

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 REGULAR MEETING OF THE HARVARD FIRE PROTECTION DISTRICT BOARD OF TRUSTEES MCHENRY COUNTY, ILLINOIS JUNE 14, 2022

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, June 14, 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: Treasurer Evers 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: Treasurer Laura Evers, Trustees Amy Crane, Scott Logan and Paul Hildreth

ABSENT: President Josh Kelnhofer and Trustee Paul Hildreth

ALSO PRESENT: Fire Chief John Kimmel and Firefighter Leslie Ingersoll, Harvard Fire Protection District; Maddie Hayes, Lauterbach & Amen, LLP (L&A); Ryan Kurth, Northwest Rescue; Kelly Jacobs and Kathy Hall, Explorer Program; Craig Haigh, McGrath Consulting Group

AGENDA APPROVAL: The Board reviewed the June 14, 2022 regular meeting agenda. Treasurer Evers. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to table agenda items 14c. and 14e. and to approve the agenda as amended. Motion carried unanimously by voice vote.

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT: *May 10, 2022 Regular Meeting, May 10, 2022 Closed Session, May 18, 2022 Special Meeting, May 18, 2022 Closed Session Meeting:* The Board reviewed the May 10, 2022 regular meeting, May 10, 2022 closed session, May 18, 2022 special meeting, and May 18, 2022 closed session meeting minutes. A motion was made by Secretary Logan and seconded by Trustee Crane to approve the May 10, 2022 regular meeting, May 10, 2022 closed Session, May 18, 2022 Special Meeting, May 18, 2022 Closed Session Meeting minutes as presented. Motion carried unanimously by voice vote.

June 1, 2022 Special Meeting: The Board reviewed the June 1, 2022 special meeting minutes. Amended adding marengo special district and changing Woodstock to marengo. A motion was made by Secretary Logan and seconded by Trustee Crane to approve the June 1, 2022 special meeting minutes as amended. Motion carried unanimously by voice vote.

TREASURER’S REPORT: *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the one-month period ending May 31, 2022 prepared by L&A. As of May 31, 2022, the total liability and fund balance is \$2,716,592.57. 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 Logan to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Logan and Trustee Crane

NAYS: None

ABSENT: President Kelnhofer and Trustee Hildreth

Review/Approve – Disbursement Warrant for January 2022: The Board reviewed the February 2022 Vendor Check Report and the most current disbursement warrant for the period May 11, 2022 through June 13, 2022. Vendor payments for the period totaled \$65,676.88. Payroll totals for May 13, 2022 and May 27, 2022 are \$36,477.60. A motion was made by Treasurer Evers and seconded by Trustee Crane to approve the May 2022 Vendor Check Report and the disbursement warrant in the total amount of \$102,154.48. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Logan and Trustee Crane

NAYS: None

ABSENT: President Kelnhofer and Trustee Hildreth

CORRESPONDENCE: There was no correspondence to discuss.

NORTHWEST RESCUE REPORT: Mr. Kurth apprised the Board regarding the current contract negotiations and noted Northwest Rescue’s attorney and Harvard Fire Protection District’s attorney are reviewing the amendments. Further discussion will be held at the next regular meeting.

FIRE CHIEF’S REPORT: Fire Chief Kimmel presented his Fire Chief’s Report which included updates to financials, administration, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls.

The Board noted employees on duty from Northwest Rescue will wear Harvard Fire Protection District uniforms.

Fire Chief Kimmel apprised the Board regarding promoting an organizational instructor to the command staff. A motion as made by Treasure Evers and seconded by Secretary Logan to approve Chief Kimmel promoting an organizational instructor as command. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Logan and Trustee Crane

NAYS: None

ABSENT: President Kelnhofer and Trustee Hildreth

OLD BUSINESS: *Explorer Program – Kelly Jacobs:* Kelly Jacobs and Kathy Hall discussed the Explorer Program previously held by Harvard Fire Protection District. Further discussion will be held following August 1, 2022.

Review Suggested Pay Cycle: This item has been tabled until the next regular meeting.

NEW BUSINESS: *Approval of New Hires:* The Board discussed the hiring of two Firefighter/EMTs and one apprentice. A motion was made by Treasurer Evers and seconded by Trustee Crane to approve the hire of Jason Moody, Wilhelm Kunz and Marco Vazquez. Motion carried unanimously by voice vote.

Discussion/Possible Action – Vehicle Acquisition: Fire Chief Kimmel discussed the issues regarding the 2008 Pierce Quint from Brindlee Fire Apparatus. A motion was made by Treasurer Evers and seconded by Secretary Logan to direct Chief Kimmel to negotiate a deal for a new engine with Brindlee Fire Apparatus, in an amount not to exceed an additional \$5,000. Motion carried unanimously by voice vote.

Chief Kimmel apprised the Board of the current ambulance shortage. Updates will be provided as they become available.

Discussion/Possible Action – Lauterbach & Amen, LLP Engagement Letter: The Board reviewed the L&A one-year engagement letter. A motion was made by Secretary Logan and seconded by Trustee Crane to engage L&A in the annual amount of \$10,080 for the year ended April 30, 2023. Motion carried unanimously by voice vote.

Discussion/Possible Action – Communication and Current Policy: The Board discussed the Board communication with the Fire Chief and the current policy. Further discussion will be held at the next regular meeting.

Fire Department Assessment: Mr. Haigh apprised the Board regarding prior Fire Department Assessments and performing a potential audit. Updates will be provided as they become available.

CLOSED SESSION – IF NEEDED: There was no need for closed session.

ACTION ITEMS: The Board directed Firefighter Pierce to provide an employee roster to the Board at the next meeting.

ADJOURNMENT: A motion was made by Secretary Logan and seconded by Trustee Crane to adjourn the meeting at 8:22 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, July 12, 2022 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

Board President or Secretary

Date Approved by Board

Minutes prepared by Maddie Hayes, Professional Services Administration, Lauterbach & Amen, LLP



Harvard Fire Protection District

Monthly Financial Report For the Month Ended June 30, 2022

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS