

BOARD OF TRUSTEES
BOARD OF TRUSTEE MEETING AGENDA
6:00PM – Wednesday, March 9th, 2021
Meeting Location: 202 Washington, Hampshire, IL

1: Call meeting to order

2: Secretary - Roll Call: Steve Gustafson
Rick Heine
Brian Pechtold
David Scarpino
Tim Thompson

A. Staff Present:
B. Employees Present:

3. Request for additions or deletions to the agenda (discussion only, no action or finality may be taken) –

4. **Minutes:**

a. Approval of the February 9, 2022 Special meeting minutes

Motion stated: _____

Motion: _____ Second _____ Aye___ Nay___

b. Approval of the February 9, 2022 Regular meeting minutes

Motion stated: _____

Motion: _____ Second _____ Aye___ Nay___

6. **Treasurer’s Report**

a. Discussion and Approval of the February 2022 Warrant list

Motion stated: (Roll Call) _____

Motion: _____ Second _____

David Scarpino	Aye___	Nay___	Abstain___	Absent___
Tim Thompson	Aye___	Nay___	Abstain___	Absent___
Steve Gustafson	Aye___	Nay___	Abstain___	Absent___
Rick Heine	Aye___	Nay___	Abstain___	Absent___
Brian Pechtold	Aye___	Nay___	Abstain___	Absent___

b. Discussion and Approval of the February 2022 monthly financials

Motion stated: (Roll Call) _____

Motion: _____ Second _____

Tim Thompson	Aye___	Nay___	Abstain___	Absent___
Steve Gustafson	Aye___	Nay___	Abstain___	Absent___
Rick Heine	Aye___	Nay___	Abstain___	Absent___
Brian Pechtold	Aye___	Nay___	Abstain___	Absent___
David Scarpino	Aye___	Nay___	Abstain___	Absent___

c. Discussion and Approval of expense reimbursement to employee or official of the District

Motion stated: (Roll Call) _____

Motion: _____ Second _____

Steve Gustafson	Aye___	Nay___	Abstain___	Absent___
Rick Heine	Aye___	Nay___	Abstain___	Absent___
Brian Pechtold	Aye___	Nay___	Abstain___	Absent___
David Scarpino	Aye___	Nay___	Abstain___	Absent___
Tim Thompson	Aye___	Nay___	Abstain___	Absent___

d. Set budget hearing date -

Motion stated: _____

Motion: _____ Second _____

e. Approval to transfer budgeted District Pension contribution

Motion stated: _____

Motion: _____ Second _____

f. Approval to transfer budgeted transfer to Equipment fund

Motion stated: _____

Motion: _____ Second _____

g. Approval to transfer budgeted transfer to Operating fund from Building fund.

Motion stated: _____

Motion: _____ Second _____

7. Old Business

a. Staffing update – PT Hires

b. FF injury update

c. Extrication tool purchase status - bid

d. New engine update

e. Development update

f. Adoption of Ordinance No. 2022-07, an Ordinance providing for and requiring the submission of the proposition of issuing fire protection bonds to the voters of the Hampshire Fire Protection District, Kane and DeKalb Counties, Illinois, at the General Primary Election to be held on the 28th day of June, 2022.

Motion stated: (Roll Call) _____

Motion: _____ Second _____

Steve Gustafson	Aye___	Nay___	Abstain___	Absent___
Rick Heine	Aye___	Nay___	Abstain___	Absent___
Brian Pechtold	Aye___	Nay___	Abstain___	Absent___
David Scarpino	Aye___	Nay___	Abstain___	Absent___
Tim Thompson	Aye___	Nay___	Abstain___	Absent___

g. Adoption of Ordinance No. 2022-08, an Ordinance of the Hampshire Fire Protection District, Kane and DeKalb Counties, Illinois, providing for and requiring the submission of a public question to increase the limiting rate to be submitted to the voters of the District at the General Primary Election to be held on the 28th day of June, 2022.

Motion stated: (Roll Call) _____
Motion: _____ Second _____

Rick Heine	Aye___	Nay___	Abstain___	Absent___
Brian Pechtold	Aye___	Nay___	Abstain___	Absent___
David Scarpino	Aye___	Nay___	Abstain___	Absent___
Tim Thompson	Aye___	Nay___	Abstain___	Absent___
Steve Gustafson	Aye___	Nay___	Abstain___	Absent___

h. Historical society program report

8. Chief's Report

- a. 1431 repair updates
- b. 1437 pump sale
- c. Strategic plan presentation
- d. Record retention
- e. Pingree Grove plan discussion
- f. Station change discussion
- g. Monthly report

9. Deputy Chief's Report

- a. OSFM Reimbursement
- b. Intern report
- c. Grant updates
- d. Monthly training report

10. New Business

- a. Discussion regarding Pingree Grove plan

11. Correspondence -

- Pingree Grove fire
- Bartlett fire
- Tomaselli resignation

12. Public Comment (see sign-in sheet)

13. Board of Trustee Comments

- Economic interest statement
- Reservation for Cherry Valley training

14. Closed Session

a. For purpose of: Review of closed minutes

Motion stated: (Roll Call) _____

Motion: _____ Second _____ Time: _____

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

b. Motion to return to open session: (Roll Call) _____

Motion: _____ Second _____ Time: _____

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

15. Motion to take action based on closed session

Motion: _____

First: _____ Second _____ Aye ___ Nay ___

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

16. Motion to adjourn:

Motion: _____ Second: _____ Aye ___ Nay ___ Time: _____

Notice:

Next regular meeting – April 13, 2022 – 6pm

- **Cherry Valley – March 26th**
- **Awards Dinner – June 10th – 6pm**

Hampshire Fire Protection District

Board of Trustees

Minutes, February 9, 2022

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, Jody Remakel

Staff Present: Lt. Rice, FF Jordan, FF Serrano,

3. Changes or additions to the agenda. – The Chief asked to add a discussion about the fire station compressor and an employee departure.

4. Minutes –

- a. **Approval of January 12, 2022 Regular meeting minutes** - Trustee Gustafson moved to approve the minutes of the January 12, 2022 regular meeting with a correction to the date to reflect the meeting date of January 12, 2022. Trustee Heine seconded the motion and it was approved.

5. Treasurer's Report

- a. **Approval of the January warrant list** – Trustee Scarpino moved to approve the January 2022 Warrant list for the amount of \$172,253.33. Trustee Gustafson seconded the motion and a roll call vote was taken.

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

- b. **Approval of the January 2021 financials** – Trustee Heine moved to approve the January 2022 financials. Trustee Pechtold 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. **Discussion and approval of the Sikich Engagement letter for FY22.** – Ms. Remakel reported that with the new engagement letter, the cost of the audit would be increasing \$265 for the district audit, \$60 for the Pension audit, and \$45 for a GATA statement if it was needed. Trustee Gustafson moved to approve the engagement letter from Sikich for the audit of the fiscal year 2022. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.

6. Old Business

- a. **Staffing update** – Chief Herrmann reported that the district was staffed with only 4 people 75% of the month, therefore there was a lot of overtime needed to cover many of the shifts. He also reported that the new hires are in the process of orientation. Once settled in, the black and red shifts should be well covered, but the gold shift will need engineers and paramedics.
- b. **FF Injury update** – The Chief informed that Board that the FF that was injured in 11/5/21, is not improving and will be going for an MRI.
- c. **Extrication tool purchase status**– The Chief informed the board that they will be purchasing the extrication equipment using the IPRF grant of just under \$10,000. The remainder of the cost will come from excess monies in the capital purchases line item. They will be using the Houston/Galveston consortium for the purchase.
- d. **New engine arrival** – The Chief reported that the new engine has arrived. They have begun drivers training. Pierce will be out to complete training, and then they expect to have it in service in March. The employees would like to have a ceremony to put it into service.
- e. **Development update** - The Chief provided a report of the upcoming development that is expected to come into Hampshire based on a recent meeting with the Village Manager.
- A bio-fuel development is expected to break ground in 2023 at Rt 20 an Higgins.
 - A developer referred to as the “Yukon” is deciding between Hampshire and Belvidere for a 1.5million square foot development which is expected to bring 3000 jobs to the area. It appears that Hampshire is currently in the lead for the development and if successful, it will be located at Shireland.
 - The Brier Hill ventures is expected to have their 1st building up later this summer.
 - The Van Vlissigen development at Rt 20 and Big Timber for 400 acres in 2023
 - The land north of PetAg has been sold to a developer.
 - D.R. Horton has finalized the agreement for 139 townhomes for the end of Kelley Road. They expected to start building those in July and August. They will be fully sprinklered.
 - They are expecting a logistics development at 20 & Gast in the spring that will be on 84 acres.
 - Lennar has already started working on 9 homes in the Tamm’s Farm development.
 - The apartment complex that was proposed at 72 & Romke is now looking for other land to development within Hampshire. That location is going to be zoned as commercial with a few fast-food restaurants planning on going in there.
 - Another development of townhomes is expected to go up at Allen and State in the municipal development.

- The 1st phase of the development south of Big Timber and Lakewood will have 250 homes to be slated for 2023. The 1st phase will be built in the Hampshire Fire Protection District.

7. Chief's Report –

- a. **W.R. Meadows explosion** – The Chief provided a summary of the explosion that occurred at W.R. Meadows on 1/21/22, killing one employee and seriously injuring another. The explosion has obviously generated FOIA's and subpoenas, it has also brought to light some issues with KaneCom and dispatching issues that were addressed. Overall, he was very proud of the department and their response.
- b. **Historical society program** – The Chief reported that the Historical society will be hosting a history of the Fire District on February 24th, at 7pm. Trustee Gustafson and former department member Paul Tegtmeier will be part of the presentation.
- c. **Liability insurance renewal** – The Chief reported that he has met with insurance broker and the cost of the liability insurance will be increasing \$1,000 for the same coverage.
- d. **Sherman's call of the year** – Sherman's EMS coordinator came to the meeting to present the district and employees with their Call of the Year award. Those recognized were FF Feyl, FF Letheby, FF Steuber, and FF Thompson. The EMS coordinator reported that thanks to the lead paramedic's decision to initiate a med, helped give the individual a greater chance of survival.
- e. **Genoa auto aid agreement** – The Chief informed the Board that Genoa's Fire Chief had requested that Hampshire Fire response to auto aid calls with a truck and chief or ambulance when they are facing a call requiring multiple ambulances. He informed the Board that Genoa has been providing auto aid to Hampshire for over 20 years and they too, are facing staffing issues as well. The Chief stated he has approved the agreement.
- f. **2021 Final report** – The Chief reviewed the 2021 final report.
- g. **Monthly report** – The Chief reviewed the January 2022 report with the Board.
- h. **Station compressor** – The Chief informed the Board that the station compressor has broken. It required \$2,500 in repairs.
- i. **Departure of Employee** – The Chief reported that Anthony Saccomanno who has been a permanent part-time employee has recently been offered a full-time position with South Elgin. His last day was the day of the meeting. Unfortunately, South Elgin is a department that does not allow their employees to continue to work at other departments, so he will not be returning after his probationary period.

8. Deputy Chief's report –

- a. **Surplus equipment approval**– Deputy Larson asked the Board to declare the remaining parts of the old compressor and 2 old EMS scoop structures as excess equipment. Trustee Gustafson moved to approve the equipment as surplus equipment. Trustee Heine seconded the motion and it was approved unanimously by all those present.
- b. **Grant updates** – The Deputy reported that they have submitted a grant application for radio replacement. He has not heard back from them. He has also reported that he just submitted an application for the SAFER grant for 3 new employees.

- c. **Monthly training report** – The Deputy reported that there were 863 training hours in January. FF Morgan and Serrano both completed an acting officer class and they have started an officer development course to be taught monthly.

9. New Business –

- a. **Annual Awards dinner** – The Chief inquired if the Board was interested in having the Annual awards dinner in June. The dates available were June 3rd and June 10th. The Board was in agreement with the 10th of June. **Correspondence** – There was none.
- b. **Discussion following financing presentation** – The Chief informed the Board that he was of the opinion that the district has outgrown the current station. They are in short part-time employees, storage and space for the admin and staff. With the likelihood that a station would not be built until 2025 he would like to engage the architect for modifications to the new station to add a training room. Additionally, regardless if they are able to pass a referendum, they are going to need a second referendum to for staffing. Trustee Thompson agreed that it does not look good to build a station that they cannot staff. The Chief stated that of the 26 people that attended the presentation all agreed that it was time to move forward in building a new station. Trustee Scarpino commented that he was in favor of running a referendum. The Chief stated that once the new station is complete, he would like to staff the south station with 2 full-time and 2 part-time employees and the north station with 2 full-time and 1 part-time employees. He reported that South Elgin just put forth a referendum for 2 new stations and staffing it and did pass. Board was in agreement with putting the 2 referendums on the agenda for approval.

10. Public Comment - There was none.

11. Board of Trustee Comments –

12. Closed Session for review of the Closed minutes - This item was tabled.

13. Adjournment – There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Scarpino seconded the motion and the Board adjourned at 19:04.

Secretary

Hampshire Fire Protection District
Board of Trustees
SPECIAL MEETING
Minutes, February 9, 2022

1. Welcome

2. Call to Order

The meeting was called to order with the pledge of allegiance at 5:30 p.m.

3. Roll Call

Board Members present: Tim Thompson, President
 Brian Pechtold, Secretary
 Steve Gustafson, Treasurer
 David Scarpino, Trustee
 Rick Heine, Trustee

Administration: Deputy Chief Larson
 Jody Remakel

4. Eric Anderson from Piper Sandler provided a presentation to the Board regarding the potential of issuing a bond for the building of a 2nd station.

There was discussion about the rates of interest. Mr. Anderson responded that the interest rate would be determined based at the time. His current quote of costs includes rates at 3% and 3.25%. If the Board does a note, it would be a little more, but they can lock the rate in when they are ready. If the Board decides to run a referendum for a bond, then the rate could be locked up in 30-60 days within approval of the referendum.

There was discussion regarding the term of the notes vs. the bond. Mr. Anderson responded that the note could be over a period of 25 years, whereas a bond would be over the period of 20 years.

There was discussion regarding the timeline to add a question to the upcoming election. The Chief responded that it needed to be approved and submitted to the county by April 11th.

The Board requested that decision for a referendum should would be discussed further in the regular meeting, but asked that question be added to the March agenda for approval.

5. Trustee Gustafson moved to adjourn the hearing. Trustee Heine seconded motion. All ayes, motion carried.

APPROVED:

President

Secretary

Hamp Fire Prot Dist
Balance Sheet
As of December 31, 2021

ASSETS	12/31/21	
OPERATING FUNDS		
Checking		
H.R.A. Account	15,378.04	
Checking - Heartland	16,461.15	
	31,839.19	
Debit Card		
Heartland	630.10	
Reserves		
5th 3rd Brokerage interest	-	630.10
Monies due Capital fund from brokerage	-	
Hinsdale - Ambulance billing	-	
	-	
Allocation of Operating Reserves		
Donations	9,005.50	
FFITB	48,249.86	
Village Classification fees	3,883.95	
Village Impact fees	-	
Village Transition fees	69,165.06	
Operational Reserves	1,784,503.17	
	1,914,807.54	
Total OPERATING FUND ACCOUNT		1,947,276.83
CAPITAL FUND ACCOUNT		
CD Account		
Capital funds - Heartland	303,176.40	
2020 - Brokerage MM	454,086.92	
2022 - Capital One 4/2 1.35%	227,727.00	
2022 - First State Bnk 7/22 .55%	225,000.00	
2023 - 1/17 Wells Fargo 1.90%	231,813.00	
Monies due from Operating	10,000.00	
Total CD Account	1,451,803.32	
Allocation of Capital funds		
Equipment Replacement Fund	776,978.78	
New Building & Equipment Fund	661,126.53	
Accrued Interest	4,158.01	
CD Unrealized gain/(losses)	9,540.00	
MASTER FUND ACCOUNT - Other	-1,441,803.32	
	1,451,803.32	
Total CAPITAL FUND ACCOUNT		1,451,803.32
TOTAL ASSETS		3,399,080.15

Hamp Fire Prot Dist
Balance Sheet
As of December 31, 2021

LIABILITIES & EQUITY

Current Liabilities

Deferred Income 0.00
Accounts Payable* 0.00

Total Accounts Payable 0.00

Payroll Liabilities

457 liab from Employee checks 0.00
Employee contrib to H.S.A. 0.00
Pension Liab With to Old 2nd 0.00
AFLAC Ins. Payroll Deduction 0.00
Liberty Mutual 1,029.96
Union Dues 0.00
IMRF withholding 0.00

Total Payroll Liabilities 1,029.96
1,029.96

Equity

Retained Earnings 1,908,576.36
30000 · Opening Balance Equity 361,551.89
Net Income 1,127,921.94

Total Equity 3,398,050.19

TOTAL LIABILITIES & EQUITY

3,399,080.15