

# 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 APRIL 14, 2020**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held via teleconference in accordance with Section 5 of Governor Pritzker's Executive Order 2020-18 (COVID-19 Executive Order No. 16) on Tuesday, April 14, 2020 at 7:00 p.m., 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 other participants 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 Joe Clarke and Thomas Condon

**ABSENT:** None

**ALSO PRESENT:** Fire Chief Lawrence Kane, Harvard Fire Protection District; Robina Amato, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the April 14, 2020 regular meeting agenda. A motion was made by Trustee Condon and seconded by Treasurer 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 Trustee Evers and seconded by Treasurer Kelnhofer to close the public forum. Motion carried unanimously by voice vote.

**SECRETARY'S REPORT:** *Approval of the March 10, 2020 Meeting Minutes:* The Board reviewed the March 10, 2020 meeting minutes. A motion was made by Trustee Condon and seconded by Treasurer Evers to approve the March 10, 2020 meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** Treasurer Evers informed the Board that \$8,000 in stimulus funds and the \$26,946.54 reimbursement for the purchase of the Phoenix system was received by the Harvard Fire Protection District.

Treasurer Evers reminded the Trustees to review the direct deposit form distributed by Lauterbach & Amen, LLP and to submit back to Kyle Nichol with L&A as they are completed.

**ACCOUNTS PAYABLE:** The Board reviewed the Monthly Financial Report for the eleven-month period ending March 31, 2020 prepared by L&A. As of March 31, 2020, the total liability and fund balance is \$976,775.88. The Board also reviewed the Treasurer’s Report, Statement of Revenues and Expenditures and the Vendor Check Report dated April 14, 2020 for total disbursements of \$27,909.20. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the disbursements shown on the Vendor Check Report in the amount of \$27,909.20. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Trustee Clarke requested that account 51553 Fire Paid On Call Salaries be broken out into two separate categories for Paid On Premise and Call Back salaries. Trustee Clarke also recommended the Fire Safety Consultant Fees be categorized under account 51615 Fire Protection Bureau.

The Board reviewed the disbursement warrant for the period February 5, 2020 through March 10, 2020. Total vendor payments for the period are \$50,206.02; total debt repayments for the period are \$1,808 and payroll for February 7, 2020 and February 21, 2020 is \$56,251.09 for a total disbursement of \$108,265.11.

The Board also reviewed the most current disbursement warrant for the period March 11, 2020 through April 14, 2020. Total vendor payments for the period are \$27,909.20; total debt repayments for the period are \$904 and payroll for March 6, 2020 and March 20, 2020 is \$59,715.80 for a total disbursement of \$88,529.

A motion was made by Treasurer Evers and seconded by Trustee Evers to approve the total payments shown on the disbursement February 2020 and March 2020 disbursement warrants in the amounts of \$108,265.11 and \$88,529; respectively. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

*Lauterbach & Amen, LLP Invoices:* The Board noted that the January 2020 and February 2020 L&A invoices for PSA services have been paid and the March 2020 L&A invoice for PSA services will be included with the next vendor check report.

**CORRESPONDANCE:** President Hugg read correspondence received from Scott Logan to the Harvard Fire Protection District expressing his gratitude for the services that are being provided from first responders during the COVID-19 pandemic and for the all the additional public relations such as birthday parades and guest readers for children during the pandemic. Trustee Condon informed the Board that since the Harvard Fire Protection District has participated in these events, he has received several personal phone calls at his home from Harvard citizens expressing their appreciation to the District.

**FIRE CHIEF’S REPORT:** Chief Kane provided the Board with the April 14, 2020 Fire Chief’s Report including updates to personnel, financials, buildings and grounds, apparatus and equipment, station alerting, public education and relations and emergency calls.

**March 2020 Call Breakdown**

March 2020	111
Year to Date Call Increase/Decrease	35 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
March	73	11	4	23	111
<b>Year to Date</b>	<b>208</b>	<b>27</b>	<b>13</b>	<b>64</b>	<b>312</b>

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

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

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

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

**ADJOURNMENT:** A motion was made by Trustee Evers and seconded by Treasurer Condon to adjourn the meeting at 7:52 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, May 12, 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*