

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 JUNE 9, 2020

A regular meeting of the Harvard Fire Protection District Board of Trustees was held via teleconference in accordance with Part 1 of Governor Pritzker's Executive Order 2020-39 (COVID-19 Executive Order No. 37) on Tuesday, June 9, 2020 following the special meeting and pursuant to notice.

CALL TO ORDER: President Hugg called the meeting to order at 7:10 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 for former Harvard FPD Chief and Board of Trustees Member Marty Perenchio.

ROLL CALL:

PRESENT: President Roger Hugg, Secretary Josh Kelnhofer, Treasurer Laura Evers and Trustee Joe Clarke
ABSENT: Trustee Thomas Condon
ALSO PRESENT: Fire Chief Lawrence Kane, Harvard Fire Protection District; Robina Amato and Kelley Murray, Lauterbach & Amen, LLP (L&A)

AGENDA APPROVAL: The Board reviewed the June 9, 2020 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Trustee Clarke to approve the agenda as prepared. Motion carried by roll call vote.

AYES: President Hugg, Secretary Kelnhofer, Treasurer Evers and Trustee Joe Clarke

NAYS: None

ABSENT: Trustee Condon

PUBLIC FORUM: There was no public comment.

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

SECRETARY'S REPORT: *Approval of the May 12, 2020 Meeting Minutes:* The Board reviewed the May 12, 2020 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to approve the May 12, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER’S REPORT: Treasurer Evers informed the Board that company credit cards have been received and expressed her gratitude to the finance committee for all the hard work they have done over the last few months in partnership with Chief Kane. A motion was made by Secretary Kelnhofer and seconded by Trustee Clarke to accept the Treasurer’s report as presented. Motion carried unanimously by voice vote.

ACCOUNTS PAYABLE: *Review/Approve – Monthly Financial Report and Disbursement Warrant for May 2020:* The Board reviewed the Monthly Financial Report for the one-month period ending May 31, 2020 prepared by L&A. As of May 31, 2020, the total liability and fund balance is \$865,454.16. The Board also reviewed the Treasurer’s Report, Statement of Revenues and Expenditures, May 2020 Vendor Check Report and the most current disbursement warrant for the period May 13, 2020 through June 9, 2020. Total vendor payments for the period are \$19,041.37 and payroll for May 1, 2020, May 15, 2020 and May 29, 2020 is \$87,708.04. A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to approve the Monthly Financial Report as presented and the Disbursement Warrant in the total amount of \$106,749.41. Motion carried by roll call vote.

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

CORRESPONDANCE: There was no correspondence presented.

FIRE CHIEF’S REPORT: Chief Kane provided the Board with the June 9, 2020 Fire Chief’s Report including updates to personnel, financials, buildings and grounds, apparatus and equipment, station alerting and dispatching and emergency calls:

May 2020 Call Breakdown

May 2020	118
Year to Date Call Increase/Decrease	83 Call Decrease

<u>Month</u>	<u>EMS</u>	<u>Invalid Assist</u>	<u>Cover Assignment</u>	<u>Fire</u>	<u>Total</u>
January	72	8	8	25	113
February	63	8	1	16	88
March	73	11	4	23	111
April	55	3	2	32	92
May	68	9	3	38	118
Year to Date	331	39	18	134	522

Review/Approve – FY2020/2021 Budget: The Board discussed the FY2020/2021 budget that was presented at the special meeting prior to the current regular meeting. A motion was made by Trustee Clarke and seconded by Treasurer Evers to approve the FY2020/2021 budget as presented in the amount of \$1,554,790. Motion carried by roll call vote.

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

Review/Approve – Resolution for Fire Cost Recovery: Chief Kane reviewed the model contract provided by Fire Recovery USA and presented Ordinance No 2020-__ Imposing Fees for Reimbursement of Costs Attributable to Response to Emergency Situations Requiring Specialized or Technical Rescue Services by the Harvard Fire Protection District. A motion was made by Trustee Clarke and seconded by Treasurer Evers to approve Ordinance No. 2020-__ as prepared by Ottosen. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Condon

Review/Approve – Resolution for Declaring Fleet Surplus: Chief Kane presented a list of apparatus for sale by the Harvard Fire Protection District as well as Resolution No. __ Authorizing the Sale, Donation or Disposal of Surplus Personal Property of the Harvard Fire Protection District, as prepared by Ottosen. A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to approve the resolution as prepared. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Condon

OLD BUSINESS: There was no old business.

NEW BUSINESS: There was no new business.

CLOSED SESSION: There was no need for closed session.

ACTION ITEMS: There were no action items.

ADJOURNMENT: A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to adjourn the meeting at 7:36 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, July 14, 2020 at 7:00 p.m. at the Harvard Fire Department located at 502 S. Eastman Street, Harvard Illinois, 60033.

Board President or Secretary

Date Approved by Board

Minutes prepared by Robina Amato, Professional Services Administration, Lauterbach & Amen, LLP