

# 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 OCTOBER 13, 2020

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, October 13, 2020 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, Secretary Joe Clarke, Treasurer Laura Evers Trustee Josh Kelnhofer  
**ABSENT:** Trustee Thomas Condon  
**ALSO PRESENT:** Keri O'Brien, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the October 13, 2020 regular meeting agenda. A motion was made by Secretary Clarke and seconded by Treasurer Evers to approve the agenda as presented. Motion carried by roll call vote.

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

**PUBLIC FORUM:** There was no public comment. A motion was made by Secretary Clarke and seconded by Treasurer Evers to close to public forum. Motion carried by roll call vote.

**SECRETARY'S REPORT:** *Approval of the September 8, 2020 Regular Meeting Minutes:* The Board reviewed the September 8, 2020 regular. A motion was made by Secretary Clarke and seconded by Treasurer Evers to approve the September 8, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote with President Hugg abstaining due to his absence at the September 8, 2020 regular meeting.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the five-month period ending September 30, 2020 prepared by L&A. As of

September 30, 2020, the total liability and fund balance is \$3,777,392.99. The Board also reviewed the Treasurer's Report and the Statement of Revenues and Expenditures.

Secretary Clarke informed the Board that administrative expenses related to the Fire Chief's salary are not allocated correctly within the financial report and Treasurer Evers will work with Lauterbach & Amen, LLP to have the issue corrected. Secretary Clarke also noted that the District is currently over budget in both overtime and holiday pay requested that Chief Kane prepare a memo requesting the re-appropriation of funds to accommodate for the expenses. A motion was made by Treasurer Evers and seconded by Secretary Clarke to accept the Monthly Financial Report as presented. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Thomas Condon

*Disbursement Warrant for September 2020:* The Board reviewed the September 2020 Vendor Check Report and the most current disbursement warrant for the period September 9, 2020 through October 13, 2020. Vendor payments for the period totaled \$81,255.35. Payroll totals for September 4, 2020 and September 18, 2020 are \$47,349.99. A motion was made by Treasurer Evers and seconded by Secretary Clarke to approve the Disbursement Warrant in the total amount of \$128,605.34. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Thomas Condon

**CORRESPONDENCE:** There was no correspondence presented.

**FIRE CHIEF'S REPORT:** *Approval of Turnout Gear Purchase:* Chief Kane presented the Board with a memorandum that included a quote for turnout gear from both AirOne Equipment and Dinges Fire Company for the purchase of five sets of Globe turnout gear for the department. Chief Kane recommended purchasing turnout gear from AirOne Equipment that will provide six sets of gear for the price of five. A motion was made by Secretary Clarke and seconded by Treasurer Evers to purchase six sets of Globe turnout gear from AirOne Equipment in an amount not to exceed \$12,710. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Thomas Condon

*Lighting Upgrade Purchase:* Chief Kane reviewed the memorandum provided by Firefighter Matt Perkins for the purchase and possible installation of new lighting within the living quarters of the department. Quotes were received from Blue Ribbon Electrical Inc, Verde Energy Efficiency Experts, Twin Supplies, LTD. and Carey Electric Contracting Inc. A motion was made by Treasurer Evers and seconded by Secretary Clarke to table this matter for the next regular meeting. Motion carried unanimously by voice vote.

*Optimization of T1 Line:* Chief Kane apprised the Board that Radilink and Radicom will provide trial equipment for use the by Fire Protection District and status updates will be provided to the Board as they become available.



*Apparatus Update:* Chief Kane informed the Board that Engine 747 is in the process of completing its sale and Tender 779 has had a tank repair and is now in need of a refurbishment for review and approval at the next regular meeting.

Chief Kane provided the Board with the October 13, 2020 Fire Chief’s Report including updates to personnel currently in the academy and paramedic school, financials, administration, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls.

Chief Kane recognized Firefighter/Paramedic Shane Matthew that arrived on the scene of a motorcycle accident and took exemplary care of both patients while awaiting

**September 2020 Call Breakdown**

September 2020	124
Year to Date Call Increase/Decrease	95 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
June	71	2	4	34	111
July	75	8	2	38	123
August	84	10	1	57	152
September	83	14	3	24	124
<b>Year to Date</b>	<b>644</b>	<b>73</b>	<b>28</b>	<b>287</b>	<b>1032</b>

**OLD BUSINESS:** There was old business.

**NEW BUSINESS:** *Review/Approve – Lauterbach & Amen, LLP Engagement Letter:* The Board reviewed the L&A one-year engagement letter. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to engage L&A in the amount of \$800 per month for PSA services, pending a correction in the engagement letter to correctly state the Harvard Fire Protection District Board of Trustees rather than the Harvard FPD Pension Fund Board of Trustees. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Thomas Condon

**CLOSED SESSION:** A motion was made by Secretary Clarke and seconded by Treasurer Evers to adjourn into closed session at 7:35 p.m. under 5 ILCS 120/2 (c)(1) of the Open Meetings Act to discuss personnel. Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to reconvene the open session at 8:16 p.m. Motion carried unanimously by voice vote.

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

**ADJOURNMENT:** A motion was made by Secretary Clarke and seconded by Treasurer Evers to adjourn the meeting at 8:17 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, November 10, 2020 at 7:00 p.m. at the Harvard Fire Department located at 502 S. Eastman Street, Harvard Illinois, 60033.

Joseph P. Clarke  
Board President or Secretary

11-10-2020  
Date Approved by Board

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