

Hampshire Fire Protection District
Board of Trustee Meeting
September 10, 2025

1. Call meeting to order
2. Secretary – Roll Call

Brian Pechtold – Present
Steve Gustafson – Present
Rick Heine- Present
Edward Saunders- Present
William Misner- Present

Administration: Eric Larson- Deputy Fire Chief
Sheri Stadie - Captain
Jody Remakel – Financial Director

Staff Present: John DePauw

Others Present: Diana Book- Laub Construction

3. Request for additions or deletions to the agenda- There were no requests for additions or deletions.

4. Laub Presentation

Ms. Book introduced herself, explaining she has assisted the Chief with the bid for the St. 1 exhaust system. Ms. Book stated that only one bid for the project had been submitted. It was from Airhawk in the amount of \$35,817.00. In addition, the removal of the existing Plymovent system will cost \$2,273.00. Ms. Book noted that this cost is within the budget. Trustee Pechtold asked what the estimate cost had been for the exhaust system. Deputy Chief Larson stated that the estimated cost was \$38,000.00. Trustee Misner moved to approve the exhaust system bid from Airhawk as presented. Trustee Saunders seconded the motion and a roll call vote was taken. The motion passed by all those present.

Ayes- Rick Heine, Brian Pechtold, Edward Saunders, William Misner, Steve Gustafson

Nays- None

Abstain- None

Absent- None

Ms. Book then presented the contractor pricing for the additional items in the proposed Station 1 to the Board. Those items included the fitness room, locker room, additional shower

as well as refresh to the administration offices. Ms. Book provided the quotes for each area of the projects. Bids are attached to the minutes.

5. Minutes

- a. Approval of July 9, 2025 Closed Meeting Minutes- Trustee Gustafson moved to approve the July 9, 2025 Closed Meeting Minutes as presented. Trustee Heine seconded the motion and it was passed by all those present.
- b. Approval of August 13, 2025 Regular Meeting Minutes- Trustee Misner moved to approve the August 13, 2025 Regular Meeting Minutes as presented. Trustee Gustafson seconded the motion and it was passed by all those present.

6. Treasurer's Report

- a. Approval of Revised May 21, 2025 Financials- Ms. Remakel stated that when she was working on preparations for the upcoming audit, she found a revision that needed to be made in recording an unrealized loss of a CD, and it did not impact the cash balances. Unfortunately, she was not able to prepare the updated report in time for the meeting. It would need to be tabled until October.
- b. Discussion and Approval of the August 2025 Warrant List- Upon review of the August 2025 Warrant List, Trustee Gustafson questioned the \$700.00 roof inspection. Ms. Remakel stated that the roof inspection had been budgeted in last year's budget. Trustee Heine moved to approve the Warrant List as presented in the amount of \$311,757.93. Trustee Misner seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

Ayes – Rick Heine, Brian Pechtold, William Misner, Steve Gustafson, Edward Saunders

Nays – None

Abstain – None

Absent- None

- c. Discussion and Approval of August 2025 Financial Report- Ms. Remakel stated that there was nothing out of the ordinary for the August Financial Report unless there were questions. Ms. Remakel noted that the narrative in the report addresses some accounts that are running high. Trustee Misner moved to approve the Financial Report as presented. Trustee Saunders seconded the motion and a roll call vote was taken. The motion passed by all those present.

Ayes- Steve Gustafson, William Misner, Brian Pechtold, Edward Saunders, Rick Heine

Nays- None

Abstain- None

Absent- None

7. Chief's Report

The Deputy Chief reviewed the Chief's Report with the Board. The Deputy Chief reported that the department was 104 calls ahead of last year, and expected year-end totals to be well above 2024. The Deputy Chief reported that the department had provided Mutual Aid 12 times in the month of August and Mutual Aid was received twice. Trustee Pechtold asked how the staffing was at St. 2. The Deputy Chief reported that staffing has been rough the past month was unusual due to Kelly Days and vacations. The Deputy Chief stated that there were 5 new-hires recently who are all eager to sign up for shifts, which will result in many of the open gaps to be filled. The Deputy Chief reported that there was a total of 17 new residential permits issued in August. The Deputy Chief reported that Captain Stadie and Lieutenant DePauw visited Foster Coach this morning to deliver items to be installed on the new ambulance. Lieutenant DePauw stated that the ambulance would be getting the graphics done next week and was 85-90% complete. Lieutenant DePauw stated that expected completion would be in 3-4 weeks. Trustee Gustafson asked when the ambulance was ordered and Lieutenant DePauw stated 2022. Lieutenant DePauw stated that build times would not be dropping anytime soon. Lieutenant DePauw reported that he had received a photo of the new engine and found that changes to the order had not been completed. The changes will be fixed, but will add months to the delivery time. Lieutenant DePauw stated that the transmission on Tower 1431 has been repaired, with punch list work and tire repairs now being done. The repairs should be completed in the next few weeks.

8. Deputy Chief's Report-

The Deputy Chief reported that the department completed 1,189 training hours in the month of August. The Deputy Chief stated that Firefighters Austin Sulser, Brett Bloomberg and Riley Bloomberg attended Fire Apparatus Engineer class and shifts conducted building familiarizations and walk-throughs at WS Hampshire, Inc. The Deputy Chief reported that the department began its first New-Hire Boot Camp, with the 5 newly hired members attending. The new-hires attended 6 days of various skills and topics including vehicle extrication, hose advancement/deployment, ground ladders, ventilation, forcible entry, live fire drills and EMS. The Deputy Chief stated that the new-hires will now move into the orientation phase of the hiring process and thanked the instructors for their part in the program.

9. Correspondence-

The Deputy Chief reported that the department received a thank you letter from the Algonquin Police Department for our response to an ambulance call at their Community Service Officer's home that had passed away.

10. Old Business-

- a. No discussion was needed.

11. New Business-

- a. Discussion and Approval of Junior Whippurs Contract Amendment- The Deputy Chief reported that the department was once again providing coverage for the Junior Whippurs Football games. There were no changes to the existing contract and the Deputy Chief asked

that the contract be extended throughout this year. Captain Stadie informed the Board that she had sent the contract to the Junior Whippurs for signatures and is waiting on a response. Trustee Misner moved to approve the extension of the contract as presented. Trustee Gustafson seconded the motion and it was passed by all those present.

12. Trustees Comments-

- a. Ms. Remakel stated that because the Chief would like to move away from paper reports for the meetings, the department will be providing each Board member with a tablet. Ms. Remakel stated that Board members will now be able to access reports on the tablets each month and reviewed how to operate the tablets with the Board.

13. Public Comments-

- a. There was none

14. Closed Session-

- a. No closed session was needed.

15. Motion to take action on Closed Session

- a. No action was needed.

16. Motion to Adjourn

Trustee Gustafson motioned to adjourn the meeting. Trustee Misner seconded the motion and it was passed by all those present. The meeting was adjourned at 18:32.

Next regular meeting- Wednesday October 8, 2025