

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 MARCH 15, 2021

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, March 15, 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 7:03 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 and Trustee Josh Kelnhofer
ABSENT: Secretary Joe Clarke and Trustee Tom Condon
ALSO PRESENT: Keri O'Brien, Lauterbach & Amen, LLP (L&A); Fire Chief Larry Kane, Harvard Fire Protection District

AGENDA APPROVAL: The Board reviewed the March 15, 2021 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the agenda as prepared. Motion carried unanimously by voice vote.

PUBLIC FORUM: There was no public comment. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to close the public forum. Motion carried unanimously by voice vote.

SECRETARY'S REPORT: *Approval of the January 12, 2021 Regular Meeting Minutes:* The Board reviewed the January 12, 2021 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the January 12, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

Approval of the February 9, 2021 Regular Meeting Minutes: The Board reviewed the February 9, 2021 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the February 9, 2021 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: This item will be discussed at the next regular meeting.

TREASURER’S REPORT: *Review/Approve – Monthly Financial Report and the Disbursement Warrant for February 2021:* The Board reviewed the Monthly Financial Report for the 10-month period ending February 28, 2021 prepared by L&A. As of February 28, 2021, the total liability and fund balance is \$3,810,582.31. 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 Kelnhofer to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

The Board also reviewed the February 2021 Vendor Check Report and the most current disbursement warrant for the period February 11, 2021 through March 9, 2021. Vendor payments for the period totaled \$35,415.69. Payroll totals for February 5, 2021 and February 19, 2021 are \$44,541.98. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the February 2021 Vendor Check Report and the disbursement warrant in the total amount of \$79,957.67. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

CORRESPONDENCE: President Hugg reminded the Board that the IAFFPD Annual Conference will be held in Champaign, Illinois from June 24, 2021 through June 26, 2021.

FIRE CHIEF’S REPORT: Chief Kane provided the Board with the March 9, 2021 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.

February 2021 Call Breakdown

February 2021	99
Year to Date Call Increase/Decrease	5 Call Increase

<u>Month</u>	<u>EMS</u>	<u>Invalid Assist</u>	<u>Cover Assignment</u>	<u>Fire</u>	<u>Total</u>
January	74	7	1	25	107
February	63	8	2	26	99
Year to Date	137	15	3	51	206

OLD BUSINESS: *Appoint FOIA Officer for CY2021:* A motion was made by Trustee Evers and seconded by Trustee Kelnhofer to table this item until the next regular meeting. Motion carried unanimously by voice vote.

Appoint OMA Officer for CY2021: The Board noted that Chief Kane will remain the OMA Designee.

NEW BUSINESS: *Review/Approve – Investment Policy Statement:* The Board discussed the amended Investment Policy Statement prepared by Home State Bank. A motion was made by Treasurer Evers and

seconded by Trustee Kelnhofer to approve the amended Investment Policy Statement as prepared. Motion carried unanimously by voice vote.

Review RFP Responses and Selection of Audit Firm for FY2021 Audit: The Board reviewed the proposal for the FY2021 audit services provided by WIPFLI, LLP. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to engage WIPFLI, LLP for the FY2021 audit. Motion carried unanimously by voice vote.

Allotment C Disbursement of Grant Funds: Chief Kane presented the Board with the Request for Approval for Appropriation of Allotment C Funds Memorandum and informed the Board that due to the COVID-19 pandemic, the Harvard FPD received \$51,571 as a result of various grant programs. The Board noted that the grant funds were disbursed as follows: \$4,092.96 to Overtime Account #51524, \$27,670 to POP Salaries Account #51554, \$3,136.67 to Fuel Costs Account #51611, \$3,000 to EMS Equipment Account #51607 and \$13,671.37 to Capital Equipment Apparatus Account #51621.

Employee Bonuses: Chief Kane presented the Board with the Request for Employee Bonuses Memorandum and reviewed the recommended one-time bonus to all active members of the Harvard FPD in recognition of their efforts during the COVID-19 pandemic. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the recommended one-time bonus as documented in the Employee Bonuses Memorandum. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

Department Badges: The Board discussed purchasing department badges for all eligible active members of the Harvard FPD. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the purchase of 31 badges in the amount of \$2,994.45. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

Renewal of IGA for Dispatch Services with McHenry Dispatch for FY2021-2022: The Board reviewed the IGA for dispatch services with the City of McHenry for May 1, 2021 through April 30, 2024 in the monthly amount of \$3,625.93. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the recommended IGA as presented. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Clarke and Trustee Condon

Resolution Revising, Updating, Adding and/or Correcting Specific Section of the District's Policy and Procedures Manual: The Board noted that this item has already been discussed. No further action is required.

CLOSED SESSION IN ACCORDANCE WITH (5 ILCS 120/2) (CH. 102, PAR. 42) SEC. 2 (C)(1) THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE,

OR DISMISSAL OF SPECIFIC EMPLOYEES: A motion was made by Trustee Evers and seconded by Trustee Kelnhofer to enter into closed session at 7:33 p.m. under 5 ILCS 120/2(c)(1). Motion carried by roll call vote.

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

A motion was made by Trustee Evers and seconded by Trustee Kelnhofer to reconvene the regular meeting at 7:49 p.m. Motion carried by roll call vote.

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

The Board reviewed the performance evaluation and approved a retroactive increase in compensation for Chief Kane as of February 10, 2021. A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to approve Chief Kane's retroactive increase in the amount of \$62,900. Motion carried by roll call vote.

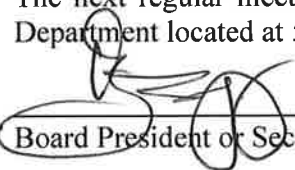
AYES: President Hugg, Treasurer Evers and Trustee Kelnhofer
NAYS: None
ABSENT: Secretary Clarke and Trustee Condon

ACTION ITEMS: There were no action items.

ADJOURNMENT: A motion was made by Trustee Kelnhofer to adjourn the meeting at 7:47 p.m. Motion carried by roll call vote.

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

The next regular meeting is scheduled for Tuesday, April 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

9-14-21

Date Approved by Board

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