

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 JULY 14, 2020

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, July 14, 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 7:01 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 and Trustee Joe Clarke
ABSENT: Trustee Thomas Condon
ALSO PRESENT: Fire Chief Lawrence Kane, Harvard Fire Protection District; Kelley Murray, Lauterbach & Amen, LLP (L&A)

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

ELECTION OF BOARD OFFICERS: The Board discussed Board Officer Elections. A motion was made by Secretary Kelnhofer and seconded by Treasurer Evers to nominate Trustee Joe Clarke for the Secretary position. Trustee Clarke accepted the nomination and was elected by acclamation to the Secretary position. Motion carried by roll call vote.

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

The Board discussed nominations for the Treasurer position. A motion was made by newly elected Secretary Clarke and seconded by Trustee Kelnhofer to nominate Trustee Evers for the Treasurer. Treasurer Evers accepted the nomination and was elected as Treasurer by acclamation. Motion carried by roll call vote.

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

The Board discussed nominations for the President position. A motion was made by Treasurer Evers and seconded by Secretary Clarke to nominate Trustee Hugg for the President. Trustee Hugg accepted the nomination and was elected as President by acclamation. Motion carried by roll call vote.

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

SECRETARY’S REPORT: *Approval of the June 9, 2020 Special and Regular Meeting Minutes:* The Board reviewed the June 9, 2020 special and regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the June 9, 2020 special meeting minutes as written. Motion carried unanimously by voice vote.

Approval of the June 25, 2020 Special Meeting Minutes: The Board reviewed the June 25, 2020 special meeting minutes. A motion was made by Treasurer Evers and seconded by Secretary Clarke to approve the June 25, 2020 special meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER’S REPORT: *Approval of Wex Account Auto Payment:* Treasurer Evers reviewed the account login and payment process she has recently set up for the Harvard FPD Wex Account. The Board noted an invoice for the Wex account will need to be approved at each Board meeting for regular monthly payments.

ACCOUNTS PAYABLE: *Review/Approve – Monthly Financial Report and Disbursement Warrant for June 2020:* The Board reviewed the Monthly Financial Report for the two-month period ending June 30, 2020 prepared by L&A. As of June 30, 2020, the total liability and fund balance is \$1,272,879.81. The Board also reviewed the Treasurer’s Report, Statement of Revenues and Expenditures, June 2020 Vendor Check Report and the most current disbursement warrant for the period June 10, 2020 through July 14, 2020. Vendor payments for the period totaled \$23,282.30. Payroll totals for June 12, 2020 and June 26, 2020 are \$59,831.03. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the Monthly Financial Report as presented and the Disbursement Warrant in the total amount of \$83,113.33 and the additional Walmart invoice in the amount of \$186.88. Motion carried by roll call vote.

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

The Board discussed transferring cash for the purpose of funding bi-weekly payroll expenses. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to transfer \$25,000 into the general fund to fund payroll expenses. Motion carried by roll call vote.

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

CORRESPONDENCE: There was no correspondence presented.

FIRE CHIEF’S REPORT: Review/Approval – Target Solutions Contract: Chief Kane presented the Board with the memorandum requesting renewal of the Target Solutions contract for a training platform currently being used by the Harvard Fire Protection District at an annual rate of \$4,400 per year for three years. A motion was made by Secretary Clarke and seconded by Treasurer Evers to approve the renewal of the Target Solutions contract as discussed. Motion carried by roll call vote.

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

Review/Approval – Hiring of Personnel: Chief Kane reviewed the list of current candidates for Firefighter/Paramedic, Firefighter/EMT and Cadet/EMT positions with the Harvard Fire Protection District. A motion was made by Secretary Clarke and seconded by Trustee Kelnhofer to authorize Chief Kane to hire up to 11 members into the Harvard FPD. Motion carried by roll call vote.

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

Chief Kane provided the Board with the July 14, 2020 Fire Chief’s Report including updates to personnel, financials, administration, buildings and grounds, apparatus and equipment, station alerting and dispatching and emergency calls:

June 2020 Call Breakdown

June 2020	111
Year to Date Call Increase/Decrease	103 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
April	55	3	2	32	92
May	68	9	3	38	118
June	71	2	4	34	111
Year to Date	402	49	22	168	633

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

OLD BUSINESS: There was old business.

NEW BUSINESS: There was no new business.

CLOSED SESSION: A motion was made by Trustee Clarke and seconded by Treasurer Evers to adjourn into closed session at 7:45 p.m. under 5 ILCS 120/2 (c)(11) of the Open Meetings Act to deliberate pending and/or imminent litigation. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Trustee Condon

A motion was made by Trustee Kelnhofer and seconded by Trustee Evers to reconvene the open session at 8:04 p.m. Motion carried by roll call vote.

AYES: President Hugg, Secretary Clarke, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Trustee Condon

ACTION ITEMS: There were no action items.

ADJOURNMENT: A motion was made by Secretary Clarke and seconded by Treasurer Evers to adjourn the meeting at 8:04 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, August 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