

# 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 AUGUST 9, 2022

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, August 9, 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 7:01 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 Trustee Paul Hildreth  
**ABSENT:** Trustee Amy Crane  
**ALSO PRESENT:** Battalion Chief Brian Harders and Firefighter Dan Barnett, Harvard Fire Protection District; Maddie Hayes, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the August 9, 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.

**SECRETARY'S REPORT:** *July 12, 2022 Regular Meeting:* The Board reviewed the July 12, 2022 regular meeting minutes. A motion was made by Secretary Logan and seconded by Trustee Hildreth to approve the July 12, 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 three-month period ending July 31, 2022 prepared by L&A. As of July 31, 2022, the total liability and fund balance is \$3,057,374.40. 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 President Kelnhofer to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

**AYES:** President Kelnhofer, Treasurer Evers, Secretary Logan and Trustee and Hildreth

**NAYS:** None

**ABSENT:** Trustee Crane

*Review/Approve – Disbursement Warrant for July 2022:* The Board reviewed the July 2022 Vendor Check Report and the most current disbursement warrant for the period July 12, 2022 through August 8, 2022. Vendor payments for the period totaled \$98,512.25. Payroll totals for July 22, 2022, and August 5, 2022 are \$137,598.49. A motion was made by Treasurer Evers and seconded by President Kelnhofer to approve the July 2022 Vendor Check Report and the disbursement warrant in the total amount of \$137,598.49. Motion carried by roll call vote.

AYES: President Kelnhofer, Treasurer Evers, Secretary Logan and Trustee and Hildreth

NAYS: None

ABSENT: Trustee Crane

**CORRESPONDENCE:** There was no correspondence.

**FIRE CHIEF’S REPORT:** Battalion Chief Brian Harders discussed New Hire Orientation and the potential purchase of new copy machine. Further discussion will be held at the next regular meeting.

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

*Discussion/Possible Action – Communication and Current Policy:* This item has been tabled until the next regular meeting.

*Discussion/Possible Action – Billing Ordinance:* This item has been tabled until the next regular meeting.

**NEW BUSINESS:** *Review/Approve – New Billing Ordinance:* The Board noted the new billing ordinance is being reviewed by the Board attorney. Further discussion will be held at the next regular meeting.

*Review/Approve – Turn Out Gear Purchase:* The Board discussed the purchase of turn out gear. A motion was made by Secretary Logan and seconded by President Kelnhofer to approve the purchase of turn out gear in an amount not to exceed \$30,000. Motion carried by roll call vote.

AYES: President Kelnhofer, Treasurer Evers, Secretary Logan and Trustee and Hildreth

NAYS: None

ABSENT: Trustee Crane

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

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

**ADJOURNMENT:** A motion was made by Secretary Logan and seconded by Treasurer Evers to adjourn the meeting at 7:15 p.m. Motion carried unanimously by voice vote.

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