

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 JULY 13, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, July 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: Treasurer Evers 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: Trustee Tom Condon, Treasurer Laura Evers and Secretary Josh Kelnhofer
ABSENT: President Roger Hugg and Trustee Joe Clarke
ALSO PRESENT: Keri O'Brien, Lauterbach & Amen, LLP (L&A); Fire Chief Larry Kane, Harvard Fire Protection District

AGENDA APPROVAL: The Board reviewed the July 13, 2021 regular meeting agenda. A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to approve the agenda as prepared. Motion carried unanimously by voice vote.

PUBLIC FORUM: There was no public comment.

SECRETARY'S REPORT: *Approval of the June 8, 2021 Regular Meeting Minutes:* The Board reviewed the June 8, 2021 regular meeting minutes. A motion was made by Secretary Kelnhofer and seconded by Trustee Condon to approve the June 8, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the two-month period ending June 30, 2021 prepared by L&A. As of June 30, 2021, the total liability and fund balance is \$2,984,789.69. 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 Secretary Kelnhofer to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

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

The Board also reviewed the June 2021 Vendor Check Report and the most current disbursement warrant for the period June 9, 2021 through July 13, 2021. Vendor payments for the period totaled \$21,495.31. Payroll totals for May 14, 2021 and May 28, 2021 are \$45,748.09. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to approve the June 2021 Vendor Check Report and the disbursement warrant in the total amount of \$67,243.40. Motion carried by roll call vote.

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

CORRESPONDENCE: There was no correspondence to report.

FIRE CHIEF’S REPORT: The Board reviewed the July 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.

June 2021 Call Breakdown

June 2021	113
Year to Date Call Increase/Decrease	53 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	30	125
April	66	9	2	34	111
May	79	0	0	79	130
June	70	0	1	42	113
Year to Date	437	32	8	236	685

Review/Approve – Capital Plan Revised Vote: Chief Kane presented the Board with the capital funding plan in areas of equipment, station maintenance and apparatus. A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to liquidate \$325,000 from the Short Term Trust Account and reallocate the proceeds to the Long Term Trust Account. Motion carried by roll call vote.

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

OLD BUSINESS: *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 Kelnhofer and seconded by Treasurer Evers to table the semi-annual review of closed session meeting minutes. Motion carried by roll call vote.

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

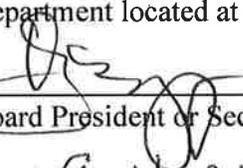
NEW BUSINESS: There was no old business to discuss.

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

ACTION ITEMS: There were no action items presented.

ADJOURNMENT: A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to adjourn the meeting at 7:38 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, August 10, 2021 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.



Board President or Secretary

9-14-21

Date Approved by Board

Minutes prepared by Keri O'Brien, Professional Services Administration, Lauterbach & Amen, LLP