

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 OCTOBER 8, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, October 8, 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 and Assistant Fire 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: *September 10, 2024 Regular Meeting:* The Board reviewed the September 10, 2024 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the September 10, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for September 2024:* The Board reviewed the Monthly Financial Reports for the five-month period ending September 30, 2024 prepared by L&A. As of September 30, 2024, the total liability and fund balance is \$4,063,148.26. 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 President Logan 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 September 2024: The Board reviewed the September 2024 Vendor Check Report and the most current disbursement warrant for September 11, 2024 through October 8, 2024. Vendor payments for the period totaled \$121,970.91. Payroll totals for September 11, 2024 and September 25, 2024 were \$37,585.13. A motion was made by Treasurer Evers and seconded by Secretary Crane to approve the September 2024 Vendor Check Report and the disbursement warrant in the total amount of \$159,556.03. 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 – Home State Bank Presentation: This item has been tabled to the next regular meeting.

OLD BUSINESS: *Discussion/Possible Action – Full Time Chief Position:* The Board discussed the requirements and descriptions of duties for fulfilling the Chief position. A motion as made by Treasurer Evers and seconded by Trustee Kelnhofer to extend the IGA with Marengo FPD through April 30, 2026. Motion carried by roll call vote.

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

Discussion/Possible Action – Record Retention Policy: Chief Kimmel informed the Board they are awaiting approval from Lexipol. Updates will be provided as they become available.

Discussion/Possible Action – ISO Retrogression: The Board noted the ISO was provided information regarding upcoming trainings and Harvard FPD's intent to fulfill all requirements. No further action is needed.

Discussion/Possible Action – Trustee Reimbursements: The Board discussed Trustee Reimbursements and reviewed the Trustee Reimbursement form. Further discussion will be held at the next regular meeting.

The Board discussed the October 28, 2024 quarterly meeting of the Fire Trustees Association of McHenry County. A motion was made by President Logan and seconded by Secretary Crane to approve all Trustee reimbursements in the amount of \$35.00. Motion carried by roll call vote.

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

NEW BUSINESS: *Status Update – Kitchen Remodel Fees:* The Board discussed the plans for kitchen remodeling. Updates will be provided as they become available.

Review/Approve – Ordinance 2024-03 – Estimated Tax Levy: The Board reviewed Ordinance 2024-03. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve Ordinance 2024-03 for the estimated tax levy as presented. Motion carried by roll call vote.

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

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, discussed current outstanding collections and trustee term information. 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 Hildreth to adjourn the meeting at 7:34 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, November 12, 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