

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 OCTOBER 11, 2022

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, October 11, 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 7:02 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 and Deputy Chief Don Carlson, Harvard Fire Protection District; Maddie Hayes, Lauterbach & Amen, LLP (L&A)

AGENDA APPROVAL: The Board reviewed the October 11, 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: *September 13, 2022 Regular Meeting:* The Board reviewed the September 13, 2022 regular meeting minutes. A motion was made by Secretary Logan and seconded by Trustee Crane to approve the September 13, 2022 regular meeting minutes as written. Motion carried unanimously by voice vote.

September 27, 2022 Special Meeting: The Board reviewed the September 27, 2022 special meeting minutes. A motion was made by Secretary Logan and seconded by President Kelnhofer to approve the September 27, 2022 special 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 five-month period ending September 30, 2022 prepared by L&A. As of September 30, 2022, the total liability and fund balance is \$2,979,877.31. 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: President Kelnhofer, Treasurer Evers, Secretary Logan and Trustees Crane and Hildreth
NAYS: None
ABSENT: None

Review/Approve – Disbursement Warrant for August 2022: The Board reviewed the October 2022 Vendor Check Report and the most current disbursement warrant for the period September 13, 2022 through October 11, 2022. Vendor payments for the period totaled \$136,130.40. Payroll totals for September 16, 2022, and September 30, 2022 are \$43,367.03. A motion was made by Treasurer Evers and seconded by President Kelnhofer to approve the September 2022 Vendor Check Report and the disbursement warrant in the total amount of \$179,497.43. Motion carried by roll call vote.

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

CORRESPONDENCE: There was no correspondence.

FIRE CHIEF’S REPORT: Chief Kimmel apprised the Board regarding updates to financials, administration, buildings and grounds, training, apparatus and equipment, station alerting and dispatching, public education and relations and emergency calls.

NEW BUSINESS: *Review/Approve – Payment to WIRFS Automotive (Per Chief Kimmel):* The Board discussed the payment to WIRFS Automotive for maintenance fees. A motion was made by Treasurer Evers and seconded by President Kelnhofer to authorize payment in the amount of \$10,392.53 to WIRFS Automotive. Motion carried by roll call vote.

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

OLD BUSINESS (CONTINUED): *Discussion/Possible Action – Communication and Current Policy (Per Trustee Crane):* This item was not discussed.

NEW BUSINESS: *Discussion/Possible Action – Chief Position (Per Treasurer Evers):* The Board discussed Chief Kimmel’s contract ending in December 2022. Updates will be provided as they become available.

Discussion/Possible Action – COVID Relief Grant (Per Chief Kimmel): Chief Kimmel apprised the Board regarding the COVID Relief Grant. 10% can be recovered, 80% maybe during covid purchases. A motion was made by Secretary Logan and seconded by Treasurer Evers to engage Chief Dan Zaccard from North Boone Fire District to write the COVID Relief Grant letter for a 10% recovery fee. 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 – Brindlee Mountain Contract (Per Chief Kimmel): The Board reviewed the Brindlee Mountain Contract for the Pump Warranty. A motion was made by Secretary Logan and second by Trustee Crane to approve the Brindlee Mountain Contract 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 – Tri-County Door Quote (Per Chief Kimmel): This item has been tabled until the next regular meeting.

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 President Kelnhofer to adjourn the meeting at 7:29 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, November 8, 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