

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 MAY 14, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, May 14, 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 7:07 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: Committee Members Andrea Howe, Mary Cooke and Aaron Crone, Harvard Fire Protection District Decennial Committee on Local Government Efficiency; Fire Chief John Kimmel and Deputy Chief Don Carlson, Harvard Fire Protection District; Attorney Joseph Ponitz, Franks, Gerkin, Ponitz & Greeley; Maddie Hayes (*via videoconference*), Lauterbach & Amen, LLP (L&A)

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT – APPROVAL OF MINUTES: *March 12, 2024 Closed Session Meeting:* The Board reviewed the March 12, 2024 closed session meeting minutes. A motion was made by Trustee Kelnhofer and seconded by Treasurer Evers to approve the March 12, 2024 closed session meeting minutes as written. Motion carried unanimously by voice vote.

April 9, 2024 Regular Meeting: The Board reviewed the April 9, 2024 regular meeting minutes. A motion was made by President Logan and seconded by Treasurer Evers to approve the April 9, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for April 2024:* The Board reviewed the Monthly Financial Reports for the twelve-month period ending April 30, 2024 prepared by L&A. As of April 30, 2024, the total liability and fund balance is \$2,941,695.20. 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 Trustee Hildreth 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 April 2024: The Board reviewed the April 2024 Vendor Check Report and the most current disbursement warrant for April 10, 2024 through May 14, 2024. Vendor payments for the period totaled \$36,427.07. Payroll totals for April 10, 2024, April 24, 2024 and May 8, 2024 were \$75,297.25. 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 \$111,724.32. 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 discussed the requirements needed to fulfill the Full Time Chief position and setting up a meeting with Marengo FPD to discuss Fire Chief Kimmel's current position and anticipated timeline of employment. Updates will be provided as they become available.

Discussion/Possible Action – Community Outreach Opportunities: The Board discussed upcoming summer events within the community that can increase public engagement with the Harvard FPD. Updates will be provided as they become available.

Discussion/Possible Action – Collections of Past Due Receivables: The Board reviewed the list of current outstanding collections due to the Harvard FPD provided by Attorney Ponitz. A motion was made by Treasurer Evers and seconded by President Logan to allow Attorney Ponitz to issue further correspondence to all those with outstanding collections and authorize Fire Chief Kimmel to determine which outstanding collections will be fought in court. Motion carried by roll call vote.

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

Updates regarding the outstanding collections will be provided as they become available.

Discussion/Possible Action – Record Retention Policy: The Board discussed the Record Retention Policy and noted a full review of all records will be completed, followed by the Application for Authority to Dispose of Local Records filed with the Illinois State Archives. Updates will be provided as they become available.

Review/Approve – Tax Levy Referendum April 8, 2025: This item has been tabled to the next regular meeting.

Discussion/Possible Action – Tax Computation Report: The Board reviewed the Tax Computation Report for the Harvard FPD. No further action is needed.

NEW BUSINESS: *Election of Officers:* The Board discussed the Election of Officers and nominated the slate of Officers as follows: Trustee Logan as President, Trustee Evers as Treasurer and Trustee Crane as Secretary.

A motion was made by President Logan and seconded by Secretary Crane to elect Trustee Evers as Treasurer. Motion carried by roll call vote.

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

A motion was made by President Logan and seconded by Treasurer Evers to elect Trustee Crane as Secretary. Motion carried by roll call vote.

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

A motion was made by Trustee Evers and seconded by Trustee Kelnhofer to elect Trustee Logan as President. Motion carried by roll call vote.

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

Discussion/Possible Action – Dedication of Donated Funds: The Board discussed opening an additional asset account specifically for funds donated to the Harvard FPD that will be used outside of the yearly budget. Further discussion will be held at the next regular meeting.

Review/Approve – 2024-2025 Tentative Budget: The Board reviewed the 2024-2025 Tentative Budget. Further discussion will be held at 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.

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 Trustee Kelnhofer to adjourn the meeting at 8:06 p.m. Motion carried unanimously by voice vote.

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

