

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 FEBRUARY 9, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, February 9, 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 7:05 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, Treasurer Laura Evers and Trustee Josh Kelnhofer
ABSENT: Secretary Joe Clarke and Trustee Tom Condon
ALSO PRESENT: Robina Amato and Keri O'Brien, Lauterbach & Amen, LLP (L&A); Fire Chief Larry Kane, Harvard Fire Protection District; Mark Weber and Monica Castillo-Van Meter, Home State Bank

AGENDA APPROVAL: The Board reviewed the February 9, 2021 regular meeting agenda. Treasurer Evers noted the disbursement warrant for approval should be listed as January 2021 rather than December 2020. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the agenda as amended. Motion carried by roll call vote.

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

PUBLIC FORUM: There was no public comment. A motion was made by Treasurer Evers and seconded by President Hugg to close the public forum. Motion carried by roll call vote.

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

NEW BUSINESS: *Review/Update Investment Policy Statement:* Mr. Weber reviewed the current market environment for the Board and provided a brief review of the overall portfolio held by the Harvard FPD. Treasurer Evers reviewed the updated investment policy which includes an amendment to eliminate the

“class of instruments” language. President Hugg noted this matter will be approved at the next regular meeting.

Mark Weber and Monica Castillo-Van Meter left the meeting at 7:23 p.m.

SECRETARY’S REPORT: *Approval of the January 12, 2021 Regular Meeting Minutes and Semi-Annual Review of Closed Session Meeting Minutes:* The Board reviewed the January 12, 2021 regular meeting minutes and noted these minutes will be approved at the next regular meeting. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to table the approval of the January 12, 2021 regular meeting minutes and the semi-annual review of closed session meeting minutes.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

Approval of the January 30, 2021 Special Meeting Minutes: The Board reviewed the January 30, 2021 special meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the January 30, 2021 special meeting minutes as written. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

TREASURER’S REPORT: *Review/Approve – Monthly Financial Report and the Disbursement Warrant for January 2021:* The Board reviewed the Monthly Financial Report for the nine-month period ending January 30, 2021 prepared by L&A. As of January 30, 2021, the total liability and fund balance is \$3,825,524. 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 and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

The Board also reviewed the January 2020 Vendor Check Report and the most current disbursement warrant for the period January 13, 2021 through February 10, 2021. Vendor payments for the period totaled \$42,954.64. Payroll totals for December 24, 2020 and January 8, 2021 are \$47,691.38. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the January 2021 Vendor Check Report and the disbursement warrant in the total amount of \$90,646.02. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

CORRESPONDENCE: There was no correspondence submitted for review by the Board.

FIRE CHIEF’S REPORT: Chief Kane provided the Board with the February 9, 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.

January 2021 Call Breakdown

| | |
|-------------------------------------|-----------------|
| January 2021 | 107 |
| Year to Date Call Increase/Decrease | 6 Call Decrease |

| <u>Month</u> | <u>EMS</u> | <u>Invalid Assist</u> | <u>Cover Assignment</u> | <u>Fire</u> | <u>Total</u> |
|---------------------|------------|-----------------------|-------------------------|-------------|--------------|
| January | 74 | 7 | 1 | 25 | 107 |
| Year to Date | 74 | 7 | 1 | 25 | 107 |

Memorandum of Understanding for Fire North Radio Grant: Chief Kane presented the Board with the Memorandum of Understanding for the Fire North Radio Grant and reviewed the recommended changes by legal counsel including details to cost and reference to the purchasing policy. A motion was made by President Hugg and seconded by Treasurer Evers to authorize the Chief Kane to sign the grant on behalf of the Harvard FPD with notification to the Board of Trustees after the grant has been fully executed. Motion carried by roll call vote.

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

Chief Kane left the meeting at 7:44 p.m.

OLD BUSINESS: *Appoint Fire Chief Larry Kane as FOIA Officer and OMA Officer for CY2021:* The Board discussed appointing Chief Kane as the FOIA Officer and OMA Officer for calendar year 2021. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to appoint Chief Kane as the FOIA Officer. Motion was not carried by roll call vote.

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

A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to appoint Chief Kane as the OMA Officer. Motion was not carried by roll call vote.

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

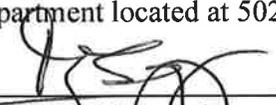
CLOSED SESSION – IF NEEDED: There was no need for closed session.

ACTION ITEMS: There were no action items.

ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to adjourn the meeting at 7:49 p.m. Motion carried by roll call vote.

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

The next regular meeting is scheduled for Tuesday, March 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