

Harvard Fire Protection District

502 S. Eastman Street • Harvard, Illinois 60033 • Phone: 815-943-6927



BOARD of TRUSTEES

Roger Hugg
Laura Evers
Josh Kelnhofer
Joe Clarke
Thomas Condon

MINUTES OF A REGULAR MEETING OF THE HARVARD FIRE PROTECTION DISTRICT BOARD OF TRUSTEES MCHENRY COUNTY, ILLINOIS JANUARY 12, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, January 12, 2021 at 7:00 p.m. via teleconference in accordance with Public Act 101-0640, pursuant to notice.

CALL TO ORDER: President Hugg called the meeting to order at 7:09 p.m.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE: The Board of Trustees and all other participants recited the Pledge of Allegiance and entered into a moment of silence.

ROLL CALL:

PRESENT: President Roger Hugg, Secretary Joe Clarke, Treasurer Laura Evers, Trustees Josh Kelnhofer and Thomas Condon (*arrived at 7:15 p.m.*)
ABSENT: None
ALSO PRESENT: Robina Amato and Kelley Murray, Lauterbach & Amen, LLP (L&A); Taylor Dixon, WIPFLI; Lt. Mike Veronese, Harvard Fire Protection District

AGENDA APPROVAL: The Board reviewed the January 12, 2021 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the agenda as presented. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers and Trustee Kelnhofer
NAYS: None
ABSENT: Trustee Condon

PUBLIC FORUM: Secretary Clarke informed the Board that no written public comment had been submitted to the Board prior to the start of the regular meeting and no members of the public came forward to address the Board during the open forum. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to close the public forum. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers and Trustee Kelnhofer
NAYS: None
ABSENT: Trustee Condon

Trustee Condon arrived at 7:15 p.m.

OLD BUSINESS: The Board reviewed the 2020 fiscal year end audit prepared by WIPFLI, LLP. A motion was made by Treasurer Evers and seconded by Trustee Condon to accept the 2020 fiscal year end audit as prepared by WIPFLI, LLP.

Secretary Clarke referenced the Independent Auditor’s Report on pages 1-2 of the report and asked Trustee Condon if he was aware that his name was listed as the Board member who negotiated the terms of the audit. Trustee Condon reformed the Board that he was not aware of his name being referenced in that manner.

Secretary Clarke requested clarification from Mr. Dixon regarding the statement in the management letter of the audit stating “no new accounting policies have been adopted and the application of existing policies have not changed during the period under audit”. Mr. Dixon confirmed that the statement is pertaining to GASB statements and does not pertain to changes at the District level.

Secretary Clarke also requested clarification on page three of the report stating that there were no consultations with other accountants; Mr. Dixon confirmed this also pertained to the state level and does not pertain to the individual accounting relationships at the District level.

Secretary Clarke requested that Mr. Dixon further clarify and interpret the adjusting journal entries listed in the auditor’s report. Mr. Dixon answered all questions.

Secretary Clarke noted that the report states expenditures were \$101,269 over total revenue received throughout the fiscal year.

Secretary Clarke inquired about an assessment of internal policies and controls and if that was a service that WIPFLI, LLP offered in addition to the auditing services.

Secretary Clarke asked the Board if there were any suggestions to resolve the issue of non-compliance with the allocation of assets being too large in a single instrument. The Board noted they will request the support of L&A to find a solution to the investment compliance.

The previous motion to accept the 2020 fiscal year end audit was carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

Taylor Dixon left at 7:38 p.m.

SECRETARY’S REPORT: *Approval of the December 8, 2020 Regular Meeting Minutes:* The Board reviewed the December 8, 2020 regular meeting minutes. A motion was made by Secretary Clarke and seconded by Treasurer Evers to approve the December 8, 2020 regular meeting minutes as written. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

TREASURER’S REPORT: *Review/Approve – Monthly Financial Report and the Disbursement Warrant for December 2020:* The Board reviewed the Monthly Financial Report for the eight-month period ending December 31, 2020 prepared by L&A. As of December 31, 2020, the total liability and fund balance is \$3,771,961.73. The Board also reviewed the Treasurer’s Report and the Statement of Revenues and Expenditures. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer
 NAYS: Secretary Clarke
 ABSENT: None

The Board also reviewed the December 2020 Vendor Check Report and the most current disbursement warrant for the period December 9, 2020 through January 12, 2021. Vendor payments for the period totaled \$34,673.88. Payroll totals for December 11, 2020 and December 24, 2020 are \$45,649.50. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the December 2020 Vendor Check Report and the disbursement warrant in the total amount of \$80,323.38. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
 NAYS: None
 ABSENT: None

CORRESPONDENCE: Treasurer Evers reminded the Board of the Trustee training that will be held on January 30, 2021 via Zoom at the Harvard Fire Protection District.

FIRE CHIEF’S REPORT: Lieutenant Veronese provided the Board with the January 12, 2021 Fire Chief’s Report including updates to personnel currently in the academy and paramedic school, financials, administration, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls.

December 2020 Call Breakdown

December 2020	134
Year to Date Call Increase/Decrease	23 Call Decrease

<u>Month</u>	<u>EMS</u>	<u>Invalid Assist</u>	<u>Cover Assignment</u>	<u>Fire</u>	<u>Total</u>
January	72	8	8	25	113
February	63	8	1	16	88
March	73	11	4	23	111
April	55	3	2	32	92
May	68	9	3	38	118
June	71	2	4	34	111
July	75	8	2	38	123
August	84	10	1	57	152
September	83	14	3	24	124
October	102	11	1	22	136
November	73	17	0	36	126
December	82	20	1	31	134
Year to Date	901	121	30	376	1428

Appoint Fire Chief Larry Kane as FOIA Officer and OMA Officer for CY2021: A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to table this matter for the next regular meeting. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer
 NAYS: Secretary Clarke
 ABSENT: None

Approve Amendment to Commercial Ice Machine Purchase: The Board reviewed the amended proposal to the Ice Machine Purchase to now also include a water filtration system in the amount of \$99.99 and shipping costs in the amount of \$90. The new total amount including the purchase price and 4-year protection plan is \$2,191.64. A motion was made by Secretary Clarke and seconded by Trustee Condon to approve the amendment to the commercial ice machine purchase as stated. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

Review/Approve – Trade Sale Resolution: Secretary Clarke informed the Board that he will sign all resolutions after the buyer provides their signature along with a witness signature.

The Board reviewed Resolution No. 2021-01 A Resolution Authorizing the Sale, Donation, or Disposal of Surplus Personal Property which references the trade of Ambulance 753 to Brindlee Mountain Fire Apparatus for the purchase of a 2008 Pierce Quint. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve Resolution No 2021-01 as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

The Board reviewed Resolution No. 2021-02 A Resolution Authorizing the Sale, Donation, or Disposal of Surplus Personal Property which references the trade of Brush 763 to Brindlee Mountain Fire Apparatus for the purchase of a 2008 Pierce Quint. A motion was made by Trustee Condone and seconded by Treasurer Evers to approve Resolution No 2021-02 as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

The Board reviewed Resolution No. 2021-03 A Resolution Authorizing the Sale, Donation, or Disposal of Surplus Personal Property which references the sale of Engine 747 to B&P Apparatus in the amount of \$55,000. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve Resolution No 2021-03 as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

The Board reviewed Resolution No. 2021-04 A Resolution Authorizing the Sale, Donation, or Disposal of Surplus Personal Property which references the trade of Squad 754 to Brindlee Mountain Fire Apparatus for the purchase of a 2008 Pierce Quint. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve Resolution No 2021-04 as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

The Board reviewed Resolution No. 2021-05 A Resolution Authorizing the Sale, Donation, or Disposal of Surplus Personal Property which references the trade of Tender 778 to Brindlee Mountain Fire Apparatus for

the purchase of a 2008 Pierce Quint. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve Resolution No 2021-05 as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

The Board reviewed Resolution No. 2021-06 A Resolution Authorizing the Sale, Donation, or Disposal of Surplus Personal Property which references the trade of Tower 783 to Brindlee Mountain Fire Apparatus for the purchase of a 2008 Pierce Quint. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve Resolution No 2021-06 as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

NEW BUSINESS: There was no old business for discussion.

ACTION ITEMS: *Secretary Clarke's Comments Regarding Ordinance 20-002:* Secretary Clarke referenced Ordinance 20-002 regarding the communications procedures from the Fire Chief to the Harvard Fire Protection District and expressed his concern that he has received very little communication since the approval of the ordinance. Secretary Clarke requested that although email communication should primarily be directed to the Board President, it may be acceptable to have the remaining Board members copied on such communication with the knowledge that a "reply all" would be a violation of the OMA. Secretary Clarke requested that the Board reconsider this ordinance and inform him if they would like this item to be discussed further at a future meeting, otherwise it would be his understanding that the remaining Board members feel the current ordinance is acceptable.

The Board discussed taking a recess from 8:40 p.m. to 8:45 p.m. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to recess from 8:40 p.m. to 8:45 p.m. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

A motion was made by Treasurer Ever and seconded by Trustee Condon to resume the regular meeting at 8:48 p.m. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: None

CLOSED SESSION: A motion was made by Trustee Clarke and seconded by Trustee Evers to enter into executive session at 8:48 p.m. in accordance with 5 ILCS 120/2(c)(11). Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Trustees Condon and Kelnhofer
NAYS: None
ABSENT: Treasurer Evers

A motion was made by Trustee Evers and seconded by Trustee Kelnhofer to re-enter the open session at 9:19 p.m. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers and Trustee Kelnhofer
NAYS: None
ABSENT: Trustee Condon

ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Secretary Clarke to adjourn the meeting at 9:20 p.m. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers and Trustee Kelnhofer
NAYS: None
ABSENT: Trustee Condon

The next regular meeting is scheduled for Tuesday, February 9, 2021 at 7:00 p.m. at the Harvard Fire Department located at 502 S. Eastman Street, Harvard Illinois, 60033.



Board President or Secretary

03/15/2021

Date Approved by Board

Minutes prepared by Robina Amato, Professional Services Administration, Lauterbach & Amen, LLP