

# 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 NOVEMBER 10, 2020

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, November 10, 2020 at 7:00 p.m. via teleconference in accordance with Public Act 101-0640, pursuant to notice.

**CALL TO ORDER:** President Hugg called the meeting to order at 7:01 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 and Trustee and Tom Condon  
**ABSENT:** Trustee Josh Kelnhofer  
**ALSO PRESENT:** Robina Amato, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the November 10, 2020 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the agenda as presented. Motion carried by roll call vote.

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

**PUBLIC FORUM:** A motion was made by Treasurer Evers and seconded by Trustee Condon to open the public forum to any member of the Public.

Secretary Clarke informed the Board that no written public comment had been submitted to the Board prior to the start of the regular meeting and no members of the public were in attendance. A motion was made by Trustee Condon and seconded by Treasurer Evers to close the public forum. Motion carried by roll call vote.

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

**SECRETARY’S REPORT:** *Approval of the October 13, 2020 Regular Meeting Minutes:* The Board reviewed the October 13, 2020 regular meeting minutes. A motion was made by Secretary Clarke and seconded by Treasurer Evers to approve the October 13, 2020 regular meeting minutes as written. Motion carried by roll call vote.

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

*Semi-Annual Review of Closed Session Meeting Minutes – January 14, 2020:* The Board reviewed the January 14, 2020 closed session meeting minutes. A motion was made by Secretary Clarke and seconded by Treasurer Evers to publish the January 14, 2020 closed session meeting minutes. Motion carried by roll call vote.

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

**TREASURER’S REPORT:** *Review/Approve – Monthly Financial Report and the Disbursement Warrant for October 2020:* The Board reviewed the Monthly Financial Report for the six-month period ending October 31, 2020 prepared by L&A. As of October 31, 2020, the total liability and fund balance is \$3,805,675.28. The Board also reviewed the Treasurer’s Report, Statement of Revenues and Expenditures, the October 2020 Vendor Check Report and the most current disbursement warrant for the period October 14, 2020 through November 10, 2020. Vendor payments for the period totaled \$45,042.61. Payroll totals for October 2, 2020, October 16, 2020 and October 30, 2020 are \$68,060.73. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the Disbursement Warrant in the total amount of \$113,103.34. Motion carried by roll call vote.

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

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

**FIRE CHIEF’S REPORT:** Chief Kane provided the Board with the November 10, 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.

**October 2020 Call Breakdown**

|                                     |                  |
|-------------------------------------|------------------|
| September 2020                      | 136              |
| Year to Date Call Increase/Decrease | 84 Call Decrease |

| Month    | EMS | Invalid Assist | Cover Assignment | Fire | Total |
|----------|-----|----------------|------------------|------|-------|
| 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         |
| October             | 102        | 11        | 1         | 22         | 136         |
| <b>Year to Date</b> | <b>746</b> | <b>84</b> | <b>29</b> | <b>309</b> | <b>1168</b> |

*Re-Appropriation of Funds for Identified Bills/Invoices:* Chief Kane reviewed the request to re-appropriate funds within the budget to fulfill overtime payroll costs due to COVID-19. A motion was made by Trustee Condon and seconded by Treasurer Evers to re-appropriate \$9,072 from the 51555 training/program administrative account to the 51524 overtime salaries account. Motion carried by roll call vote.

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

*Consideration of Quint Acquisition and Apparatus Trade In:* Chief Kane presented the memorandum requesting approval to process an even trade of the current Harvard FPD apparatuses listed for sale for a 2008 Pierce 75’ Quint from Brindlee Mountain Fire Apparatus, LLC. In the event the 2008 Pierce 75’ Quint is no longer available, the 2009 Pierce 75’ Quint will be the subsequent option. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve a trade in to Brindlee Mountain Fire Apparatus, contingent on all required inspection standards being met. Motion carried by roll call vote.

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

Secretary Clarke inquired about tactics for rural deployment and response with the new apparatus and Chief Kane addressed all questions.

*Approval of Refurbishment of Tender 779:* Chief Kane reviewed the memorandum requesting approval of the Tender 779 refurbishment utilizing funds from the sale of Engine 747. The refurbishment would include repairs to corrosion and body damage, paint and lettering as well as updated lighting for a total cost of \$25,972.98. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the refurbishment of Tender 779, contingent on the sale of Engine 747. Motion carried by roll call vote.

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

*Approval for Purchase and Financing of Cardiac Monitors:* Chief Kane presented the Board with a quote from Stryker for the purchase of three cardiac monitors in a total amount of \$111,751.32 for 0% financing over three years. Chief Kane suggested utilizing GEMT funds for the purchase and Secretary Clarke requested the GEMT funds be re-identified within the budget. A motion was made by Treasurer Evers and seconded by Trustee Condon to table this matter for the next regular meeting. Motion carried by roll call vote.

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

*Approval of LED Lighting Upgrade:* Chief Kane reviewed the memorandum prepared by Matt Perkins reviewing the lighting proposal for the Harvard FPD living quarters. Chief Kane recommended the approval of the lighting upgrades through Twin Supplies in an amount not to exceed \$6,597.01. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the purchase of a lighting upgrade in an amount not to exceed \$6,597.01 as presented. Motion carried by roll call vote.

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

*Approval of CAD Computer Purchase for Apparatus:* Chief Kane reviewed the purchase proposal for two CAD surface pros, an iPad and all required software and accessories for use in the ambulance and engine. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the purchase of the CAD computer, software and accessories as discussed in an amount not to exceed \$4,161.20. Motion carried by roll call vote.

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

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

**NEW BUSINESS:** *Review/Approve – Fiscal Year End Audit:* The Board noted additional time is needed for all Trustees to review the fiscal year end audit in detail. A motion was made by Secretary Clarke and seconded by Treasurer Evers to table this matter for the next regular meeting. Motion carried by roll call vote.

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

*Review/Approve – Tax Levy:* The Board discussed preparing a notice for a tax levy hearing to be posted 30 days prior to the hearing date and tabling this matter for the next regular meeting. A motion was made by Trustee Condon and seconded by Treasurer Evers to table this matter for the next regular meeting. Motion carried by roll call vote.

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

**CLOSED SESSION:** There was no need for a closed session.

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

**NEW BUSINESS (CONTINUED):** *Discussion/Approval – Funding for Trustee Training for Fiscal Year 2020-2021:* Secretary Clarke reviewed the upcoming Trustee training opportunities for all five Trustees to complete the required annual training online in the amount of \$40 per Trustee. All Trustees will be required to pay for registration at the time of enrollment and reimbursement requests will be submitted to the Harvard Fire Protection District.

**ADJOURNMENT:** A motion was made by Treasurer Evers and seconded by Trustee Condon to adjourn the meeting at 8:06 p.m. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Kelnhofer

The next regular meeting is scheduled for Tuesday, December 8, 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

12-08-2020  
Date Approved by Board

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