

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 JUNE 8, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, June 8, 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, Trustee Tom Condon, Treasurer Laura Evers and Trustee Josh Kelnhofer
ABSENT: Secretary Joe Clarke
ALSO PRESENT: Kelley Murray, Lauterbach & Amen, LLP (L&A); Fire Chief Larry Kane, Harvard Fire Protection District; Members of Public

AGENDA APPROVAL: The Board reviewed the May 11, 2021 regular meeting agenda. A motion was made by Trustee Condon and seconded by Trustee Kelnhofer to approve the agenda as prepared. Motion carried by roll call vote.

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

PUBLIC FORUM: A motion was made by Trustee Condon and seconded by Trustee Kelnhofer to open the floor for public forum. Motion carried unanimously by voice vote.

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

PUBLIC HEARING, BUDGET AND APPROPRIATIONS FOR FISCAL YEAR 2021-2022: Chief Kane informed the Board the budget is the same budget as presented in the previous meetings. A motion was made by Trustee Condon and seconded by Treasurer Evers to close public hearing. Motion carried unanimously by voice vote.

SECRETARY’S REPORT: *Approval of the May 11, 2021 Regular Meeting Minutes:* The Board reviewed the May 11, 2021 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the May 11, 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 one-month period ending May 31, 2021 prepared by L&A. As of May 31, 2021, the total liability and fund balance is \$2,543,551.38. 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 Trustee Condon to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

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

The Board also reviewed the May 2021 Vendor Check Report and the most current disbursement warrant for the period May 1, 2021 through June 8, 2021. Vendor payments for the period totaled \$106,039.90. Payroll totals for May 14, 2021 and May 28, 2021 are \$44,479.40 A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the May 2021 Vendor Check Report and the disbursement warrant in the total amount of \$106,039.90. Motion carried by roll call vote.

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

CORRESPONDENCE: There was no correspondence to report.

FIRE CHIEF’S REPORT: The Board reviewed the June 8, 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.

May 2021 Call Breakdown

May 2021	130
Year to Date Call Increase/Decrease	50 Call Increase

Month	EMS	Invalid Assist	Cover Assignment	Fire	Total
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
Year to Date	367	32	7	194	572

Update of Ambulance Billing Ordinance: Chief Kane presented the Board with ambulance billing ordinance documentation for emergency medical services fee changes and increases.

Discussion/Possible Action – Resolution for Ambulance Billing Changes: Chief Kane presented the Board with the resolution for ambulance billing changes. A motion was made by Treasurer Evers and seconded by Trustee Condon to accept the ordinance amending the charges and fees for emergency medical services for the Harvard Fire Protection District. Motion carried unanimously by voice vote.

Capital Funding Program: Chief Kane presented the Board with capital funding program.

Update Purchasing Policy: Chief Kane presented the Board the updated purchasing policy. A motion was made by Treasurer Evers and seconded by Trustee Condon to accept Resolution to amend the section 1.25 of the Harvard Fire Protection District Policy and Procedures Manual regarding purchasing policies. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer

NAYS: None

ABSENT: Secretary Clarke

OLD BUSINESS: *Fiscal 2021-2022 Year Budget Discussion, Vote and Appropriations Ordinance, Discussion and Vote:* The Board discussed the Fiscal 2021–2022-year budget that was presented by Chief Kane. The Board discussed Appropriations Ordinance no. 21-001. A motion was made by Trustee Condon and seconded by Treasurer Evers to accept the Ordinance 21-001 tentative budget and appropriation ordinance and the Fiscal 2021–2022-year budget for the Harvard Fire Protection District, McHenry County, Illinois, for the fiscal year beginning May 1, 2021 and ending April 30, 2022 FY2021-2022 budget as presented. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer

NAYS: None

ABSENT: Secretary Clarke

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 Treasurer Evers and seconded by Trustee Kelnhofer to table the semi-annual review of closed session meeting minutes. Motion carried unanimously by voice vote.

Discussion/Possible Action – Lauterbach & Amen, LLP Engagement Letters: The Board reviewed the L&A one-year engagement letter for PSA Services and Accounting Services. A motion was made by Trustee Condon and seconded by Treasurer Evers to engage L&A in the monthly amount of \$820 for PSA Services and \$1,540 for Accounting Services. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer

NAYS: None

ABSENT: Secretary 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.

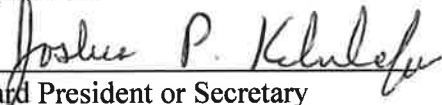
ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Trustee Condon to adjourn the meeting at 7:28p.m. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers, Trustees Condon and Kelnhofer

NAYS: None

ABSENT: Secretary Clarke

The next regular meeting is scheduled for Tuesday, July 13, 2021 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.


Board President or Secretary

7 - 13 - 21
Date Approved by Board

Minutes prepared by Kelley Murray, Professional Services Administration, Lauterbach & Amen, LLP