will be expiring in 2025, which could be an issue for the district. He reported that Target Solutions, the training software used by the district, is trying to transfer the credits from the internal training within the district, but there is not a final decision yet as to whether they will be accepted.
25. **Monthly training report** – The Deputy reported that were 692 training hours in the month, 4 people have completed paramedic school and they spent 3 days doing vehicle apparatus training with Huntley.
26. **New Business –**
27. **Discussion and Approval of Administrative Policy -** Tabled until next month.
28. **Approval to purchase dive equipment** - The Chief informed the Board the Lt. DePauw is on the division dive team. He is currently using South Elgin’s equipment because Hampshire does not have their own. He would like to proceed with purchasing the dive equipment for approximately $10,000. He feels that the district has not been very responsive to participating in Division shared duties, and it was time that the district got more actively involved. Trustee Heine moved to approve up to $10,000 in dive equipment. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.

Brian Pechtold Aye Rick Heine Aye

David Scarpino Absent Tim Thompson Aye

Steve Gustafson Aye

1. **Approval to purchase extrication equipment** – Because the District is still waiting to see if the district has been awarded a grant, he asked to table this item to a later time. Deputy Larson indicated that the awards are in their 5th round of approvals and the district has not received a denial letter yet, so it is still possible we will be awarded with a grant.
2. **Correspondence** - There was none
3. **Public Comment -** There was none
4. **Board of Trustee Comments –** There was none
5. **Closed Session** – Trustee Gustafson moved into closed session to discuss a legal matter. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion was approved unanimously by all those present. The Board went into Closed Session at 18:35

Rick Heine Aye Brian Pechtold Aye

David Scarpino Absent Tim Thompson Aye

Steve Gustafson Aye

Trustee Gustafson moved to return from closed session a roll call vote was taken, and the Board returned to Open Session at 18:37.

Steve Gustafson Aye Brian Pechtold Aye

Rick Heine Aye David Scarpino Absent

Tim Thompson Aye

1. **Adjournment –** There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 18:38.

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**Secretary**