

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 SEPTEMBER 13, 2022

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, September 13, 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 7:01 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: Treasurer Laura Evers, Secretary Scott Logan and Trustees Amy Crane and Paul Hildreth
ABSENT: President Josh Kelnhofer
ALSO PRESENT: Fire Chief John Kimmel, 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 Trustee Hildreth to approve the agenda as prepared. Motion carried unanimously by voice vote.

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT: *August 9, 2022 Regular Meeting:* The Board reviewed the August 9, 2022 regular meeting minutes. A motion was made by Secretary Logan and seconded by Trustee Hildreth to approve the August 9, 2022 regular meeting minutes as written as amended to reflect the attendance of Battalion Chief Brian Pierce. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the four-month period ending August 31, 2022 prepared by L&A. As of August 31, 2022, the total liability and fund balance is \$2,883,682.14. 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 Trustees Crane and Hildreth
NAYS: None
ABSENT: President Kelnhofer

Review/Approve – Disbursement Warrant for August 2022: The Board reviewed the August 2022 Vendor Check Report and the most current disbursement warrant for the period August 9, 2022 through September 12, 2022. Vendor payments for the period totaled \$78,098.24. Payroll totals for August 19, 2022, and September 2, 2022 are \$41,311.72. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the August 2022 Vendor Check Report and the disbursement warrant in the total amount of \$119,409.96. Motion carried by roll call vote.

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

CORRESPONDENCE: There was no correspondence.

FIRE CHIEF’S REPORT: Chief Kimmel: new engine from Algonquin now in service. Noted will be outsourcing the checking of sprinklers. The board noted the attorney will be contacted regarding the truck breaking down and Brinley mountain.

OLD BUSINESS: *Review Suggested New Pay Cycle:* Chief Kimmel apprised the Board regarding adjusting the pay scale. A motion was made by Treasurer Evers and seconded by Secretary Logan to approve the pay scale beginning with the October 9, 2022 payroll. Motion carried by roll call vote.

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

Discussion/Possible Action – Communication and Current Policy (Per Trustee Crane): This item has been tabled until the next regular meeting.

Discussion/Possible Action – Billing Ordinance (Per Chief Kimmel): Chief Kimmel apprised the Board regarding implementing a new Billing Ordinance. A motion was made by Treasurer Evers and seconded by Trustee Crane to approve the Billing Ordinance as presented pending attorney review. Motion carried by roll call vote.

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

NEW BUSINESS: *Discussion/Possible Action – T-1 Line Removal (Per Chief Kimmel):* Chief Kimmel apprised the Board regarding the T-1 Line Removal. A motion was made by Secretary Logan and seconded by Trustee Hildreth to approve the removal of the T-1 line. Motion carried unanimously by voice vote.

Discussion/Possible Action – Eby Graphics Bid (Per Chief Kimmel): The Board reviewed the Engine 742 graphics bid prepared by Eby Graphics, Inc. A motion was made by Trustee Crane and seconded by Trustee Hildreth to approve the bid for the Engine 742 graphics in the amount of \$1,407.84. Motion carried unanimously by voice vote.

Discussion/Possible Action – Chief Spending Limit (Per Chief Kimmel): Chief Kimmel apprised the Board regarding the Chief’s spending limit. A motion as made by Treasurer Evers and seconded by Trustee Crane to increase the Chief’s spending limit from \$1,000 to \$2,000. Motion carried by roll call vote.

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

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 Trustee Hildreth to adjourn the meeting at 7:49 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, October 11, 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