

# 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 MAY 11, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, May 11, 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 7:00 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 and Trustee Josh Kelnhofer  
**ABSENT:** Secretary Joe Clarke  
**ALSO PRESENT:** Keri O'Brien, Lauterbach & Amen, LLP (L&A); Fire Chief Larry Kane, Harvard Fire Protection District; Scott Logan, Member of Public

**AGENDA APPROVAL:** The Board reviewed the May 11, 2021 regular meeting agenda. A motion was made by Trustee Condon and seconded by Treasurer Evers to approve the agenda as prepared. Motion carried by roll call vote.

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

**NAYS:** None

**ABSENT:** Secretary Clarke

**PUBLIC FORUM:** Scott Logan addressed the Board and congratulated Trustees Condon and Kelnhofer for their reappointment to the Harvard FPD Board of Trustees and welcomed Chief Kane to the Harvard FPD.

A motion was made by Trustee Condon and seconded by Treasurer Evers to close the public forum. Motion carried unanimously by voice vote.

**SWEARING IN OF REAPPOINTED TRUSTEES KELNHOFER AND CONDON:** Trustees Kelnhofer and Condon were reappointed to the Harvard FPD Board of Trustees and sworn in by President Hugg for three-year terms effective May 11, 2021 through April 30, 2024.

**SECRETARY'S REPORT:** *Approval of the April 13, 2021 Regular Meeting Minutes:* The Board reviewed the April 13, 2021 regular meeting minutes. A motion was made by Trustee Condon and seconded by Trustee Kelnhofer to approve the April 13, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

*Approval of the March 15, 2021 Closed Session Meeting Minutes:* The Board reviewed the March 15, 2021 closed session meeting minutes. A motion was made by Trustee Kelnhofer and seconded by Trustee Condon to approve the March 15, 2021 closed session meeting minutes as written. Motion carried unanimously by voice vote.

*Discussion/Possible Action – Previous Closed Session Meeting Minutes and Semi-Annual Review of Closed Session Meeting Minutes:* The Board discussed the previous closed session meeting minutes and the semi-annual review of closed session meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Condon to table these items until the next regular meeting. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Report and the Disbursement Warrant for April 2021:* The Board reviewed the Monthly Financial Report for the twelve-month period ending April 30, 2021 prepared by L&A. As of April 30, 2021, the total liability and fund balance is \$2,509,084.48. 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, Treasurer Evers, Trustees Condon and Kelnhofer

NAYS: None

ABSENT: Secretary Clarke

The Board also reviewed the April 2021 Vendor Check Report and the most current disbursement warrant for the period April 14, 2021 through April 30, 2021. Vendor payments for the period totaled \$66,619.48. Payroll totals for April 2, 2021, April 16, 2021 and April 30, 2021 are \$105,556.06. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the April 2021 Vendor Check Report and the disbursement warrant in the total amount of \$172,175.54. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer

NAYS: None

ABSENT: Secretary Clarke

**CORRESPONDENCE:** President Hugg informed the Board of an email received by Chief Kane from Secretary Clarke regarding the 2021-2022 Fiscal Year preliminary draft budget and responsibilities of the Board Secretary. President Hugg read the email aloud to the Board along with Chief Kane's response to Secretary Clarke. Treasurer Evers noted that she posted the March 15, 2021; April 13, 2021 and May 11, 2021 meeting agendas on behalf of the Board Secretary and Trustee Condon commended Chief Kane for the work he has done within the last year as Fire Chief.

Treasurer Evers distributed a mass mailing correspondence she had recently received from Altium Packaging LP offering employment opportunities to the Board for their review.

**FIRE CHIEF’S REPORT:** The Board reviewed the May 11, 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.

**April 2021 Call Breakdown**

April 2021	442
Year to Date Call Increase/Decrease	37 Call Increase

<b>Month</b>	<b>EMS</b>	<b>Invalid Assist</b>	<b>Cover Assignment</b>	<b>Fire</b>	<b>Total</b>
January	74	7	1	25	107
February	63	8	2	26	99
March	85	8	5	30	125
April	66	9	2	34	111
<b>Year to Date</b>	<b>288</b>	<b>32</b>	<b>7</b>	<b>115</b>	<b>442</b>

*Preliminary Draft Budget Proposal Discussion:* Chief Kane informed the Board that the draft 2021-2022 Fiscal Year budget has been posted for 30 days prior to the budget hearing and reviewed the overall budget notes including administrative, salary/personnel, operational, debt services, building and grounds and capital expenses with the Board. Further discussion will be held at the next regular meeting.

*IT/Computer Services:* Chief Kane presented the Board with the Upgrade of Station IT and Telephone Services Memorandum requesting that the Harvard FPD enter into a contract with adNet for IT services in the amount of \$2,000 per month, phone services in the amount of \$20/phone (approximately 10 phones) and to approve the purchase of new computer hardware for the system in an amount not to exceed \$13,000. A motion was made by Trustee Condon and seconded by Treasurer Evers to approve the contract with adNet and the purchase of new computer hardware for the system as stated. Motion carried by roll call vote.

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

*National Testing Network Services for Hiring:* Chief Kane presented the Board with the Consideration of Using Services of National Testing Network for Hiring Memorandum and made the recommendation that the Harvard FPD Board of Trustees authorize the use of services of the National Testing Network for the period of one-year to be reviewed at the next fiscal year or at the end of the term of the eligibility list. A motion was made by Trustee Condon and seconded by Treasurer Evers to authorize the use of services as discussed. Motion carried by roll call vote.

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

*Ice Maker/Laundry Tub Installation:* Chief Kane presented the Board with the Memorandum requesting approval of an ice maker installation and laundry tub replacement through Hansen Heating and Plumbing Inc. in an amount not to exceed \$1,896. A motion was made by Trustee Condon and seconded by Treasurer

Evers to authorize Chief Kane to purchase the ice maker installation and laundry tub replacement as discussed. Motion carried by roll call vote.

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

**OLD BUSINESS:** *Discussion on Outsourcing the Duties of District Treasurer:* The Board noted that no proposals have been received in regards to outsourcing the District Treasurer services to date and agreed that Treasurer Evers will remain as the Treasurer on the Harvard FPD Board of Trustees.

**NEW BUSINESS:** *Discussion/Possible Action – Lauterbach & Amen, LLP Engagement Letters:* The Board discussed the Lauterbach & Amen, LLP engagement letters. Further discussion will be held at the next regular meeting.

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

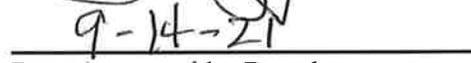
**ACTION ITEMS:** The Board discussed the IAFFD 77<sup>th</sup> Annual Conference being held in Champaign, Illinois from June 24, 2021 through June 26, 2021.

Trustee Condon expressed his gratitude to Chief Kane along with the Officers and Personnel of the Harvard Fire Department for the outstanding work they have done in meeting with the demands of the FPD.

**ADJOURNMENT:** A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to adjourn the meeting at 7:46 p.m. Motion carried by roll call vote.

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

The next regular meeting is scheduled for Tuesday, June 8, 2021 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

  
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Board President or Secretary  
  
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Date Approved by Board