

# Harvard Fire Protection District

502 S. Eastman Street • Harvard, Illinois 60033 • Phone: 815-943-6927



## BOARD of TRUSTEES

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 MARCH 8, 2022**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, March 8, 2022 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033, pursuant to notice.

**CALL TO ORDER:** Treasurer Evers 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:** Treasurer Laura Evers, Trustee Roger Hugg and Trustee Joe Clarke  
**ABSENT:** President Josh Kelnhofer  
**ALSO PRESENT:** Keri O'Brien, Lauterbach & Amen, LLP (L&A); Jeff Swanson, Potential Fire Chief

**AGENDA APPROVAL:** The Board reviewed the March 8, 2022 regular meeting agenda. A motion was made by Trustee Hugg and seconded by Trustee Clarke to amend the agenda to move item 11.e. Meet with Potential Fire Chief – Jeff Swanson under item 7.b. Review/Approve – Disbursement Warrant for February 2022. Motion carried unanimously by voice vote.

**PUBLIC FORUM:** There was no public forum.

**SECRETARY'S REPORT:** *Approval of the February 8, 2022 Regular Meeting Minutes:* The Board reviewed the February 8, 2022 regular meeting minutes. A motion was made by Trustee Clarke and seconded by Trustee Hugg to approve the February 8, 2022 regular meeting minutes as written. Motion carried unanimously by voice vote.

*Approval of the February 8, 2022 Closed Session Meeting Minutes:* The Board reviewed the February 8, 2022 closed session meeting minutes. A motion was made by Trustee Hugg and seconded by Trustee Clarke to approve the February 8, 2022 closed session meeting minutes as written. Motion carried unanimously by voice vote.

*Approval of the February 16, 2022 Special Meeting Minutes:* The Board reviewed the February 16, 2022 special meeting minutes. A motion was made by Trustee Hugg and seconded by Trustee Clarke to approve the February 16, 2022 special 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 ten-month period ending February 28, 2022 prepared by L&A. As of February 28, 2022, the total liability and fund balance is \$2,926,195.94. 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 Hugg to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

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

*Review/Approve – Disbursement Warrant for January 2022:* The Board reviewed the February 2022 Vendor Check Report and the most current disbursement warrant for the period February 9, 2022 through March 8, 2022. Vendor payments for the period totaled \$21,194,28. Payroll totals for February 4, 2022 and February 18, 2022 are \$44,450.15. A motion was made by Treasurer Evers and seconded by Trustee Hugg to approve the February 2022 Vendor Check Report and the disbursement warrant in the total amount of \$65,644.43. Motion carried by roll call vote.

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

**NEW BUSINESS:** *Meet with Potential Fire Chief – Jeff Swanson:* The Board met with potential Fire Chief Jeff Swanson in closed session.

**CLOSED SESSION – IF NEEDED:** A motion was made by Trustee Hugg and seconded by Trustee Clarke to enter into closed session at 7:10 p.m. under 5 ILCS 120/2(c)(1). Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Trustee Hugg to reconvene the regular meeting at 7:48 p.m. Motion carried unanimously by voice vote.

*Jeff Swanson left the meeting at 7:48 p.m.*

**CORRESPONDENCE:** There was no correspondence to discuss.

**FIRE CHIEF’S REPORT:** There was no Fire Chief’s Report presented.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS (CONTINUED):** *Discussion/Possible Action – Ejector Pit/Pump Installation Quote:* The Board reviewed the quote for the ejector pit/pump installation from Hartwig Mechanical, Inc. in the amount of \$8,100. A motion was made by Trustee Hugg and seconded by Treasurer Evers to approve the ejector pit/pump installation in an amount not to exceed \$10,000. Motion failed by roll call vote.

AYES: Trustee Hugg and Treasurer Evers  
NAYS: Trustee Clarke

ABSENT: President Kelnhofer

*Active Member Resignation – Charles Lorenz:* The Board noted that Charles Lorenz resigned from the Harvard Fire Protection District. A motion was made by Trustee Clarke and seconded by Trustee Hugg to accept Charles Lorenz’s resignation as discussed. Motion carried unanimously by voice vote.

*Approve Resignation of Trustee Tom Condon:* The Board noted that Trustee Tom Condon resigned from the Harvard Fire Protection District Board of Trustees effective February 16, 2022. A motion was made by Trustee Hugg and seconded by Treasurer Evers to accept Tom Condon’s resignation as discussed. Motion carried unanimously by voice vote.

*Board Officer Elections:* This item will be discussed at the May 10, 2022 regular meeting.

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

**ADJOURNMENT:** A motion was made by Treasurer Evers and seconded by Trustee Clarke to adjourn the meeting at 8:02 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, April 12, 2022 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

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Date Approved by Board

*Minutes prepared by Keri O’Brien, Professional Services Administration, Lauterbach & Amen, LLP*