

**MINUTES OF A REGULAR MEETING OF THE
HARVARD FIRE PROTECTION DISTRICT BOARD OF TRUSTEES
MCHENRY COUNTY, ILLINOIS
MARCH 10, 2020**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, March 10, 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 7:06 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, Treasurer Laura Evers and Trustee Joe Clarke

ABSENT: Secretary Josh Kelnhofer and Trustee Thomas Condon

ALSO PRESENT: Fire Chief Lawrence Kane, Deputy Chief Don Davidson, Harvard Fire Protection District; Robina Amato, Lauterbach & Amen, LLP (L&A); Jim Gunn, Radilink Inc.; Cliff Hammarstrom, Radicom Inc.

AGENDA APPROVAL: The Board reviewed the March 10, 2020 regular meeting agenda. A motion was made by Trustee Clarke and seconded by Treasurer Evers to amend the agenda to move the Discussion and Possible Action – T1 Line Alternative item to after Public Comment and to strike the approval of January 7, 2020 and January 21, 2020 special meeting minutes due to them not being drafted. Motion carried unanimously by voice vote.

PUBLIC FORUM: There was no public comment.

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

FIRE CHIEF’S REPORT: *Discussion/Possible Action – T1 Line Alternative Options:* Jim Gunn and Cliff Hammarstrom presented the Board with options for a dedicated VPN connection from the McHenry County dispatch center to the Harvard FPD repeater located on the water tower. Mr. Gunn and Mr. Hammarstrom explained how the VPN will operate and reviewed pricing for the connection.

Trustee Clarke recommended a second repeater be installed as a backup system and the possibility of taking possession of an unused repeater from the City of Harvard. A motion

was made by Trustee Clarke and seconded by Treasurer Evers to approve the purchase of T1 Line Alternative option as proposed by Mr. Gunn and Mr. Hammarstrom in the amount of \$10,960.70 for all equipment and labor, with a monthly fee of \$169.95 to be billed after May 1, 2020. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Clarke

NAYS:None

ABSENT: Secretary Kelnhofer and Trustee Condon

SECRETARY'S REPORT: *Approval of the January 21, 2020 Reconvened Meeting, February 11, 2020 Regular Meeting and February 14, 2020 Special Meeting Minutes:* The Board reviewed the January 21, 2020 reconvened meeting, February 11, 2020 regular meeting and February 14, 2020 special meeting minutes. A motion was made by Trustee Clarke and seconded by Treasurer Evers to approve the aforementioned meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Possible Action – Banking Recommendations and Reallocation of Assets:* The Board discussed closing and transferring the total balance of the 0935 operations account into the 0986 operations account, close and transfer the total balance of both the 3843 CD and the 4557 impact account to the Home State Bank Trust account and to close the 5208 CD early to pay off the 0920 Home State Bank loan. A motion was made by Treasurer Evers and seconded by Trustee Clarke to close and reallocate the funds as discussed. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Clarke

NAYS:None

ABSENT: Secretary Kelnhofer and Trustee Condon

Illinois Secure Choice Savings Plan: Treasurer Evers informed the Board that she will research a better savings option to offer to the members of the Harvard Fire Protection District.

ACCOUNTS PAYABLE: The Board reviewed the Monthly Financial Report for the ten-month period ending February 29, 2020 prepared by L&A. As of February 29, 2020, the total liability and fund balance is \$1,038,229.08. The Board also reviewed the Treasurer's Report, Statement of Revenues and Expenditures and the Vendor Check Report dated March 10, 2020 for total disbursements of \$49,202.02. A motion was made by Treasurer Evers and seconded by Trustee Clarke to approve the Vendor Check Report in the amount of \$49,202.02. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Clarke

NAYS:None

ABSENT: Secretary Kelnhofer and Trustee Condon

CORRESPONDENCE: There was no correspondence presented for review.

FIRE CHIEF'S REPORT (CONTINUED): *Online Background Checks:* Chief Kane

distributed a sales flyer for “Backgrounds Online” to the Board. Chief Kane recommended the Harvard Fire Protection District use the standard package offered for hiring purposes based on the organization’s affordability, turnaround time and the candidate detail offered to employers. Trustee Clarke recommended utilizing the comprehensive package that includes a more detailed reference check and credential verification. A motion was made by Trustee Clarke and seconded by Treasurer Evers to approve the use of “Backgrounds Online” comprehensive package and driving abstract for a cost of \$112.50 per candidate, on a six-month trial basis. Motion carried by roll call vote.

AYES: President Hugg, Treasurer Evers and Trustee Clarke

NAYS:None

ABSENT: Secretary Kelnhofer and Trustee Condon

Chief Kane provided the Board with the March 10, 2020 Fire Chief’s Report including updates to personnel, financials, buildings and grounds, apparatus and equipment, station alerting and emergency calls.

Deputy Chief Davidson reviewed the overall 2019 call breakdown with the Board and provided the February 2020 call breakdown below:

February 2020 Call Breakdown

February 2020	88
February 2019	126
Year to Date Call Increase/Decrease	40 Call Decrease

<u>Month</u>	<u>EMS</u>	<u>Invalid Assist</u>	<u>Cover Assignment</u>	<u>Fire</u>	<u>Total</u>
January	72	8	8	25	113
February	63	8	1	16	88
Year to Date	135	16	9	41	201

OLD BUSINESS: There was no old business.

NEW BUSINESS: *School District Use of Training Room for Tutoring Purposes:* Chief Lawrence apprised the Board on the solicited use of the Training Room for tutoring purposes for a specific individual. Chief Lawrence asked the room rental fee be waived in an effort to foster a relationship between the department and the school district. A motion was made by Trustee Clarke and seconded by Treasurer Evers to approve the use of the Training Room from March 11, 2020 through May 22, 2020 and waive all associated rental fees as discussed. Motion carried unanimously by voice vote.

Budget Committee Member Change – Nikki Pierce: Chief Kane informed the Board that Lieutenant Lorenz has stepped down from the Budget Committee due to time constraints within his schedule. Chief Kane recommended Lieutenant Pierce for the open position

due to her recent meeting attendance and value-added recommendations for the Department. A motion was made by Trustee Clarke and seconded by Treasurer Evers to nominate Lieutenant Pierce to the Budget Committee. Motion carried unanimously by voice vote.

Board of Trustees/Fire Chief Interaction – Chain of Command: The Board reviewed the Resolution for the Fire Chief Interaction with the Board of Trustees provided by Chief Kane. A motion was made by Treasurer Evers and seconded by Trustee Hugg to approve the Resolution as presented. Trustee Clarke recommended amending the previous motion and add the following language to the resolution: “The President shall keep all Trustees up to date on any conversations or actions taken.” A motion was made by Trustee Clarke and seconded by Treasurer Evers to accept the amended Resolution as discussed. Motion carried unanimously by voice vote.

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

ACTION ITEMS: There were no action items.

ADJOURNMENT: A motion was made by Trustee Clarke and seconded by Treasurer Evers to adjourn the meeting at 8:37 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, April 14, 2020 at 7:00 p.m. at the Harvard Fire Department located at 502 S. Eastman Street, Harvard Illinois, 60033.

Board President or Secretary

Date Approved by Board

Minutes prepared by Robina Amato, Professional Services Administration, Lauterbach & Amen, LLP