

# Harvard Fire Protection District

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



## BOARD of TRUSTEES

Thomas Condon  
Joe Clarke  
Roger Hugg  
Josh Kelnhofer  
Laura Evers

## MINUTES OF A REGULAR MEETING OF THE HARVARD FIRE PROTECTION DISTRICT BOARD OF TRUSTEES MCHENRY COUNTY, ILLINOIS APRIL 13, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, April 13, 2021 at 7:00 p.m. at the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033, pursuant to notice.

**CALL TO ORDER:** President Hugg called the meeting to order at 7:01 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, Trustee Tom Condon, Treasurer Laura Evers, Trustee Josh Kelnhofer and Secretary Joe Clarke  
**ABSENT:** None  
**ALSO PRESENT:** Kelley Murray, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the April 13, 2021 regular meeting agenda and noted the following amendments should be made: March 15, 2021 regular meeting minutes and March 15, 2021 closed session meeting minutes and remove item #6 *Swearing in of Reappointment of Trustees Kelnhofer and Condon*. A motion was made by Secretary Clarke and seconded by Treasurer Evers to approve the agenda as amended. Motion carried by roll call vote.

**AYES:** President Hugg, Secretary Clarke, Treasurer Evers, Trustees Condon and Kelnhofer

**NAYS:** None

**ABSENT:** None

**PUBLIC FORUM:** There was no public comment.

**SECRETARY'S REPORT:** *Approval of the March 15, 2021 Regular Meeting Minutes:* The Board reviewed the March 15, 2021 regular meeting minutes. A motion was made by Trustee Condon and seconded by Treasurer Evers to approve the March 15, 2021 regular meeting minutes with an amendment added to the meeting minutes portion to include the discussion of the March 15, 2021 closed session meeting minutes as discussed by the Board. Motion carried by voice vote with Trustee Clarke abstaining.

*Approval of the March 15, 2021 Closed Session Meeting Minutes:* The Board tabled this item and further discussion will be held at the next regular meeting.

*Semi-Annual Review of Closed Session Meeting Minutes:* The Board discussed the semi-annual review of closed session meeting minutes. A motion was made by Secretary Clarke and seconded by Treasurer Evers to table this item until the next regular meeting. Motion carried unanimously by voice vote.

**TREASURER’S REPORT:** *Review/Approve – Monthly Financial Report and the Disbursement Warrant for March 2021:* The Board reviewed the Monthly Financial Report for the eleven-month period ending March 31, 2021 prepared by L&A. As of March 31, 2021, the total liability and fund balance is \$2,665,176.60. 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 Condon to accept the Monthly Financial Report 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 also reviewed the March 2021 Vendor Check Report and the most current disbursement warrant for the period March 10, 2021 through April 13, 2021. Vendor payments for the period totaled \$105,731.47. Payroll totals for March 5, 2021 and March 19, 2021 are \$44,279.79. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the March 2021 Vendor Check Report and the disbursement warrant in the total amount of \$105,731.47. Motion carried by roll call vote.

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

**CORRESPONDENCE:** There was no correspondence to discuss.

**FIRE CHIEF’S REPORT:** The Board reviewed the April 13, 2021 Fire Chief’s Report which included updates to financials, administration, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls.

**March 2021 Call Breakdown**

March 2021	312
Year to Date Call Increase/Decrease	19 Call Increase

<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
February	63	8	2	26	99
March	85	8	5	81	125
<b>Year to Date</b>	<b>222</b>	<b>23</b>	<b>5</b>	<b>81</b>	<b>331</b>

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS:** *Review and Take Action on Chief Kane’s Request to Purchase a Battery Powered Positive Pressure Ventilating Fan:* The Board discussed Chief Kane’s request to purchase a battery powered positive pressure ventilating fan. A motion was made by Trustee Condon and seconded by

Treasurer Evers to approve the purchase in an amount not to exceed \$3,600. Motion carried by roll call vote.

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

*Discussion on Outsourcing the Duties of District Treasurer:* The Board discussed outsourcing the duties of District Treasurer. Further discussion will be held at the next regular meeting.

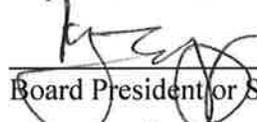
**CLOSED SESSION – IF NEEDED:** There was no need for closed session.

**ACTION ITEMS:** There were no action items.

**ADJOURNMENT:** A motion was made by Trustee Condon and seconded by Treasurer Evers to adjourn the meeting at 7:47 p.m. Motion carried by roll call vote.

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

The next regular meeting is scheduled for Tuesday, May 11, 2021 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

  
\_\_\_\_\_  
Board President or Secretary

05/11/21  
\_\_\_\_\_  
Date Approved by Board