

Harvard Fire Protection District

502 S. Eastman Street • Harvard, Illinois 60033 • Phone: 815-943-6927



BOARD of TRUSTEES

Scott Logan
Laura Evers
Amy Crane
Josh Kelnhofer
Paul Hildreth

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES FEBRUARY 13, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, February 13, 2024 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 Logan 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: President Scott Logan, Treasurer Laura Evers, Secretary Amy Crane and Trustees Paul Hildreth and Josh Kelnhofer
ABSENT: None
ALSO PRESENT: Fire Chief John Kimmel, Assistant Fire Chief Don Carlson, and Battalion Chief Nikki Pierce, Harvard Fire Protection District; Attorney Joseph Ponitz, Franks, Gerkin, Ponitz & Greeley; Maddie Hayes, Lauterbach & Amen, LLP (L&A)

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT – APPROVAL OF MINUTES: *January 9, 2024 Regular Meeting:* The Board reviewed the January 9, 2024 regular meeting minutes. A motion was made by Trustee Hildreth and seconded by Treasurer Evers to approve the January 9, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

January 9, 2024 Closed Session Meeting Minutes: The Board reviewed the January 9, 2024 closed session meeting minutes. A motion was made by Secretary Crane and seconded by Trustee Hildreth to approve the January 9, 2024 closed session meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for January 2024:* The Board reviewed the Monthly Financial Reports for the nine-month period ending January 31, 2024 prepared by L&A. As of January 31, 2024, the total liability and fund balance is \$3,234,321.25. 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 Crane to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

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

Review/Approve – Disbursement Warrant for January 2024: The Board reviewed the January 2024 Vendor Check Report and the most current disbursement warrant for January 10, 2024 through February 13, 2024. Vendor payments for the period totaled \$81,362.96. Payroll totals for January 5, 2024, January 19, 2024 and February 2, 2024 (cleared from bank on January 1, 2024) are \$60,542.38. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the January 2024 Vendor Check Report and the disbursement warrant in the total amount of \$141,905.34. Motion carried by roll call vote.

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

OLD BUSINESS: *Discussion/Possible Action – Full Time Chief Position:* The Board reviewed the current job description listing for the Full Time Chief position. Updates will be provided as they become available.

NEW BUSINESS: *Social Media and Photography and Proposal – Michelle Faler:* The Board discussed the Harvard Fire Protection social media presence and hiring a social media consultant. Further discussion will be held at the next regular meeting.

Community Outreach: This item has been tabled until the next regular meeting.

McGrath Report: This item has been tabled until the next regular meeting.

Economic Interest Forms: The Board noted that the List of Filers must was submitted to the County by February 1, 2024. Statements of Economic Interest will be sent to all registered filers who will need to respond by the deadline of May 1, 2024. No further action is needed.

Lake Bluff: The Board discussed Lake Bluff. No further action is needed.

EMT Program with CUSD 50: The Board discussed providing EMT Program services within CUSD 50. Updates will be provided as they become available.

New Organization Logo: The Board discussed updating the Harvard Fire Protection District logo. Updates will be provided as they become available.

Annual Training and Vector Solutions Training Records: The Board noted annual trustee training opportunities will be sent out to all trustees and active members.

Department Policies: The Board noted all updates to department policies will be posted directly to the shift calendar website for all active members to read. No further discussion is needed.

Lexipol: This item has been tabled until the next regular meeting.

CORRESPONDENCE: There was no correspondence to discuss.

FIRE CHIEF’S REPORT: Fire 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.

The Board noted discussion regarding a new door and FOB system will be discussed at the next regular meeting.

ATTORNEY’S REPORT – FRANKS, GERKIN, PONITZ & GREELEY: Attorney Ponitz provided legislative updates. All questions were answered by Attorney Ponitz.

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 Treasurer Evers and seconded by Trustee Kelnhofer to adjourn the meeting at 7:33 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, March 12, 2024 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