

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 AUGUST 11, 2020

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, August 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 other participants recited the Pledge of Allegiance and entered into a moment of silence.

ROLL CALL:

PRESENT: President Roger Hugg, Secretary Joe Clarke, Treasurer Laura Evers and Trustees Josh Kelnhofer 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 August 11, 2020 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Secretary Clarke to approve the agenda with item #6 Board Officer Elections to be stricken and to move item #7b Semi-Annual Review of Closed Session Meeting Minutes under item #14 Closed Session. Motion carried unanimously by voice vote.

PUBLIC FORUM: A motion was made by Trustee Condon and seconded by Trustee Clarke to open the forum to any member of the Public wishing to address the Board.

There was no public comment.

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

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

TREASURER’S REPORT: Treasurer Evers informed the Board that Rachel Drury is no longer employed with Lauterbach and Amen, LLP and Kyle Nichol will be the primary contact in the interim.

ACCOUNTS PAYABLE: *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the three-month period ending July 31, 2020 prepared by L&A. As of July 31, 2020, the total liability and fund balance is \$3,572,184.73. The Board also reviewed the Treasurer’s Report and the Statement of Revenues and Expenditures. A motion was made by Treasurer Evers and seconded by Secretary Clarke to accept the Monthly Financial Report as presented. Motion carried by roll call vote.

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

Disbursement Warrant for July 2020: The Board reviewed the July 2020 Vendor Check Report and the most current disbursement warrant for the period July 15, 2020 through August 11, 2020. Vendor payments for the period totaled \$33,663.73. Payroll totals for July 9, 2020 and July 22, 2020 are \$51,057.43. A motion was made by Treasurer Evers and seconded by Trustee Condon to approve the Disbursement Warrant in the total amount of \$51,057.43. Motion carried by roll call vote.

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

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 Trustees Kelnhofer and Condon
 NAYS: None
 ABSENT: None

CORRESPONDENCE: There was no correspondence presented.

FIRE CHIEF’S REPORT: Chief Kane provided the Board with the August 11, 2020 Fire Chief’s Report including updates to personnel, financials, administration, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls:

July 2020 Call Breakdown

| | |
|-------------------------------------|-------------------|
| July 2020 | 123 |
| Year to Date Call Increase/Decrease | 110 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 |
| July | 75 | 8 | 2 | 38 | 123 |
| Year to Date | 477 | 49 | 24 | 206 | 756 |

Review/Approval – Corkhill Insurance Policy: Chief Kane presented the Board with the memorandum requesting a change in insurance carriers for the accident and sickness commercial package as well as the umbrella policy and cyber liability insurance to Corkhill Insurance for an annual premium not to exceed \$32,000. A motion was made by Secretary Clarke and seconded by Trustee Kelnhofer to approve the change in insurance carriers as discussed and to renew the current workman’s compensation coverage in the amount of \$72,109. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Review/Approval – Purchase of Gear Washer: Chief Kane presented the Board with the memorandum describing NFPA 1851 recommendations for gear laundering and requested approval of the purchase and installation of the Speed Queen 30-pound Gear Washer for the department in an amount not to exceed \$7,100. A motion was made by Secretary Clarke and seconded by Treasurer Evers to authorize Chief Kane to purchase a gear washer as discussed. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Review/Approve – Purchase, Delivery and Use of FPD Fitness Equipment: Chief Kane reviewed the purchase and reimbursement by the Harvard Fire District Association of fitness equipment. A motion was made by Secretary Clarke and seconded by Trustee Kelnhofer approve the initial purchase of fitness equipment in an amount not to exceed \$6,600, to be reimbursed within 6 months by the Harvard Fire District Association. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

OLD BUSINESS: There was old business.

NEW BUSINESS: There was no new business.

CLOSED SESSION: A motion was made by Trustee Condon and seconded by Treasurer Evers to adjourn into closed session at 7:48 p.m. under 5 ILCS 120/2 (c)(11) and 5ILCS 120/2 (c)(21) of the Open Meetings Act to discuss pending litigation and review closed session meeting minutes. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

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

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

NAYS: None

ABSENT: None

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, September 8, 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