

# Hampshire Fire Protection District

## Board of Trustee Meeting

March 13, 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 – Present

Administration:

Trevor Herrmann – Fire Chief

Eric Larson- Deputy Fire Chief

Sheri Stadie - Captain

Jody Remakel – Financial Director

Staff Present:

Brian Marlowe, Dave Ramirez, Joshue Morgan

3. The meeting opened with the pledge of allegiance.

4. Chief Herrmann asked to add an award from the DuPage 100 Club and John Rufo resignation from the department to the Chief's Report.

### 5. Minutes

- a. Upon review of the February 14, 2024 regular meeting minutes, Trustee Gustafson moved to approve the minutes as presented. Trustee Scarpino seconded the motion and it was passed by all those present.
- b. Upon review of the January 10, 2024 closed meeting minutes, Trustee Gustafson moved to approve the minutes with amendments. Trustee Pechtold seconded the motion and it was passed by all those present.

### 6. Treasurer's Report

- a. Upon review of the warrant list, there were no questions. Trustee Gustafson moved to approve the February warrant list in the amount of \$242,147.44, which included Station 2 expenses of \$60,973.23 and Equipment expenses of \$57,731.17. 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, Brian Pechtold, David Scarpino, Tim Thompson

Nays – None

Abstain – None

Absent- None

- b. Upon review of the Financial Report, Trustee Scarpino moved to approve the February financials as presented. Trustee Heine 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, David Scarpino, Tim Thompson

Nays – None

Abstain- None

Absent- None

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

- a. Dumoulin Farms, Gould Farms, Rosemary Kesse donations- The Chief reported that over \$13,000 in donation money has been received recently. Rosemary Kesse donated \$10,000 and donations from the Dumoulin and Gould Farms totaled over \$3000. Trustee Thompson inquired as what the money would be used for. The Chief stated that he plans to purchase a ventilation fan and saw for the new engine with a portion of the donation money.
- b. Memorial Money (Kriegel, Janz, Heine, Vogel)- The Chief reported that \$2,650 dollars have been collected from memorial donations, and Jodi Heine will be dropping of money from Randy Heine's memorial.
- c. Station 2 Status- The Chief reported that the construction is moving along well. The roof and siding are almost complete, along with the drywall and painting. The District is still scheduled to take possession of the new station on April 22<sup>nd</sup>. Board members will walk through the station before the April meeting at 5:15 p.m.
- d. Station 2 Dedication Discussion- The Chief stated that he would like to hold the Station 2 dedication on June 1<sup>st</sup>. The dedication would begin at 11:00 a.m. and will include speeches and a ribbon cutting with the Hampshire Chamber of Commerce. After the ceremony, there will be food trucks and station tours. The Chief stated that if any Board members would like to speak at the dedication to let him know so that he could add it to the agenda. Captain Stadie is heading up the committee to prepare the dedication.
- e. BOFC Applications- The Chief reported that the BOFC information had been posted on the department Facebook page. A total of 7 applications were picked up, with 5 fully completed and notarized returned. Further discussion on the BOFC applications will be done in the closed meeting session.
- f. 2024/2025 Budget Discussion- The Chief reported that the upcoming budget has many moving parts and will be presented at the April meeting. Board members will have a month to review the budget with the approval at the May meeting.
- g. Set Budget Hearing Date- Trustee Gustafson moved to approve the Budget Hearing on Wednesday May 8<sup>th</sup> at 5:55 p.m. Trustee Scarpino seconded the motion and it was passed unanimously.

- h. IDOT/Rt. 72/Brier Hill Update- The Chief reported that IDOT had reached out to him regarding his question on the payment of Pingree Grove's pre-emption lights. The Chief was informed by IDOT that the Village of Pingree Grove and the city of Elgin had paid for the light. IDOT also responded to the Chief's request to consider a round-a-bout instead of a traffic light at the intersection. IDOT reported that the cost would be approximately 4 million to install the round-a-bout, and there will be no money in the budget after 2029.
- i. Syverson Letter- The Chief reported that he had sent a letter to Senator Syverson regarding the potential traffic light at Rt. 72 and Brier Hill Rd. but has not yet had any response.
- j. Bureau Issue- The Chief reported that at a recent walk-through of a local nursery, it was found that there were 32 people living between the two homes that the nursery owns. The Chief stated that he is not comfortable with the amount of occupancy in the homes, although the homes do have exit lights, working smoke detectors and fire extinguishers and no additional heat sources. The Chief stated that he, Kane County Building Department and Inspector Clauss plan to meet with the business owners to discuss this matter. Due to this being a business, they may be able to move forward. Trustee Scarpino asked if there was documentation regarding the matter, and the Chief stated that Inspector Clauss has documented all findings. Trustee Scarpino suggested to provide a follow-up to the owners after the meeting to include the notes taken.
- k. IPRF Grant- The Chief reported that the grant money has been received. The money will be used to purchase extrication stabilizers which should be here within the next month.
- l. New Engine Discussion/Approval- The Chief reported that the current front-line engine, which is 18 years old has been concerning due to the cost of ongoing repairs. The Chief asked for consideration of the purchase of a new engine to replace the current one. The department Apparatus Committee looked at two engines after knowing that the price of a Pierce engine would cost 1 million dollars. The HME engine, with a price of \$625,000 offered no airbags or additions and there has been no response from the salesperson after the committee viewed the engine. The Alexis engine, with a price of \$780,000, does offer the airbag system and comes with a recommendation from the East Dundee Fire Protection District. The Chief stated that he would like to consider a purchase of the Alexis fire engine, and added that minor/preventative repairs could be done in-house at zero cost. Any additional repairs would be done at their shop in Alexis, Illinois, with no cost other than the possibility of a towing bill. The Chief stated that the engine would come equipped with a 1000 gallon water tank, front suction, EMS cabinet and stainless, which is basically everything that the committee was looking for in an engine. The engine will be painted to match the black over red color scheme. Trustee Thompson stated that he was no a fan of the Alexis engine due to electrical issues. Chief Herrmann stated that East Dundee Fire had reported no electrical issues with their Alexis engine and that a 7 year/100,000 mile electrical warranty is included in the price of the engine. The purchase will not need to be sent out for bids, as it is considered an emergency purchase. The Chief stated that a Letter of Intent for the purchase would need to be signed tonight. Ms. Remakel is looking into a loan in the amount of \$800,000 for the purchase of the engine and an additional \$300,000 for

Station 2 furnishings. Ms. Remakel stated that she is looking into a loan through the USDA. Other considerations would be leasing the engine through Alexis or using the Capital Funds, which would drain the account. Chief Herrmann informed the Board that once the new engine is in place, he would like to sell Engine 1413, instead of using it as a reserve engine, and using Tender 1421 as the primary engine in the event that one of the engines would be out for repair. Brush 1438 would chase any engine calls if this were to happen. Trustee Gustafson moved to approve the purchase of the Alexis engine. Trustee Scarpino 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, David Scarpino, Tim Thompson

Nayes—None

Abstain—None

Absent—None

- m. Development Update- The Chief reported that Lennar Homes will be attending the next Village Board Meeting for approval of an additional 136 homes to be built within the village limits, with all infro-structure in place, but outside of the Crown Properties. The Chief stated that he will be attending the meeting.
- n. Impact Fee Update- The Chief reported that the request for Impact Fees, totalling \$80,000 had been sent to the Village Manager. The Chief will be attending the Village Board Meeting.
- o. 2023 Final Report Discussion/Questions- The Chief asked the Board if there were any questions regarding his 2023 Final Report that was presented at the February meeting. Trustee Thompson stated that the report was very thorough and all were pleased with the presentation.

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

- a. Monthly Training Report- The Deputy Chief reported that a total of 1,333 training hours for the month of February had been completed. The in-house FAE class is completed. FF Black completed a Rope Operations course in Orland Park and four Fire Academy Interns from ECC have begun their ride time with the department.
- b. Grant Update- The Deputy Chief reported that the department had applied for a grant through Tran Canada Pipeline in the amount of \$35,000. The money will be used to purchase a set of extrication tools for Station 2. The Deputy Chief stated that extrication equipment is in the top tier of items that the grant is awarded for.
- c. Medicaid Audit- The Deputy Chief reported that he had completed a Medicare visit with Paramedic Billing and the Illinois Inspector General's Office. The Deputy Chief stated that after answering a few questions and showing pictures of items that the inspector had asked for, the visit passed with no issues. The Deputy Chief also completed the department's Medicare Revalidation with Paramedic Billing which is required every seven years. The Revalidation required confirming department information, questions on apparatus and a

\$700 fee. The Deputy Chief also reported that he is working on the CMS Medicaid audit which needs to be completed by March 31<sup>st</sup>.

**9. Correspondence-**

- a. The Chief reported that Trustee Heine and Trustee Scarpino will be recognized at the Annual Awards Night for 5 years of Trustee service. The Chief stated reminded the Board that he is waiting on responses for the awards night.

**10. Old Business-**

- a. There was none

**11. New Business-**

- a. FY24 Sikich Engagement Letter Approval- Ms. Remakel provided the Engagement Letter to the Board. Ms. Remakel commented that the cost would not exceed \$10,000 for the District and \$2,245 for the Pension Fund. There would be an additional \$1,700 if the District received any Federal grants.

**12. Trustees Comments-**

- a. There was none

**13. Public Comments-**

- a. There was none

**14. Closed Session-**

- a. Trustee Gustafson motioned enter closed session for the purpose to discuss personnel, BOFC, and contract negotiations. Trustee Scarpino seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present. The closed session meeting began at 18:27.

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

Nays- None

Abstain- None

Absent- None

- b. Upon a roll call vote, the Board returned to open session at 19:16.

- 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 19:27.