

Hampshire Fire Protection District

Board of Trustee Meeting

June 12, 2024

1. Call meeting to order

2. Secretary – Roll Call

Tim Thompson – Present

Steve Gustafson – Present

Rick Heine- Present

Brian Pechtold- Present

Administration:

Trevor Herrmann – Fire Chief

Eric Larson- Deputy Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

Zack Rice, Martin Serrano, Connor Sardo,

Brett Bloomberg, Jaylen Mayfield,

Michael Mikolajski

3. Chief Herrmann asked to add the Richard Stading memorial donation to his monthly report. Trustee Thompson suggested that appointed Trustee Edwards Saunders be given his Oath of Office prior to the meeting to allow him voting rights for the meeting. All members agreed, and Trustee Thompson administered the Oath of Office for Trustee Saunders.

4. Minutes

- a. Upon review of the May 8, 2024 Budget 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 May 8, 2024 Regular Meeting minutes, it was noted that in Section 14B, Trustee Pechtold and Trustee Scarpino were marked as absent in the roll call vote. Both members were present for the meeting and roll call vote. Trustee Gustafson moved to approve the minutes as amended. Trustee Saunders seconded the motion and it was passed by all those present.
- c. Upon review of the May 8, 2024 Closed Meeting minutes, Trustee Gustafson moved to approved the minutes as presented. Trustee Pechtold seconded the motion and it was passed by all those present.

5. Treasurer's Report

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

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

Nays – None

Abstain – None

Absent- None

Ms. Remakel reported that due to the fact that the past month has been extremely chaotic, she was unable to complete the financials in time for the meeting. She did ask the board to sign new resolutions from the bank, restricting her access to verbal instructions with the bank.

6. Chief's Report

- a. Approve Legal Services Agreement- Ms. Remakel reported that the USDA loan requires a copy of the Legal Services Agreement from the attorney. She asked Shawn to provide an agreement and is requesting the Board to approve and sign. She will need this in the event the District moves forward with the loan. Trustee Gustafson moved to approve the Legal Services Agreement as presented. Trustee Saunders seconded the motion and it was passed by all those present.
- b. Approval to purchase Engine (USDA purposes)- Ms. Remakel stated that the Board had already approved the engine, but the USDA's public notice requirements needed to be met so it had to be on the agenda again for the purposes of the loan application. Trustee Gustafson motioned to approved the purchase of the engine not to exceed \$780,000. 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, Brian Pechtold, Rick Heine, Edward Saunders

Nays- None

Abstain- None

Absent- None

- c. New Engine 1411 Status- The Chief reported that he, Deputy Chief Larson and Lieutenant DePauw had visited the factory in Florida last week for the final inspection of the engine. The Chief stated that there was a small list of corrections to be taken care of. The Chief reported that the engine should be delivered the week of June 20th, and after equipment placement and training, the engine will be in service in July.

- d. 1402 New Vehicle Status- The Chief reported that vehicle 1402 is now in service, but will be going out for decals in the next week. The Chief stated that he is very happy with the outcome of the vehicle.
- e. Station 2 Update- The Chief reported that St. 2 has been open and running calls since May 23rd. The Chief reported that expenditures for St. 2 should significantly decrease going forward. The Chief stated that he was extremely happy with the dedication ceremony.
- f. Station 1 Work Update- The Chief reported that he has done some revisions to the updating at St. 1, with work be done on the current shower and Officer's bunk room.
- g. BOFC Training Date- The Chief reported that Shawn will be meeting with the BOFC on June 18th to complete training, and invited all BOT members to attend.
- h. Federal Funding (Foster) Update- The Chief reported that he had received a phone call from Foster, who informed him that the application looked great, and that the application was being submitted. The Chief stated that the Village is also receiving the funding as well, according to the Village Manager. The Chief stated that this money will be used to purchase the 2nd engine and instead of getting a loan from the USDA.
- i. 140 S. State St. Haz-Mat Update- The Chief reported that he and Deputy Chief Larson had a phone conversation with the attorney and were informed that they would not be able to do a small claims lien and would need to go to trial. The attorney stated that since the statute does not allow the District to sue for legal fees, it would be cost prohibitive to go to trial. The attorney suggested to the Chief that he contact the State's Attorney to file with the State Fire Marshall to collect the maximum allowed of \$10,000. Trustee Gustafson asked what the amount was that had been paid out to responding departments. The Chief reported that the total was \$12,000. The Board agreed to the plan to submit a claim with the State Fire Marshall for the \$10,000. The Chief also stated that the business is being sold.
- j. Development Update- The Chief reported that commercial growth is slowing down. The Chief reported that he is expecting an annexation for the RV Park, and the Shireland property has one prospect at this time. The Chief stated that the Neon Cow, RR BBQ, and a barber shop will be opening soon, and there are buyers for the dentist office on State St. and Dreymler. The Chief reported that the property at Rt. 20 and Big Timber Rd. is almost ready to get started, and has a builder for 250 homes. There were 13 permits issued in May and 49 homes built this year.
- k. Monthly Report- The Chief and BOT reviewed the report. The Chief stated that since opening, St. 2 has responded to 58 calls, with 30 of those calls being in their district. Due to opening of Station 2, the response times for calls in their responding district went from 8:15 to 4:35.
- l. Richard Stading Memorial Donation- The Chief reported that \$100 had been donated in memory of Richard Stading from his family.

7. Deputy Chief's Report-

- a. Monthly Training Report- The Deputy Chief reported that the department has completed 1,111 training hours for the month of May. The Deputy Chief reported that FF Serrano attended 80 hours of HazMat Technician Class, FF Morgan and FF Black completed 40 hours of Vehicle Machinery Operations Class, Fire Inspector Clauss attended NIMS 400 class, and Lt. Rice received state certifications in Basic Company Officer, Incident Safety Officer and FSVO. The Deputy Chief reported that the monthly officer training consisted of two station responses.

8. Correspondence-

- a. There was none

9. Old Business-

- a. There was none

10. New Business-

- a. Balloting for Positions- Trustee Gustafson stated that balloting is done every 2 years but feels that it is not necessary as Trustee Scarpino didn't hold a position, and that positions should remain the same. Trustee Heine moved to approve keeping the positions the same. Trustee Saunders seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

Nays- None

Abstain- None

Absent- None

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 personnel. 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 18:21.

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 18:28.

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

Nays- None

Abstain- None

Absent- None

14. Trustees Comments-

- a. Trustee Gustafson thanked everyone for their work at the St. 2 Dedication. Trustee Gustafson moved to recess the meeting until the Oaths of Office. Trustee Saunders seconded the motion and it was passed by all those present. The meeting was recessed at 18:30. Trustee Pechtold moved to return to open session at 19:00. Trustee Gustafson seconded the motion and it passed unanimously by all those present.

15. Oath of Office-

- a. Trustee Thompson read the Oath of Office to promote and appoint the following:
 - David Ramirez to the rank of Lieutenant
 - Mark Clauss to the rank of Fire Marshal
 - Edward Saunders to the Board of Trustees
 - James Larsen, Johnny Sengmany and Kohlman Steuber to the Board of Fire Commissioners

- 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 19:30.

Next regular meeting- Wednesday July 10, 2024