

# Hampshire Fire Protection District

## Board of Trustees

Minutes, January 8, 2020

1. **Welcome**
2. **Call to Order**

The meeting was called to order at 18:00 by the Board President, Tim Thompson.

Board Members present: Tim Thompson – Present  
Steve Gustafson – Present  
Richard Heine – Arrived at 18:15  
Brian Pechtold – Present  
David Scarpino – Present

Administration: Chief Herrmann, Deputy Larson, Jody Remakel

Staff Present:

3. **Additions or changes to the Agenda** –Chief Herrmann reported that he would like to add the following items to new business:
  - a. Accident with 1411
  - b. Approval of payment for new vehicle
  - c. Thank you notes received
  - d. Donation receipt
4. **Presentation of FY19 Audit, by Brian LeFevre, Sikich LLP**
  - a. Brian LeFevre from Sikich reviewed the results of the FY19 audit and answered various questions with the Board of Trustees. There was an extended conversation regarding the changes to the Pension.
  - b. Discussion and approval of FY19 Audit. Trustee Gustafson moved to approve the FY19 audit. Trustee Scarpino seconded the motion and it was approved unanimously by all those present.
  - c. Discussion and approval of request for engagement letter for FY20. Trustee Gustafson moved to request an engagement letter from Sikich for the audit of FY20. Trustee Scarpino seconded the motion and it was approved unanimously.
5. **Minutes**
  - a. **Approval of December 11, 2019 Levy Hearing minutes** – Trustee Gustafson moved to approve the Levy Hearing minutes of 12/11/19. Trustee Heine seconded the motion and it was approved unanimously by all those present.

- b. **Approval of the December 11, 2019 regular meeting minutes.** After reviewing the minutes Trustee Pechtold moved to approve the minutes. Trustee Gustafson seconded the motion and the motion was passed by all those present.
- c. **Approval of the January 6, 2020 Special meeting minutes.** – Ms. Remakel pointed out an error in the first sentence of paragraph 3. The sentence should read, “*Deputy Larson.....every one of his accomplishments.....*”. Trustee Scarpino moved to approve the minutes with the change. Trustee Heine seconded the motion and it was approved unanimously by all those present.

**6. Treasurer’s Report**

- a. **Approval of December 2019 Warrant List** – The Board reviewed the warrant list. President Thompson noted that the Pension payment was included in the list. Trustee Heine moved to approve the December warrant list in the amount of \$430,749.16. Trustee Gustafson 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 December 2019 financials** –Ms. Remakel pointed out the transfer was completed to the Equipment and Replacement Fund, and reported the new balance to the fund of \$832,534.61. Trustee Pechtold moved to approve the financials as presented. Trustee Heine 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. Old Business**

- a. **Discussion and approval of Tollway Agreement**

Deputy Herrmann reported that the agreement has been reviewed by the attorney, but is awaiting the approval of the Tollway. This item is to be tabled for the February meeting.

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

- a. Discussion and approval of intern program and associated expenses.** – Chief Herrmann reported that due to the staffing issues they have reached out and have agreed to sponsor 6 students that are attending the fire academy. The District will be responsible for providing them a shirt and pants and hat, and will pay approximately \$10 for worker's compensation coverage for a year. They will become EMT's in 6 months. In order to graduate the program as a paramedic with an associate degree, they must stay with the District for the entire 2-year program. They will at a minimum be able to drive the vehicles. While they are in the program, they will not be paid wages.
- b. 1432 Repairs update** - The Chief reported that 1432 went in for maintenance and they discovered a lot of issues with the pump and chassis. They are expecting \$6,000 in repairs.
- c. Citizen concern** - The Chief reported that a resident stopped by the station on a Saturday with someone that needed medical attention and could not get into the building. The resident was very upset and expressed their frustration. The resident was informed that the station is not manned all the time, as they may be on a call or out training. He was then shown the telephone outside that they could 911 for assistance. The Chief has since had signs put up informing the public of the phone and is in the process of changing the doorbells so they ring throughout the station. This information has also been put on social media for the public.
- d. Monthly report** - The Chief reviewed the monthly report with the Board. He did add the information that was requested regarding how many times a resident was transported by mutual aid. For the year, the District requested assistance for mutual aid 82 times. Of the 82 times, 49 patients were transported, which resulted in an estimated loss of revenue of \$45,000.

## **9. Deputy Chief's Report –**

- a. Surplus equipment** - Deputy Larson provided the Board with a list of items that the is no longer needed or has expired and is requesting the Board's permission to dispose of the items. The board was in agreement. Trustee Pechtold moved to authorize the disposal of the items. Trustee Heine seconded the motion and it was approved by all those present.

## **10. New Business –**

- a. Salary adjustment of 1401** - Chief Herrmann asked to speak and stated that while he appreciates the consideration, he does not need an increase for his new position at this time. He would prefer to hold off and use any extra monies towards the salary of an additional full-time employee.
- b. Approval of expenditure of instructor conference** – Deputy Larson requested approval to attend the instructor conference. Total cost for the conference should not exceed \$350. Trustee Scarpino moved to approve the expenditure for Deputy Larson to attend the

conference, not to exceed \$350. Trustee Gustafson seconded the motion and it was approved unanimously by all those present.

- c. **Correspondence** – The Chief reported that the District received thank you notes from HES HSO for donating a fire truck ride for their mother son event, a card from SCB for presenting their “Lifelong Learning Day”, and a Christmas card from a local family.
- d. **Approval of disbursement for new vehicle.** – Chief Herrmann reported that the new vehicle is expected to be delivered later that day. There was \$50,000 budgeted, but the radios in the old vehicle were obsolete, and they needed to add a command box, so the total actual cost was just under \$59,000 with the accessories. While it was not on the agenda, the car dealer will require payment before the board meets in February. Therefore, he is requesting authorization to release payment of \$52,885 to Morrow Brothers Ford, upon receipt and inspection of the vehicle. Trustee Gustafson moved to approve the disbursement. Trustee Heine seconded the motion and it was approved unanimously. The vote will be ratified at the February meeting.
- e. **1411 Engine accident** – The Chief reported that someone keyed up the radio on the ambulance when the Engine was exiting the garage. The interference caused the garage door to stop going up and as a result there was damage to 1411. At this time, the damage appeared nominal, and is around \$500 but if the cost continues to go up, it may need to be submitted to the insurance. There was no notable damage to the building, and any damage to the garage door appears to be something that can be fixed in house. The Chief has been in touch with the communications expert to see if something can be done.
- f. **Envision grant** – Chief Herrmann reported that the Deputy had applied to Envision for a grant. Envision has multiple pipelines that run through the area. The Deputy was able to get a grant for the purchase of a 4-gas monitor. The amount of the grant was \$1,000.
- g. **Auxiliary insurance** - The Chief reported that the President of the Auxiliary just got the paperwork returned to Insurance broker for their insurance coverage. The broker is expecting the cost of the policy to be between \$500 - \$800.

**11. Public Comment** – There was no public comment.

**12. Adjournment** –There being no further business, Trustee Gustafson moved to adjourn the meeting. Trustee Heine seconded the motion and the Board adjourned at 18:58.

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**Secretary**