

# 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 FEBRUARY 11, 2020**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, February 11, 2020 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 Members of the Public stood and recited the Pledge of Allegiance and entered into a moment of silence.

### **ROLL CALL:**

**PRESENT:** President Roger Hugg, Secretary Josh Kelnhofer, Treasurer Laura Evers, Trustees Thomas Condon and Joe Clarke

**ABSENT:** None

**ALSO PRESENT:** Fire Chief Lawrence Kane, Deputy Chief Don Davidson and Active Member Dan Barnett, Harvard Fire Protection District; Robina Amato, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the February 11, 2020 regular meeting agenda. A motion was made by Trustee Clarke and seconded by Trustee Condon to amend the agenda to add the swearing in of Chief Lawrence Kane to the Harvard Fire Protection District. Motion carried unanimously by voice vote.

**PUBLIC FORUM:** Dan Barnett addressed the Board on behalf of the Harvard Fire Protection District to congratulate and welcome Chief Kane to the Harvard Fire Protection District. Mr. Barnett also offered his immense gratitude for the outstanding work Battalion Chief Pierce has done the last several months as acting chief. Mr. Barnett explained the amount of loyalty and dedication Battalion Chief Pierce has to the Harvard Fire Protection District by always putting his personal interests aside to ensure motivation and morale stayed high within the department and requested the Board offer public recognition for Battalion Chief Pierce.

Trustee Condon responded to Mr. Barnett's comments by affirming the amount of tremendous work done by Battalion Chief Pierce in the absence of a Fire Chief, labeling him the backbone of the department and requested all members in attendance of the meeting give a standing ovation for a job well done.

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

**SWEARING IN OF CHIEF LAWRENCE J. KANE:** President Hugg recited the Fire Chief Oath of Office and performed the swearing in ceremony for Chief Lawrence J. Kane. Chief Kane was presented with his Fire Chief Badge and welcomed to the Department by the Board of Trustees and all members of the public.

**SECRETARY’S REPORT:** *Approval of the January 7, 2020 and January 21, 2020 Special Meeting Minutes:* The Board noted a recording of both the January 7, 2020 and January 21, 2020 special meeting minutes will be sent to Robina Amato to transcribe for review and approval at the next regular meeting.

*Approval of the January 14, 2020 Regular Meeting Minutes:* The Board reviewed the January 14, 2020 regular meeting minutes. A motion was made by Trustee Clarke and seconded by Trustee Condon to approve the January 14, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER’S REPORT:** *Illinois Secure Choice Savings Plan:* Treasurer Evers informed the Board the Illinois Secure Choice Savings plan can be offered to District employees and administered through Lauterbach & Amen, LLP. Treasurer Evers also informed the Board a fleet card will be provided for fuel costs for all vehicles at the Harvard Fire Protection District.

*Banking Recommendations:* A motion was made by Trustee Clarke and seconded by Trustee Condon to table the discussion of the banking recommendations and the Illinois Secure Choice Savings Plan until the next regular meeting as a request of Treasurer Evers. Motion carried unanimously by voice vote.

**ACCOUNTS PAYABLE:** The Board reviewed the Monthly Financial Report for the nine-month period ending January 31, 2020 prepared by L&A. As of January 31, 2020, the total liability and fund balance is \$1,197,253.26. The Board also reviewed the Treasurer’s Report, Statement of Revenues and Expenditures and the Vendor Check Report dated February 10, 2020 for total disbursements of \$69,797.62.

The Board reviewed the disbursement warrant for the period January 8, 2020 through February 4, 2020. Total vendor payments for the period are \$69,797.62 and payroll for January 10, 2020 and January 24, 2020 is \$63,500.68 for a total disbursement of \$133,298.30. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the total payments shown on the disbursement warrant in the amount of \$133,298.30. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

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

**FIRE CHIEF’S REPORT:** Deputy Chief Davidson reviewed the overall 2019 call breakdown with the Board and provided the January 2020 call breakdown below:

**January 2020 Call Breakdown**

January 2020	113
January 2019	116
Year to Date Call Increase/Decrease	3 Calls/0.01% Decrease

<b># of Calls</b>	<b>Description</b>
67	EMS Call, Excluding Vehicle Accident with Injury
9	Dispatched and Cancelled en Route
9	Cover Assignment, Standby, Moveup
8	Assist Invalid
4	Motor Vehicle Accident with Injuries
3	No Incident Found on Arrival at Dispatch Address
3	Gas Leak (Natural Gas or LPG)
2	Building Fire
1	Good Intent Call, Other
1	CO Detector Activation Due to Malfunction
1	HazMat Release Investigation w/no HazMat
1	Alarm System Sounded due to Malfunction
1	Carbon Monoxide Detector Activation, No CO
1	Motor Vehicle/Pedestrian Accident (MV Ped)
1	Mobile Property (Vehicle) Fire, Other
1	Chimney or Flue Fire, Confined to Chimney or Flue

Deputy Chief Davidson reviewed the January 1, 2019 through December 31, 2019 Incident Statistics Report with the Board and provided insight to seven locations that generate the highest EMS call volume.

Trustee Condon gave recognition to the department for a recent vehicle emergency and the training and confidence that was displayed by the personnel involved.

**OLD BUSINESS:** *Review/Approval – T1 Line:* The Board noted Chief Lawrence and Deputy Chief Davidson will work together to research additional items necessary for the T1 Line. A motion was made by Trustee Clarke and seconded by Trustee Condon to table this matter for the next regular meeting. Motion carried unanimously by voice vote.

**NEW BUSINESS:** There was no new business to discuss.

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

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

**ADJOURNMENT:** A motion was made by Trustee Condon and seconded by Trustee Clarke to adjourn the meeting at 7:24 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, March 10, 2020 at 7:00 p.m. at 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 Robina Amato, Professional Services Administration, Lauterbach & Amen, LLP*