

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 NOVEMBER 9, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, November 9, 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, Treasurer Laura Evers, Secretary Josh Kelnhofer, and Trustee Joe Clarke
ABSENT: Trustee Tom Condon
ALSO PRESENT: Maddie Hayes, Lauterbach & Amen, LLP (L&A)

AGENDA APPROVAL: The Board reviewed the November 9, 2021 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to approve the agenda as prepared. Motion carried by roll call vote.

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

PUBLIC FORUM: There was no public comment. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to close public comment. Motion carried unanimously by voice vote.

SECRETARY'S REPORT: *Approval of the October 12, 2021 Regular Meeting Minutes:* The Board reviewed the October 12, 2021 regular meeting minutes. A motion was made by Treasurer Evers and seconded by President Hugg to approve the October 12, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

Approval of the October 27, 2021 Special Meeting Minutes: The Board reviewed the October 27, 2021 special meeting minutes. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to approve the October 27, 2021 special meeting minutes as written. Motion carried by roll call vote.

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

TREASURER’S REPORT: *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the six-month period ending October 31, 2021 prepared by L&A. As of October 31, 2021, the total liability and fund balance is \$3,178,087.89. 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: President Hugg, Secretary Kelnhofer Treasurer Evers, and Trustee Clarke
NAYS: None
ABSENT: Trustee Condon

The Board also reviewed the October 2021 Vendor Check Report and the most current disbursement warrant for the period October 12, 2021 through November 9, 2021. Vendor payments for the period totaled \$27,645.88. Payroll totals for October 1, 2021, October 15, and October 29, 2021 are \$60,432.54. A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to approve the October 2021 Vendor Check Report and the disbursement warrant in the total amount of \$88,078.42. Motion carried by roll call vote.

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

CORRESPONDENCE: There was no correspondence.

FIRE CHIEF’S REPORT: The Board reviewed the November 9, 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.

OLD BUSINESS: *Discussion/Possible Action – Employment and Hiring of Employees (Per Chief Kane):* A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to remove the agenda item. Motion carried unanimously by voice vote.

Discussion/Possible Action – Utility Pricing (Per Chief Kane): A motion was made by Treasurer Evers and seconded by President Hugg to table the agenda item. Motion carried unanimously by voice vote.

Discussion/Possible Action – Benefits and Pay Resolution (Per Chief Kane): The Board discussed the Benefits and Pay Resolution provided by Chief Kane. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to accept the Benefits and Pay Resolution. Motion carried by roll call vote.

AYES: President Hugg, Secretary Kelnhofer and Treasurer Evers
NAYS: Trustee Clarke
ABSENT: Trustee Condon

NEW BUSINESS: *Review/Approve – Tax Levy Request:* A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to table the agenda item until the next regular meeting. Motion carried unanimously by voice vote.

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

ACTION ITEMS: A motion was made by Treasurer Evers seconded by Trustee Condon to accept Chief Kane’s proposal of part time positions and employee benefits. Motion carried by roll call vote.

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

ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to adjourn the meeting at 7:15 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, December 14, 2021 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

Board President or Secretary

Date Approved by Board

Minutes prepared by Maddie Hayes, Professional Services Administration, Lauterbach & Amen, LLP