

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 AUGUST 13, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, August 13, 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 (*arrived at 7:05 p.m.*)

ABSENT: None

ALSO PRESENT: Fire Chief John Kimmel and Assistant Fire Chief Don Carlson (*arrived at 7:05 p.m.*), Harvard Fire Protection District; Attorney Joseph Ponitz, Franks, Gerkin, Ponitz & Greeley; Maddie Hayes, Austin Blaser and Steve Litko, Lauterbach & Amen, LLP (L&A)

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT – APPROVAL OF MINUTES: *July 9, 2024 Regular Meeting:* The Board reviewed the July 9, 2024 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the July 9, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for July 2024:* The Board reviewed the Monthly Financial Reports for the three-month period ending July 31, 2024 prepared by L&A. As of July 31, 2024, the total liability and fund balance is \$3,530,610.39. 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 Trustee Hildreth

NAYS: None

ABSENT: Trustee Kelnhofer

Review/Approve – Disbursement Warrant for July 2024: The Board reviewed the July 2024 Vendor Check Report and the most current disbursement warrant for July 10, 2024 through August 13, 2024. Vendor payments for the period totaled \$44,174.39. Payroll totals for July 17, 2024 and August 2, 2024 were \$38,342.66. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the July 2024 Vendor Check Report and the disbursement warrant in the total amount of \$82,517.05. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers, Secretary Crane and Trustee Hildreth

NAYS: None

ABSENT: Trustee Kelnhofer

Trustee Kelnhofer and Assistant Fire Chief Carlson arrived at 7:05 p.m.

The Board discussed dating all checks as of the last day of the prior month, converting to ACH payments and no longer issuing physical checks. The Board also instructed L&A to issue a report containing budget category information for the prior 2-3 years. Updates will be provided as they become available.

OLD BUSINESS: *Discussion/Possible Action – Full Time Chief Position:* The Board 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 noted an open house will be held October 12th 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 has been received and will be reviewed prior to approval. Further discussion will be held at the next regular meeting.

Discussion/Possible Action – Building Repairs and Updates: The Board discussed the Harvard Fire Protection District kitchen renovation plans. Updates will be provided as they become available.

Discussion/Possible Action – ISO Retrogression: The Board discussed establishing shift commanders, training opportunities and correspondence received from the Insurance Services Office. Further discussion will be held at the next regular meeting.

NEW BUSINESS: *Discussion/Possible Action – Trustee Reimbursements:* This item has been tabled to 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 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 Kelnhofer 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, September 10, 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