

# Harvard Fire Protection District

502 S. Eastman Street • Harvard, Illinois 60033 • Phone: 815-943-6927



## BOARD of TRUSTEES

Josh Kelnhofer  
Laura Evers  
Scott Logan  
Amy Crane  
Paul Hildreth

## MINUTES OF A SPECIAL MEETING OF THE HARVARD FIRE PROTECTION DISTRICT BOARD OF TRUSTEES MCHENRY COUNTY, ILLINOIS MAY 18, 2022

A special meeting of the Harvard Fire Protection District Board of Trustees was held on Wednesday, May 18, 2022 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033, pursuant to notice.

**CALL TO ORDER:** President Kelnhofer 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 Josh Kelnhofer, Treasurer Laura Evers, Secretary Scott Logan, Trustees Amy Crane and Paul Hildreth

**ABSENT:** None

**ALSO PRESENT:** Lieutenant Nikki Pierce, Harvard Fire Protection District; Maddie Hayes (*via videoconference*), Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the May 18, 2022 regular meeting agenda. A motion was made by Secretary Logan and seconded by Treasurer Evers to approve the agenda as prepared. Motion carried unanimously by voice vote.

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

**CORRESPONDENCE:** There was no correspondence to discuss.

**OLD BUSINESS:** *John Kimmel from Marengo Fire and Rescue District:* John Kimmel from Marengo Fire and Rescue District apprised the Board regarding Harvard Fire Protection District entering into an Intergovernmental Agreement with Marengo Fire and Rescue District. Further discussion will be held at the next regular meeting.

*Explorer Program – Kelly Jacobs:* This item was tabled until the next regular meeting.

*Review Suggested New Pay Cycle:* This item was tabled until the next regular meeting.

**NEW BUSINESS:** *Discussion/Possible Action – Fire Department Staffing Schedule:* Lieutenant Pierce apprised the Board regarding the current Fire Department staffing schedule. Updates will be provided as they become available.

*Discussion/Possible Action – Milk Days Schedule:* Lieutenant Pierce apprised the Board of the upcoming Harvard Milk Days event and noted the Fire Department is creating a schedule to attend. No further action is needed.

*Discussion/Possible Action – Intergovernmental Agreement with Woodstock:* The Board reviewed the Intergovernmental Agreement with Woodstock. A motion was made by Secretary Logan and seconded by Treasurer Evers to approve the Intergovernmental Agreement with Woodstock. Motion carried by roll call vote.

AYES: President Kelnhofer, Treasurer Evers, Secretary Logan, Trustees Crane and Hildreth  
NAYS: None  
ABSENT: None

*Discussion/Possible Action – Compensation and Authority:* The Board discussed issuing potential compensation to Lieutenant Veronese for fulfilling the position of Acting Chief following the resignation of former Fire Chief Kane.

*Discussion/Possible Action – Fire Chief Hiring Process:* The Board discussed posting the application for the open Interim Fire Chief position and the full time Fire Chief position. Updates will be provided as they become available.

*Discussion of IAFFPD Conference:* Treasurer Evers informed the Board the IAFFPD Conference will be held June 23 – June 25 and discussed attendance. Updates will be provided as they become available.

*Review/Approve – Siren Services Request:* The Board reviewed the Ultra Strong Request. A motion was made by Treasurer Evers and seconded by President Kelnhofer to authorize payment to Ultra Strong in an amount not to exceed \$5,000 to fix the emergency lighting on the two command cars. Motion carried by roll call vote.

AYES: President Kelnhofer, Treasurer Evers, Secretary Logan, Trustees Crane and Hildreth  
NAYS: None  
ABSENT: None

*Review/Approve – Annual Audit:* The Board reviewed the Sikich LLP three-year engagement letter. A motion to approve the engagement for 3 years with Sikich LLP. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to engage L&A in the annual amounts as follows: \$10,750 for the year ended 2024; \$11,180 for the year ended 2023; and \$11,630 for the year ended 2024. Motion carried by roll call vote.

AYES: President Kelnhofer, Treasurer Evers, Secretary Logan, Trustees Crane and Hildreth  
NAYS: None  
ABSENT: None

**CLOSED SESSION – IF NEEDED:** A motion was made by Trustee Kelnhofer and seconded by Trustee Hildreth to enter into closed session at 8:13 p.m. under 5 ILCS 120/2(c)(1). Motion carried unanimously by voice vote.

A motion was made by Secretary Logan and seconded by President Kelnhofer to reconvene the special meeting at 8:42 p.m. Motion carried unanimously by voice vote.

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

**ADJOURNMENT:** A motion was made by Secretary Logan and seconded by Treasurer Evers to adjourn the meeting at 8:42 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, June 14, 2022 at 7:00 p.m. in 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 Maddie Hayes, Professional Services Administration, Lauterbach & Amen, LLP*