

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 JUNE 11, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, June 11, 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 7:08 p.m.

ROLL CALL:

PRESENT: President Scott Logan, Treasurer Laura Evers and Trustee Paul Hildreth
ABSENT: Secretary Amy Crane and 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 (*via videoconference*), Lauterbach & Amen, LLP (L&A)

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.

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT – APPROVAL OF MINUTES: *May 14, 2024 Regular Meeting:* The Board reviewed the May 14, 2024 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the May 14, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

Semi-Annual Review of Closed Session Meeting Minutes: The Board reviewed the closed session meeting minutes. A motion was made by Trustee Hildreth and seconded by Treasurer Evers to publish the closed session meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for May 2024:* The Board reviewed the Monthly Financial Reports for the one-month period ending May 31, 2024 prepared by L&A. As of May 31, 2024, the total liability and fund balance is \$2,949,760.02. 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 and Trustee Hildreth
NAYS: None
ABSENT: Secretary Crane and Trustee Kelnhofer

Review/Approve – Disbursement Warrant for May 2024: The Board reviewed the May 2024 Vendor Check Report and the most current disbursement warrant for May 15, 2024 through June 11, 2024. Vendor payments for the period totaled \$24,004.96. Payroll totals for May 24, 2024 and June 7, 2024 were \$43,418.48. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the May 2024 Vendor Check Report and the disbursement warrant in the total amount of \$67,423.44. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

OLD BUSINESS: *Discussion/Possible Action – Full Time Chief Position:* The Board discussed fulfilling the Full Time Chief position and the agreement with Marengo FPD. 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 and holding an open house in October for Fire Prevention Month. Updates will be provided as they become available.

Discussion/Possible Action – Record Retention Policy: This item has been tabled to the next regular meeting.

Discussion/Possible Action – Dedication of Donated Funds: The Board discussed the opening of an asset account specifically for donated funds received by the Harvard FPD. Further discussion will be held at the August 13, 2024 meeting.

Review/Approve – Tax Levy Referendum April 8, 2025: This item has been tabled to the August 13, 2024 meeting.

Review/Approve – 2024-2025 Tentative Budget: The Board reviewed the 2024-2025 Tentative Budget. A motion was made by President Logan and seconded by Treasurer Evers to approve the 2024-2025 Tentative Budget and to instruct Attorney Ponitz to draft the budget ordinance. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

NEW BUSINESS: *Review/Approve – Cot Installation on New Ambulance:* The Board discussed the installation of a cot on the new ambulance. A motion was made by President Logan and seconded by Treasurer Evers to approve the purchase of the cot for installation on the new ambulance. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

Review/Approve – IGA for Media Specialist: The Board discussed the IGA for a media specialist. Further discussion will be held at the next regular meeting.

Discussion/Possible Action – Lauterbach & Amen, LLP Engagement Letter: The Board reviewed the L&A one-year engagement letter. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to engage L&A at the rate of \$890 per month and invoiced monthly of for the period beginning May 1, 2024 through April 30, 2025. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

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 President Logan to adjourn the meeting at 7:40 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, July 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