

Hampshire Fire Protection District

Board of Trustee Meeting

February 14, 2024 – 6:00pm

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present

Steve Gustafson – Present

Brian Pechtold – Present

David Scarpino – Present

Rick Heine – Absent

Administration:

Trevor Herrmann – Fire Chief

Eric Larson- Deputy Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

John DePauw, Joshua Morgan, Jennifer Misner,

Scott McBride, Tyler Ribandt, Carlos Aburto

3. The meeting opened with the pledge of allegiance.

4. Chief Herrmann asked to add Rt. 72 and Brier Hill Rd. and the Monthly Report to the Chief's Report. Deputy Chief Larson asked to add the Illinois Office of Inspector General site visit to the Deputy Chief's report.

5. Minutes

- a. Upon review of the December 13, 2023 Levy Hearing minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Pechtold seconded the motion and it was passed by all those present, with Trustee Scarpino abstaining from the vote.
- b. Upon review of the January 10, 2024 regular meeting minutes, Trustee Pechtold moved to approve the minutes as presented. Trustee Pechtold seconded the motion and it was passed by all those present, with Trustee Scarpino abstaining from the vote.
- c. Upon review of the January 10, 2024 closed meeting minutes, Trustee Pechtold moved to approve the minutes as presented. Trustee Gustafson seconded the motion and it was passed by all those present, with Trustee Scarpino abstaining from the vote.

6. Treasurer's Report

- a. Upon review of the warrant list, there were no questions. Trustee Scarpino moved to approve the January warrant list in the amount of \$401,145.79, which included the Annual District Contribution into the Pension Fund in the amount of \$136,491.00. Trustee Gustafson

seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes - Steve Gustafson, Brian Pechtold, , Tim Thompson, Trustee Scarpino

Nays – None

Abstain – None

Absent- Rick Heine

- b. Upon review of the Financial Report, Trustee Pechtold moved to approve the December financials as presented. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes - Steve Gustafson, Brian Pechtold, Tim Thompson, Trustee Scarpino

Nays – None

Abstain- None

Absent- Rick Heine

7. Chief's Report

- a. Disaster Plan Update- The Chief reported that this will be part of his Organizational Plans Presentation.
- b. 140 S. State St. Haz Mat Update- The Chief reported that he has been working with the Department attorney, with the issue still not moving forward. The Chief spoke with the owner of the business who stated that he was not back in business and was currently working with his insurance company to resolve the matter, and will keep in contact with the Chief with any updates. The Chief reported that the business owner is fully aware that the District had to pay out the responding units.
- c. New Engine Update- The Chief reported that the delivery of the new engine is slated for May 2nd. The intention is to have the engine in service sometime in June after employees are fully trained on the apparatus.
- d. Station 2 Update- The Chief reported that the work at Station 2 is progressing well. The interior walls have been drywalled and painting has begun. The Chief reported that everything remains on track to have the building handed over to the District on April 22nd, and he will now work on staffing.
- e. Development Update- The Chief reported that all of the Ryan and D.R. Horton lots have been sold and the Prairie Ridge subdivision is in the next phase. The Chief also reported that an industrial building at Rt. 20 and Big Timber Rd. has been zoned and approved with building to begin.
- f. BOFC Application Approval- The Chief presented a draft copy of the BOFC application. After review of the application, Trustee Pechtold moved to approve the application as presented. Trustee Gustafson seconded the motion and it was passed unanimously by all those present.

- g. BOFC Nominee Suggestions- Trustee Gustafson inquired as to a way to get the applications out to the public. Trustee Thompson stated that he would have suggestions for appointees, however due to upcoming vacancies on the BOT, he would like to keep these individuals to possibly fill the vacancies for the BOT. After discussion, it was decided to post the need for applicants on the department Facebook page.
- h. Casualty/Property Insurance Update- The Chief reported that he has met with the broker from Railside Citrus. In March the renewal would be increased 3% to amount to a \$2,100 annual increase. The Chief reported that he had increased the value of each apparatus and added Station 2.
- i. Coffee with the Chiefs- The Chief reported that he and Hampshire Police Chief Pann would be meeting with the public at the Hampshire Social on March 6th at 9 a.m.
- j. Rutland-Dundee Auto Aid Agreement- The Chief reported he has been working with Rutland-Dundee Fire Chief Thomas on the agreements. An agreement for each department to supply a Tender for any rural structure fire, along with a "Special District Response" for Rutland-Dundee FD to respond to any fire alarm, smoke investigation or structure fire to the Midwest Recycling Plant on Brier Hill Rd. is now in place.
- k. Impact Fee Request- The Chief reported that there is currently \$80,000 in Impact Fee money, and suggested that the Fire Department requests the money from the Village. Trustee Scarpino moved to authorize the request, Trustee Gustafson seconded the motion and it was passed unanimously by all those present. Chief Herrmann will develop the letter and send to the Village with the request.
- l. PTO (PLAWA) Policy- The Chief reported that the policy was sent to the District Attorney to review and formatting. The policy states that all part-time personnel will receive 1 hour of PTO for every 40 hours worked to not exceed 40 hours per year. Trustee Gustafson moved to approve the policy as presented. Trustee Scarpino seconded the motion and it was passed unanimously by all those present.
- m. Additional- The Chief reviewed the Monthly and Annual reports to the Board. The Board was impressed with the details of the reports. Trustee Gustafson questioned if the department was billing a resident for frequent visits to the home for assistance in and out of his home for doctor appointments. The Chief stated that the resident was not being billed as he felt that the assistance was preventative measures to ensure the resident's safety.
- n. Additional- The Chief reported that the State is moving forward with the installation of a traffic light at Rt. 72 and Brier Hill Rd. The State has asked the Fire Department to pay \$10,500 for the purchase of a pre-emption light to be installed at this location, the Chief signed the agreement for the purchase. The Village will not assist in the purchase. The Chief stated that Pingree Grove does not pay for any pre-emption lights. The Chief also reported that he had recently suggested in a letter to the State that instead of a traffic light at this location, a round-a-bout should be considered. Trustee Gustafson suggested to contact the State Representative or Senator on this matter. The Chief stated that he will reach out.

8. Deputy Chief's Report-

- a. Monthly Training Report- The Deputy Chief reported that the department had completed 1,580 training hours in January, which included 8 personnel attending an in-house FAE course taught by Deputy Chief Larson and other full-time staff. The Deputy Chief also reported that the 5 members that were sworn in last month have completed orientation. Chief Herrmann and Deputy Chief Larson held Monthly Officer's Training which reviewed RIT scenarios.
- b. Medicaid Site Visit- The Deputy Chief reported the District had recently renewed the vehicle EMS licenses with IDPH, which triggered an alert with Illinois Medicaid. A newly introduced program for departments collecting money from Medicaid requires a "site visit" to be completed every 5 years. The visits are done virtually with the Illinois Office of Inspector General. Paramedic Billing will also be on the call and will assist the Deputy Chief if need be.
- c. CMS Audit- Deputy Chief Larson reported that because the department collects money through the GEMT Program, we are subject to periodic audits, which are done approximately every 3-5 years with this being the year we were chosen. The due date of the audit is April 30th and includes over 150 detailed questions.

9. Correspondence-

- a. The Chief reported that Aaron Siegmann resigned from the department.
- b. The Chief reported he had received an appreciation letter from the Sycamore Fire Department for the recent coverage that we provided after a member of their department had passed.
- c. The Chief reported that Lauren Schumacher had provided a thank you card and snacks to the department in appreciation for our service.

10. Old Business-

- a. There was none

11. New Business-

- a. There was none

12. Trustees Comments-

- a. Economic Interest Update-Financial Director Remakel reminder members to watch for an upcoming email from Kane County regarding the Economic Interest Statement. This statement must be completed unless one was already done for another agency in Kane County. Ms. Remakel informed Board members to let her know if they don't receive the email.

13. Public Comments-

- a. Ms. Remakel asked if the Fire Department would like to do a presentation to the community at an upcoming Township Meeting.

14. Closed Session-

- a. Trustee Gustafson motioned enter closed session for the purpose to discuss personnel and legal matters. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:55.

Ayes- Steve Gustafson, Brian Pechtold, Tim Thompson, David Scarpino

Nays- None

Abstain- None

Absent- David Heine

- b. Upon a roll call vote, the Board returned to open session at 19:05.

- 15. Motion to Adjourn-** Trustee Gustafson motioned to adjourn the meeting. Trustee Scarpino seconded the motion and it passed by all those present. The meeting was adjourned at 19:09.