

# 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 JULY 12, 2022**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, July 12, 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 7:06 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 and Trustees Amy Crane and Paul Hildreth

**ABSENT:** None

**ALSO PRESENT:** Fire Chief John Kimmel, Deputy Chief Carlson and Battalion Chief Harter, Harvard Fire Protection District; Keri O'Brien, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the July 12, 2022 regular meeting agenda. A motion was made by President Kelnhofer and seconded by Trustee Hildreth to approve the agenda as prepared. Motion carried unanimously by voice vote.

**SWEARING IN OF DEPUTY CHIEF AND BATTALION CHIEF:** Deputy Chief Carlson and Battalion Chief Harter were sworn in by President Kelnhofer to the Harvard Fire Protection District.

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

**SECRETARY'S REPORT:** *June 14, 2022 Regular Meeting:* The Board reviewed the June 14, 2022 regular meeting minutes. A motion was made by President Kelnhofer and seconded by Treasurer Evers to approve the June 14, 2022 regular meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the two-month period ending June 30, 2022 prepared by L&A. As of June 30, 2022, the total liability and fund balance is \$3,142,914.68. 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 Trustee Hildreth to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

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

*Review/Approve – Disbursement Warrant for June 2022:* The Board reviewed the June 2022 Vendor Check Report and the most current disbursement warrant for the period June 8, 2022 through July 11, 2022. Vendor payments for the period totaled \$60,823.74. Payroll totals for June 10, 2022, June 24, 2022 and July 8, 2022 are \$55,617.06. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the May 2022 Vendor Check Report and the disbursement warrant in the total amount of \$116,440.80. Motion carried by roll call vote.

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

**CORRESPONDENCE:** Treasurer Evers informed the Board that the Trustees Association County conference is scheduled for July 25, 2022 and asked that Trustees interested in attending let her know by July 15, 2022.

**FIRE CHIEF’S REPORT:** Fire Chief Kimmel provided an update to the Board of recent candidate interviews to the Harvard FPD along with performance updates.

**OLD BUSINESS:** *Discussion/Possible Action – Communication and Current Policy:* This item will be discussed at the next regular meeting.

*Discussion/Possible Action – Vehicle Acquisition:* Fire Chief Kimmel informed the Board that there are currently two Fire Departments that are interested in purchasing the 2008 Pierce Quint and requested approval for the purchase of the Algonquin Squad/Engine. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to purchase the Squad/Engine in an amount not to exceed \$185,000. Motion carried by roll call vote.

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

**NEW BUSINESS:** *Review/Approve – Budget:* Fire Chief Kimmel reviewed the budget notes for the 12-month period ended April 30, 2023 including administrative, personnel, all funds, building/station, capital/equipment expenses with the Board.

*President Kelnhofer opened a public hearing at 7:48 p.m. addressing the members of the public and requesting them to voice any questions or concerns regarding the budget as presented by Fire Chief Kimmel.*

*Budget Hearing:* No comments or concerns were voiced at this time.

*President Kelnhofer closed the public hearing at 7:49 p.m.*

A motion was made by Treasurer Evers and seconded by President Kelnhofer to approve the budget for the 12-month period ended April 30, 2023 as presented. Motion carried by roll call vote.

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

*Discussion/Possible Action – Toughbook Tablet Purchase:* The Board discussed purchasing Toughbook Tablets for the Harvard FPD. A motion was made by Secretary Logan and seconded by Trustee Crane to approve the purchase of Toughbook Tablets in an amount not to exceed \$33,000. Motion carried by roll call vote.

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

*Discussion/Possible Action – Extrication Tool Purchase:* The Board discussed purchasing an extrication tool for the Harvard FPD. A motion was made by Treasurer Evers and seconded by Secretary Logan to approve the purchase of an extrication tool in the amount of \$40,000. Motion carried by roll call vote.

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

*Discussion/Possible Action – Billing Ordinance:* The Board discussed the billing ordinance as presented by Chief Kimmel. Further discussion will be held at the next regular meeting.

**OLD BUSINESS (CONTINUED):** *Review Suggested New Pay Cycle:* This item has been tabled until the next regular meeting.

**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 Treasurer Evers to adjourn the meeting at 7:59 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, August 9, 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 Keri O'Brien, Professional Services Administration, Lauterbach & Amen, LLP*