

**Hampshire Fire Protection District**  
**Board of Trustee Meeting**  
**September 11, 2024**

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present  
Steve Gustafson – Present  
Rick Heine- Present  
Brian Pechtold- Present  
Edward Saunders- Present

Administration:

Trevor Herrmann – Fire Chief  
Eric Larson- Deputy Fire Chief  
Sheri Stadie - Captain  
Jody Remakel – Financial Director

Staff Present:

Mark Clauss, John DePauw, Chris Blonskij, Tyler Ott, Dave Burgdorf, Johnny Sengmany, James Larsen

3. Chief Herrmann asked to add updates to the new engine and ambulance to the Chief's Report.

**4. Minutes**

- a. Upon review of the August 14, 2024 Regular Hearing minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Heine seconded the motion and it was passed by all those present.
- b. Upon review of the August 14, 2024 Closed Meeting minutes, Trustee Heine moved to approve the minutes as presented. Trustee Saunders seconded the motion and it was passed by all those present.

**5. Treasurer's Report**

- a. Upon review of the August Warrant List, there were no questions. Trustee Pechtold moved to approve the Warrant List's total monthly expenditures in the amount of \$189,813.11. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays – None

Abstain – None

Absent- None

- b. Upon review of the August Financials, there were no questions. Trustee Pechtold moved to approve the August Financials as presented. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays- None

Abstain- None

Absent- None

- c. Upon review of the Treasurer's Report, there were no questions. Financial Director Remakel stated that she had updated the date of the report to August. Trustee Gustafson moved to approve the Treasurer's Report as presented. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays- None

Abstain- None

Absent- None

## **6. Chief's Report**

- a. Station 1 Update- The Chief reported the work at St. 1 is progressing well. The Chief stated that the update to the shower in the locker room have been completed, with updates to the kitchen, some interior painting and door card swipes still remain to be done. The Chief reported that he is looking into the purchase of a new stove and hand driers for the bathrooms.
- b. Station 2 Update- The Chief reported that there are still some minor issues to be taken care of at St. 2. The Chief reported that the door issues at the station have been resolved, but the station needs a radio communication system installed. The Chief stated that he is currently borrowing a communication system, and has been working with Andy from Kane Com who has quoted a price of \$7000 for the system. The Chief reported that the original quote was for \$20,000.
- c. Tollway Repeater- The Chief reported that there are issues with poor radio communications on the portable radios specifically on the tollway. The Chief stated that he has been working with Andy to purchase a repeater for each engine at the cost of \$3000. The Chief stated that these repeaters should help with the poor communications and would be coded to Apparatus Maintenance. The Chief stated that he would like to move forward with this purchase. Trustee Thompson stated that he agreed with moving forward with the purchase with no opposition from other Board members.
- d. Staffing Update- The Chief referred Board members to the Monthly Report which indicated the days that overtime was paid out last month. The Chief stated that the overtime was

due to the lack of medics and/or engineers. The Chief reported that currently there is one fulltime firefighter not able to work due to an injury and another full-time firefighter off for the loss of a family member. The Chief stated that he has had to close St. 2 twice since it's opening due to staffing, and will have to close the station on Saturday due to a department member's wedding. The Chief stated that he is looking into hiring one more full-time member. The Chief stated that this employee would be put on a rotational schedule to work four 10-hour days, but would also be used for any openings. The Chief stated that he is working with Financial Director Remakel on the numbers and will present to the Board when finished. The Chief reported that the BOFC will work on an eligibility list to hire new full-time employees. The Chief stated that he is looking at Sycamore Fire Department's policies and procedures to see how their department schedules an employee on a rotational schedule.

- e. BOFC Update- The Chief referred the BOFC update to Chairmen Johnny Sengmany and James Larsen. Mr. Sengmany reported that the BOFC is making good progress and adopted by-laws on 7/31. Mr. Larsen reported that he has been in contact with the testing company and has requested a proposal. The testing company quoted a cost of \$5,950. The Chief indicated that there was \$20,000 in the budget for testing and finding his replacement.
- f. Trustee Packets (Election)- The Chief reported that one packet had been picked up by Bill Misner. The Chief asked if there should be advertising for the open positions. Trustee Thompson stated that advertising for BOT positions has not been done in the past.
- g. 140 S. State St. Haz Mat Update- The Chief reported that the department's claim has been denied by the State's Attorney, but the District Attorney was drafting a new letter. The Chief reported that there would be no option if the claim was again denied, which would result in an \$18,000 loss to the District.
- h. Development Update- The Chief reported that 1 commercial and 22 residential permits were issued in August, which amounts to over 100 permits issued for the year. The Chief stated that the industrial building at Rt. 20 and Big Timber Road had begun.
- i. Blonskij Probation- The Chief recognized Chris Blonskij for completing his probation. The Chief also recognized Chris for a recent EMS call involving an infant respiratory arrest. The Chief explained that after Chris and his crew treated the infant, it was suggested to the parents by Chris to purchase an apnea monitor to alert them in the event of respiratory issues in the future. A few days later, the same crew responded to the home again for a child in respiratory distress, and upon arrival to the home, the parents informed Chris that they were alerted of the infant in distress by the monitor that they had purchased at his suggestion.
- j. Hose Cart Ceremony- The Chief reported that the 1890 hose cart is complete and in place at St. 2. The Chief stated that he would like to hold a ceremony to recognize the Bannerman and Herrmann families for their contributions and work on the cart. The Chief stated that the ceremony will be held on Tuesday September 24<sup>th</sup> at 6:00 p.m.
- k. Village Tornado Siren- The Chief reported that the Village will need to put up 2 additional tornado sirens due to growth within the Village. The Chief reported that the Village has

approached him to use St. 2 as a potential site for one of the two sirens. The Chief stated that this area was a desirable location because there was no need for architectural work to be done and the proximity of schools and new subdivisions, and the other siren was being considered in the area of Harmony and Kelley Rds. The Chief stated that the Village would be paying for all installation fees. The Board stated that they agreed to the installation of the siren on St. 2 property, but discussed the Village's unwillingness to work with the fire department on permit fees for St. 2. The Board decided that the allowing the Village to place the siren at St. 2 would be in the best interest for the community and approved the request.

- l. Federal Funding Update- The Chief reported that he has been contacted by Foster and has been told that the department should be receiving the full amount of \$1,000,000. The Chief stated that if the money is received, he is proposing continued improvements at St. 1 and estimated the cost of the improvements to be \$195,000. The Chief reported that the improvements to consider would be new flooring in the Chief's and Jody's offices, an Air Vac System, a new parking lot, updates to the bay floor and a new workout room at St. 1. The Chief reported that he would like to look into purchasing the training container, as the Village approved the property. The Chief stated that Tower 1431 is 23 years old, and will need to be replaced. The Chief stated that he is hoping to split the purchase with Pingree Grove. Trustee Gustafson asked if the money from Foster could be used to pay off the loan that was taken out for the purchase of the new engine. The Chief and Financial Director Remakel stated that no loan was ever taken out.
- m. HHS Football Agreement- The Chief reported that he is working with District 300 in the attempt to collect fees for high school football stand by. The Chief stated that the police are paid to stand by at large group events at the school and feels that the fire department should be compensated as well. The Chief stated that the department is getting busier with multiple calls while crews have been on stand-by, which then results in mutual aid ambulances called to cover the games. Trustee Gustafson asked if other schools in the District also collected fees for football stand by. The Chief stated that there were no schools collecting money for EMS stand by.
- n. Update to Fire Marshal Policy- The Chief presented the updated policy to the Board. The Chief stated that he has added a uniform budget and 3 paid sick days to the policy.
- o. Monthly Report- The Chief reviewed the report with the Board. The Chief stated that instances with multiple calls is increasing, along with night calls. Trustee Gustafson questioned if both ambulances were taking the calls when there were multiple calls in progress. The Chief stated that both ambulances were responding to these calls. The Chief reported a significant gas leak in a townhome which resulted in the evacuation of 6 units with 3 people being treated at the scene.
- p. New Engine/Ambulance Update- The Chief reported that the new engine is now expected to be delivered in March or April of 2025, and the new ambulance's anticipated delivery is May 2025.

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

- a. Monthly Training Report- The Deputy Chief reported that the department completed 800 training hours in the month of July. The Deputy Chief reported that each shift did a walk-through of the high school and trained on EMS skills.
- b. ISO Update- The Deputy Chief reported that all paperwork has been submitted and confirmed received for the ISO Audit. The Deputy Chief reported that response could take up to 6 months.
- c. Discussion and Approval of GEMT 2025 Intergovernmental Agreement- The Deputy Chief reported that the agreement requires signatures in order to participate in the GEMT program. Trustee Gustafson motioned to approve the agreement. Trustee Saunders seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays- None

Abstain- None

Absent- None

## **8. Correspondence-**

- a. There was none

## **9. Old Business-**

- a. There was none

## **10. New Business-**

- a. Approval of Jr. Whips Agreement- Trustee Heine motioned to ratify the agreement that was discussed and approved at the August meeting. Trustee Saunders seconded the motion and it was passed by all those present.
- b. Discussion and Approval of Hampshire Park District Presentation- The Chief stated that the Park District asked to give a presentation to the Board at the October meeting. Trustee moved to approve the Park District's presentation at the October meeting. Trustee Thompson seconded the motion and it was passed by all those present.

## **11. Trustees Comments-**

- a. There was none

## **12. Public Comments-**

- a. There was none

**13. Closed Session-**

- a. Trustee Gustafson moved to enter closed session for the purpose of discuss the Chief's position. 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 18:42.

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

Nays- None

Abstain- None

Absent- None

**14. Motion to take action based on closed session-** No action was taken.

**15. Oath of Office-** Trustee Thompson administered the Oath of Office to Dave Burgdorf at the beginning of the meeting.

**16. 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 18:43.