

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 JULY 9, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, July 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 7:00 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: *June 11, 2024 Regular Meeting:* The Board reviewed the June 11, 2024 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the June 11, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for June 2024:* The Board reviewed the Monthly Financial Reports for the two-month period ending June 30, 2024 prepared by L&A. As of June 30, 2024, the total liability and fund balance is \$3,476,301.45. 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 June 2024: The Board reviewed the June 2024 Vendor Check Report and the most current disbursement warrant for June 12, 2024 through July 9, 2024. Vendor payments for the period totaled \$67,068.51. Payroll totals for June 21, 2024 and July 5, 2024 were \$41,974.58. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the June 2024 Vendor Check Report and the disbursement warrant in the total amount of \$109,043.09. 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 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: The Board noted the Record Retention Policy is in draft and will be approved at a further date.

Attorney Ponitz arrived at 7:06 p.m.

Review/Approve – IGA for Media Specialist: The Board discussed the IGA for a media specialist. A motion as made by Treasurer Evers and seconded by Trustee Hildreth to approve the IGA with Woodstock engaging a media specialist effective August 1, 2024, pending approval from Woodstock. Motion carried by roll call vote.

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

NEW BUSINESS: *Review/Approve – 2024-2025 Budget Ordinance:* The Board reviewed the 2024-2025 Budget Ordinance No. 2024-01. A motion was made by Treasurer Evers and seconded by Trustee Crane to approve Ordinance 2024-01 as presented by Attorney Ponitz. 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 – Building Permit Review Fees: The Board discussed the current Building Permit Review Fees. A motion was made by Secretary Crane and seconded by Treasurer Evers to approve and adopt the Marengo inspection plan review fee schedule with the change of the single-family residential fee in the amount of \$175.00. Motion carried unanimously by voice vote.

Discussion/Possible Action – Building Repairs and Updates: The Board discussed potential building repairs. Further discussion will be held at the next regular meeting.

Discussion/Possible Action – Purchase of Technology: The Board discussed purchasing a laptop for the training officer. A motion as made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the purchase of a laptop for the training officer including PCS Web Services in an amount not to exceed \$2,474. 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 – ISO Retrogression: The Board discussed correspondence received from the Insurance Services Office. Further discussion will be held at the next regular meeting.

CORRESPONDENCE: *Fire Trustees Association of McHenry County:* The Board noted the Fire Trustees Association of McHenry County is hosting a dinner on July 29, 2024 for those who would like to attend. 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 and discussed current outstanding collections. 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 Trustee Keinhofer and seconded by Trustee Hildreth to adjourn the meeting at 7:34 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, August 13, 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