

# 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 MAY 12, 2020

A regular meeting of the Harvard Fire Protection District Board of Trustees was held via teleconference in accordance with Section 6 of Governor Pritzker's Executive Order 2020-33 (COVID-19 Executive Order No. 31) on Tuesday, May 12, 2020 at 7:00 p.m., pursuant to notice.

**CALL TO ORDER:** President Hugg called the meeting to order at 7:01 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 and Keri O'Brien, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the May 12, 2020 regular meeting agenda. A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to approve the agenda as prepared. Motion carried by roll call vote.

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

**NAYS:** None

**ABSENT:** None

**SECRETARY'S REPORT:** *Approval of the April 14, 2020 Meeting Minutes:* The Board reviewed the April 14, 2020 meeting minutes. A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to approve the April 14, 2020 meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review Proposal and Accept Terms and Conditions from WIPFLI for April 30, 2020 Audit:* The Board reviewed the WIPFLI one-year engagement letter. A motion was made by Trustee Condon and seconded by Treasurer Evers to engage WIPFLI in an amount not to exceed \$10,000 for the April 30, 2020 fiscal year end audit. Motion carried by roll call vote.

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

**NAYS:** None

ABSENT: None

**ACCOUNTS PAYABLE:** *Review/Approve – Monthly Financial Report and Disbursement Warrant for April 2020:* The Board reviewed the Monthly Financial Report for the twelve-month period ending April 30, 2020 prepared by L&A. As of April 30, 2020, the total liability and fund balance is \$916,676.13. The Board also reviewed the Treasurer’s Report, Statement of Revenues and Expenditures, Vendor Check Report dated May 12, 2020 and the most current disbursement warrant for the period April 15, 2020 through May 12, 2020. Total vendor payments for the period are \$53,307.83; total debt repayments for the period are \$47,594.10 and payroll for April 3, 2020, April 17, 2020 and April 30, 2020 is \$71,906.80 for a total disbursement of \$119,500.90. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the Monthly Financial Report as presented and the Disbursement Warrant in the amount of \$119,500.90. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

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

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

**CORRESPONDANCE:** Treasurer Evers informed the Board that correspondence regarding possible unemployment being issued to Don Davidson was received at the Harvard Fire Protection District. The Board will contact the District’s Attorney for direction on how to respond to the unemployment claim. Further discussion will be held at the next regular meeting.

**FIRE CHIEF’S REPORT:** *Approval of Grant Writer Fee in Connection with Fire West Regional Grant Opportunity:* Chief Kane presented the Board with the Fire West Regional Grant Opportunity to purchase new communications equipment for the Harvard Fire Protection District. The Grant includes a \$1,000 grant writing fee per department, plus a 10% match for the radio equipment ordered through the grant. A motion was made by Trustee Condon and seconded by Trustee Kelnhofer to approve the grant writing fee in the amount of \$1,000. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Chief Kane provided the Board with the May 12, 2020 Fire Chief’s Report including updates to hiring of personnel, financials, apparatus and equipment, public education and relations and emergency calls.

**April 2020 Call Breakdown**

April 2020	92
Year to Date Call Increase/Decrease	79 Call Decrease

<b><u>Month</u></b>	<b><u>EMS</u></b>	<b><u>Invalid Assist</u></b>	<b><u>Cover Assignment</u></b>	<b><u>Fire</u></b>	<b><u>Total</u></b>
January	72	8	8	25	113
February	63	8	1	16	88

March	73	11	4	23	111
April	55	3	2	32	92
<b>Year to Date</b>	<b>263</b>	<b>30</b>	<b>15</b>	<b>96</b>	<b>404</b>

Trustee Clarke recommended the Draft Budget Hearing public notice be prepared and published both at the Fire Protection District and with the local newspaper according to the Handbook of the Trustees of the Illinois Fire Protection Districts.

A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to approve the Fire Chief's Report as presented. Motion carried unanimously by voice vote.

**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 Condon and seconded by Treasurer Evers to adjourn the meeting at 7:40 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, June 9, 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*