

Hampshire Fire Protection District

Board of Trustees

Minutes, May 13, 2020

1. Welcome
2. Call to Order

The meeting was called to order at 18:00 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

3. **Additions or changes to the Agenda** – Deputy Larson requested that the Safer grant update and returning employees be added to the Deputy Chief’s report. Chief Herrmann requested discussion on the cots be added to the Chief’s report.
4. **Ratification of actions taken during the April Conference call** – Due to the April meeting being a conference call and not quorum present, Trustee Gustafson moved to approve all actions taken at the April meeting consistent with the April minutes. Trustee Heine seconded the motion and it was approved unanimously by all those present.
5. **Minutes**
Approval of Approval of the April 8, 2020 regular meeting minutes – Trustee Scarpino moved to approve the minutes of April 8, 2020 as presented. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
6. **Treasurer’s Report**
 - a. **Approval of April 2020 Warrant List** – Upon review of the warrant list, Trustee Gustafson moved to approve the April Warrant list for \$149,587.03. Trustee Heine seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

- b. Approval of the April 2020 financials** –Trustee Pechtold moved to approve the financials as presented. Trustee Gustafson seconded the motion and a roll call vote was taken. The motion passed unanimously by all those present.

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

7. Chief's Report

- a. Brady checklist** – The Chief explained the purpose of the Brady checklist to the Board. He provided a copy of the list to the board with areas that are completed and areas that District is currently working on.
- b. Open Meeting Act review** – The Chief stated that in accordance with the Brady checklist, the District must appoint an Open Meetings Act officer. He asked Trustee Pechtold if he would accept that role, as the Secretary of the Board. Trustee Pechtold agreed and will complete the necessary certification.
- c. Cot repairs-** The Chief reported that there was a problem with one of the cots. They thought it was going to be a major expense, but ultimately only \$900. However, they learned that all the cots have a 15 year life span and are approaching their expiration. They each cost \$17,000, so it is something the District will need to prepare to purchase.
- d. 1411 accident claim** - The Chief reported that the repairs were a little over \$1,000. The District has a \$500 deductible. The repairs are complete and the monies for from the insurance claim has been received.
- e. Website update** – The Chief reported that the website has been updated
- f. COVID-19 update** – The Chief reported that the District is stocked properly with PPE, currently fully staffed. They have submitted requests for reimbursement of supplies. So far the District has recorded about \$1,400 in supplies and \$7,600 in wages.
- g. Monthly report** – The Chief provided a copy of the monthly report and went over the highlights with the Board.

8. Deputy Chief's report –

- a. Safer grant** - The Deputy reported that he is working with a grant writer and they are ready to submit for the safer grant.
- b. Return of employees-** Deputy Larson reported that Mike Pape and Kohlman Steuber have both returned to the District as part-time employees
- c. DNR-** The Deputy explained the DNR Program agreement to the Board, which allows the District to request used excess equipment from the DNR.

9. New Business –

- a. Full-time hiring process approval** – The Chief asked the Board if there were any questions on the full-time hiring policy. He stated he has been working on it for a couple of years, but has recently forwarded to the attorney for review. Shawn Flannery made a couple of changes, but it is now ready for approval. Trustee Heine moved to approve the Full-time hiring policy. Trustee Gustafson seconded the motion and it was approved unanimously.
- b. Review and approval of the investment policy** – Ms. Remakel had provided the Board with Ordinance 99-04, the District’s investment policy. She stated that in accordance with the ordinance the Board was to review and approve the financial institutions in which the monies were invested. Ms. Remakel then provided the Board with the list of financial institutions. Trustee Scarpino moved to approve the investment policy and listing of financial institutions. Trustee Pechtold seconded the motion and it was approved unanimously by all those present.
- c. IPRF Checklist** – The Chief reported that our Worker’s Compensation carrier came in and did an inspection. They are currently working on a few suggestions made by the carrier.

10. Public Comment - There was no one present for comment.

11. Closed Session – Trustee Gustafson moved to go into closed session for the purpose of a discussion on the collective bargaining wages. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion passed unanimously, and the Board entered closed session at 18:16.

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

The Board returned from closed session at 18:20 on a motion by Trustee Gustafson and a second by Trustee Pechtold. A roll call vote was taken and approved unanimously.

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

12. Approval to take action based on Closed Session – Trustee Gustafson moved to authorize the Fire Chief to offer up to 3.5% to the Union personnel for the fiscal year FY 20/21. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion was passed unanimously by all those present.

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

13. Old Business

Discussion and approval of Budget & Appropriations Ordinance 19/20-4

Trustee Gustafson moved to approve Budget & Appropriations Ordinance 19/20-4. Trustee Pechtold seconded the motion and a roll call vote was taken. The motion was passed unanimously by all those present.

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

14. Adjournment –There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 18:22.

Secretary