

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 MARCH 12, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, March 12, 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, 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: *February 13, 2024 Regular Meeting:* The Board reviewed the February 13, 2024 regular meeting minutes. A motion was made by Secretary Crane and seconded by Treasurer Evers to approve the February 13, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for February 2024:* The Board reviewed the Monthly Financial Reports for the ten-month period ending February 29, 2024 prepared by L&A. As of February 29, 2024, the total liability and fund balance is \$3,327,248.07. 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 February 2024: The Board reviewed the February 2024 Vendor Check Report and the most current disbursement warrant for February 14, 2024 through March 12, 2024. Vendor payments for the period totaled \$30,264.95. Payroll totals for February 2, 2024 and February 16, 2024 (cleared from bank on February 29, 2024) are \$39,902.93. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the February 2024 Vendor Check Report and the disbursement warrant in the total amount of \$70,167.88. 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:* There was no discussion regarding the Full Time Chief position. Updates will be provided as they become available.

Social Media and Photography: The Board noted the Harvard Fire Protection District social media presence and hiring a social media consultant will be discussed while completing the next budget. Further discussion will be held at the May 14, 2024 regular meeting.

Community Outreach: The Board discussed community outreach of the Harvard Fire Protection District. Updates will be provided as they become available.

McGrath Report: There was no discussion regarding the McGrath Report. Updates will be provided as they become available.

Annual Training: The Board noted discussion of annual training opportunities will be held in closed session under 5 ILCS 120/2 (c)(1) of the Open Meetings Act.

Lexipol: The Board noted policy updates will be discussed as they become available.

NEW BUSINESS: *Review/Approve – Tri-County Inc Quote & Invoice:* The Board reviewed the Tri-County – Preferred Garage Door Inc. quote for the replacement of the exterior doors and installation of the key fob and RFID card reader system at the Harvard Fire Department. A motion was made by President Logan and seconded by Trustee Hildreth to accept the Tri-County quote in the amount of \$13,355. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers, Secretary Crane and Trustees Hildreth and Kelnhofer

NAYS: None

ABSENT: None

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 the check for the ambulance loan has been deposited. Updates will be provided as they become available.

ATTORNEY’S REPORT – FRANKS, GERKIN, PONITZ & GREELEY: Attorney Ponitz provided legislative updates, apprised the Board regarding the trustee term expirations of Secretary Crane and Trustee Kelnhofer, and noted both trustees have reapplied for their terms. Both All questions were answered by Attorney Ponitz.

CLOSED SESSION – IF NEEDED: A motion was made by President Logan and seconded by Treasurer Evers to enter into closed session at 7:11 p.m. under 5 ILCS 120/2 (c)(1) of the Open Meetings Act. Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Secretary Crane to reconvene the regular meeting at 7:37 p.m. Motion carried unanimously by voice vote.

ACTION ITEMS: The Board discussed the results of the Leutenants test. A motion was made by President Logan and seconded by Secretary Crane to approve the results of the Leutenants test for posting. Motion carried unanimously by voice vote.

ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Trustee Hildreth to adjourn the meeting at 7:40 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, April 9, 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