

# 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 SEPTEMBER 14, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, September 14, 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 7:02 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 Tom Condon  
**ABSENT:** Trustee Joe Clarke  
**ALSO PRESENT:** Keri O'Brien, Lauterbach & Amen, LLP (L&A); Fire Chief Larry Kane, Harvard Fire Protection District

**AGENDA APPROVAL:** The Board reviewed the September 14, 2021 regular meeting agenda. A motion was made by Trustee Condon and seconded by Treasurer Evers to approve the agenda as prepared. Motion carried unanimously by voice vote.

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

**SECRETARY'S REPORT:** *Approval of the June 10, 2021 Special Meeting Minutes:* The Board reviewed the June 10, 2021 special meeting minutes. A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to approve the June 10, 2021 special meeting minutes as written. Motion carried unanimously by voice vote.

*Approval of the August 10, 2021 Regular Meeting Minutes:* The Board reviewed the August 10, 2021 regular meeting minutes. A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to approve the August 10, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

*Approval of the August 10, 2021 Closed Session Meeting Minutes:* The Board reviewed the August 10, 2021 closed session meeting minutes. A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to approve the August 10, 2021 closed session 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 three-month period ending August 31, 2021 prepared by L&A. As of August 31, 2021, the

total liability and fund balance is \$3,017,702.04. 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, Secretary Kelnhofer and Trustee Condon  
 NAYS: None  
 ABSENT: Trustee Clarke

The Board also reviewed the August 2021 Vendor Check Report and the most current disbursement warrant for the period August 11, 2021 through September 14, 2021. Vendor payments for the period totaled \$140,520.82. Payroll totals for August 6, 2021 and August 20, 2021 are \$42,520.09. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to approve the August 2021 Vendor Check Report and the disbursement warrant in the total amount of \$183,040.91. Motion carried by roll call vote.

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

**CORRESPONDENCE:** Chief Kane distributed correspondence received from the public commending the Harvard Fire Protection District for their service and assistance regarding a residence smoke alarms.

**FIRE CHIEF’S REPORT:** The Board reviewed the September 14, 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.

**August 2021 Call Breakdown**

Week Ending	8/1/21	8/8/21	8/15/21	8/22/21	8/29/21	9/5/21	Total
(10) Fire, Other				1			1
(11) Structure Fire		1		1	1		3
(14) Natural Vegetation Fire		1					1
(15) Outside Rubbish Fire		1					1
(22) Overpressure Rupture from Air or Gas (No Fire)		1					1
(32) Emergency Medical Service (EMS) Incident	4	11	21	14	14	6	70
(42) Chemical Release, Reaction, or Toxic Condition			1				1
(44) Electrical Wiring/Equipment Problem			8		3		11
(51) Person in Distress		1					1
(53) Smoke, Odor Problem				1			1
(55) Public Service Assistance		1	3	1	3	3	11
(61) Dispatched and Canceled en Route				1			1
(62) Wrong Location, No Emergency Found	1				1		2
(73) System or Detector Malfunction		2	1		1		4
(74) Unintentional System/Detector Operation (no fire)		2	1			1	4
NULL			5	1	2		8

Week Ending	8/1/21	8/8/21	8/15/21	8/22/21	8/29/21	9/5/21	Total
Total	5	21	40	20	25	10	121

**OLD BUSINESS: Semi-Annual Review of Closed Session Meeting Minutes:** The Board discussed the semi-annual review of closed session meeting minutes and directed L&A to send the closed session meeting minutes to the Board for their review. A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to table the semi-annual review of closed session meeting minutes until the next regular meeting. Motion carried unanimously by voice vote.

**NEW BUSINESS: Review/Approve – Fiscal Year End Audit:** The Board will discuss this item at the next regular meeting.

**CLOSED SESSION – IF NEEDED:** A motion was made by Trustee Condon and seconded by Secretary Kelnhofer to enter into closed session at 7:26 p.m. under 5 ILCS 120/2 (c)(1) of the Open Meetings Act. Motion carried by roll call vote.

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

NAYS: None

ABSENT: Trustee Clarke

A motion was made by Trustee Condon and seconded by Treasurer Evers to reconvene the regular meeting at 8:13 p.m. Motion carried unanimously by voice vote.

**ACTION ITEMS:** The Board discussed accepting three new hires to the Harvard Fire Protection District pending receipt of their fit for duty physical and drug screenings. A motion was made by Treasurer Evers and seconded by Secretary Kelnhofer to accept the new hires into the Harvard Fire Protection District as discussed. Motion carried by roll call vote.

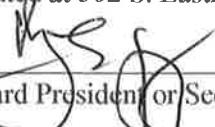
AYES: President Hugg, Treasurer Evers, Secretary Kelnhofer and Trustee Condon

NAYS: None

ABSENT: Trustee Clarke

**ADJOURNMENT:** A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to adjourn the meeting at 8:15 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, October 12, 2021 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

  
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 Board President or Secretary  
 10-12-2021

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 Date Approved by Board