

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 APRIL 9, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, April 9, 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 7:03 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 Trustee Paul Hildreth

ABSENT: Trustee Josh Kelnhofer

ALSO PRESENT: Fire Chief John Kimmel and Deputy Chief Don Carlson, 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: *March 12, 2024 Regular Meeting:* The Board reviewed the March 12, 2024 regular meeting minutes. A motion was made by Secretary Crane and seconded by Treasurer Evers to approve the March 12, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for March 2024:* The Board reviewed the Monthly Financial Reports for the eleven-month period ending March 31, 2024 prepared by L&A. As of March 31, 2024, the total liability and fund balance is \$3,254,523.68. 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 unanimously by voice vote.

Review/Approve – Disbursement Warrant for March 2024: The Board reviewed the March 2024 Vendor Check Report and the most current disbursement warrant for March 13, 2024 through April 9, 2024. Vendor payments for the period totaled \$295,595.51. Payroll totals for March 13, 2024 and March 27, 2024 are \$42,442.06. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the March 2024 Vendor Check Report and the disbursement warrant in the total amount of \$338,037.57. Motion carried by roll call vote.

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

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.

Community Outreach: The Board discussed holding an open house to increase public engagement with the Harvard Fire Protection District. Updates will be provided as they become available.

NEW BUSINESS: *Discussion/Possible Action – Collections of Past Due Receivables:* The Board discussed the current outstanding collections due to the Harvard Fire Protection District and instructing Attorney Ponitz to contact all outstanding people. Further discussion will be held at the next regular meeting.

Discussion/Possible Action – Record Retention Policy: The Board reviewed the Application for Authority to Dispose of Local Records. No further action is needed.

Discussion/Possible Action – Workers Compensation Audit: The Board noted the Harvard Fire Protection District will be receiving a refund of \$16,700 from the Workers Compensation Audit. No further action is needed.

Discussion/Possible Action – Personnel Updates: The Board discussed the Lieutenant's exam results.. A motion was made by President Logan and seconded by Secretary Crane to approve the promotion of Montana Anderson to Lieutenant effective May 1st, 2024. Motion carried by roll call vote.

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

Review/Approve – Purchase of Turnout Gear: Chief Kimmel apprised the Board regarding the purchase of new turnout gear and helmets for the department. A motion was made by Secretary Crane and seconded by Treasurer Evers to authorize Chief Kimmel to purchase new turnout gear in the amount of \$10,877 and helmets in the amount of \$380.00. Motion carried by roll call vote.

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

Review/Approve – Referendum: The Board reviewed the general primary election results from the proposition increasing the property tax extension limitation law limiting rate. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to present a new referendum at the upcoming Spring election. Motion carried unanimously by voice vote.

Review/Approve – Tax Computation Report: This item has been tabled to the next regular meeting.

CORRESPONDENCE: The Board noted Trustees Crane and Kelnhofer have been reappointed to the Board. No further action is needed.

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.

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 closed session needed.

ACTION ITEMS: There were no action items to discuss.

ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Secretary Crane to adjourn the meeting at 7:39 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, May 14, 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