

# 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 SEPTEMBER 8, 2020**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, September 8, 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:** Treasurer Evers called the meeting to order at 7:04 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:** Secretary Joe Clarke, Treasurer Laura Evers, Trustees Josh Kelnhofer and Thomas Condon

**ABSENT:** President Roger Hugg

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

**AGENDA APPROVAL:** The Board reviewed the September 8, 2020 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the agenda with an amendment to table the review and approval of the monthly financial report until the October meeting. Motion carried unanimously by voice vote.

**PUBLIC FORUM:** Mayor Kelly informed the Board the City of Harvard Council is considering vacating a portion of Crowley Road just east of Harvard Hills Road. City Council has been discussing this issue since February and further discussion will be held at the City Council meeting later this month.

Secretary Clarke and Chief Kane expressed their concern regarding the lack of access to surrounding farms and facilitated additional conversation between the Board and Mayor Kelly.

Mayor Kelly left the meeting at 7:23 p.m.

**SECRETARY'S REPORT:** *Approval of the August 11, 2020 Regular Meeting Minutes:* The Board reviewed the August 11, 2020 regular and closed session meeting minutes. A motion was made by Secretary Clarke and seconded by Trustee Condon to approve the August 11, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

The Board noted the August 11, 2020 closed session meeting minutes will be reviewed at the next semi-annual review of closed session meeting minutes.

**TREASURER’S REPORT:** *Review/Approve – Monthly Financial Report:* The Board tabled this matter for the next regular meeting.

*Disbursement Warrant for August 2020:* The Board reviewed the August 2020 Vendor Check Report and the most current disbursement warrant for the period August 12, 2020 through September 8, 2020. Vendor payments for the period totaled \$35,006.45. Payroll totals for August 7, 2020 and August 21, 2020 are \$47,152.12. A motion was made by Treasurer Evers and seconded by Secretary Clarke to approve the Disbursement Warrant in the total amount of \$82,158.57. Motion carried by roll call vote.

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

**CORRESPONDENCE:** There was no correspondence presented.

**FIRE CHIEF’S REPORT:** Chief Kane provided the Board with the September 8, 2020 Fire Chief’s Report including updates to personnel, financials, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls.

Chief Kane updated the Board that the background checks currently being utilized by the Fire Protection District including educational certification is not worth the cost and recommended the District discontinue the additional educational certification requirement. Further discussion will be held at the next regular meeting.

**August 2020 Call Breakdown**

August 2020	152
Year to Date Call Increase/Decrease	98 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
August	84	10	1	57	152
<b>Year to Date</b>	<b>561</b>	<b>59</b>	<b>25</b>	<b>263</b>	<b>908</b>

Trustee Condon expressed his gratitude towards the Department and how impressed he is with the ability of the current members to utilize the equipment with good judgement.

*Review/Approval – Classroom Furnace Replacement:* Chief Kane presented the Board with quotes provided by Hartwig Plumbing & Heating, Inc., Northern Mechanical and Ellison Plumbing & Heating, Inc for the purchase of a new furnace in the training room. The Board reviewed the memorandum presented by Chief Kane recommending the purchase of a replacement furnace from Hartwig Plumbing & Heating, Inc. in an amount not to exceed \$4,000, including installation and fees. A motion was made by Secretary Clarke and seconded by Trustee Condon to purchase a replacement furnace as recommended. Motion carried by roll call vote.

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

**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 Condon to adjourn into closed session at 7:50 p.m. under 5 ILCS 120/2 (c)(11) of the Open Meetings Act to discuss pending litigation. Motion carried by roll call vote.

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

The Board reconvened the open session at 8:02 p.m.

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

**ADJOURNMENT:** A motion was made by Secretary Clarke and seconded by Treasurer Condon to adjourn the meeting at 8:02 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, October 13, 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*