

# Harvard Fire Protection District

502 S. Eastman Street • Harvard, Illinois 60033 • Phone: 815-943-6927



## BOARD of TRUSTEES

Josh Kelnhofer  
Laura Evers  
Scott Logan  
Amy Crane  
Paul Hildreth

## MINUTES OF A REGULAR MEETING OF THE HARVARD FIRE PROTECTION DISTRICT BOARD OF TRUSTEES MCHENRY COUNTY, ILLINOIS NOVEMBER 8, 2022

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, November 8, 2022 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 Kelnhofer 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 Josh Kelnhofer, Treasurer Laura Evers, Secretary Scott Logan and Trustees Amy Crane and Paul Hildreth  
**ABSENT:** None  
**ALSO PRESENT:** Fire Chief John Kimmel, Harvard Fire Protection District; Maddie Hayes, Lauterbach & Amen, LLP (L&A)

**AGENDA APPROVAL:** The Board reviewed the November 8, 2022 regular meeting agenda. A motion was made by Secretary Logan and seconded by Trustee Hildreth to approve the agenda as prepared. Motion carried unanimously by voice vote.

**PUBLIC FORUM:** There was no public forum.

**SECRETARY'S REPORT:** *October 11, 2022 Regular Meeting:* The Board reviewed the October 11, 2022 regular meeting minutes. A motion was made by Secretary Logan and seconded by President Kelnhofer to approve the October 11, 2022 regular meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Report:* The Board reviewed the Monthly Financial Report for the six-month period ending October 31, 2022 prepared by L&A. As of October 31, 2022, the total liability and fund balance is \$3,019,301.32. 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 Kelnhofer, Treasurer Evers, Secretary Logan and Trustees Crane and Hildreth  
**NAYS:** None  
**ABSENT:** None

*Review/Approve – Disbursement Warrant for October 2022:* The Board reviewed the October 2022 Vendor Check Report and the most current disbursement warrant for the period October 12, 2022 through November 8, 2022. Vendor payments for the period totaled \$48,300.79. Payroll totals for October 14, 2022, and October 28, 2022 are \$36,973.71. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the October 2022 Vendor Check Report and the disbursement warrant in the total amount of \$85,274.50. Motion carried by roll call vote.

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

**CORRESPONDENCE:** There was no correspondence.

**FIRE CHIEF’S REPORT:** 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.

**NEW BUSINESS:** *Review/Approve – Tax Levy (Per Treasurer Evers):* The Board discussed the Tax Levy for 2023. A motion was made by Treasurer Evers and seconded by to request a tax levy be prepared to reflect the amount of \$1,060,000.00. Motion carried by roll call vote.

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

**CLOSED SESSION – IF NEEDED:** A motion was made by Secretary Logan and seconded by Trustee Kelnhofer to enter into closed session at 7:22 p.m. under 5 ILCS 120/2(c)(1). Motion carried unanimously by voice vote.

A motion was made by Secretary Logan and seconded by Trustee Hildreth to reconvene the special meeting at 7:43 p.m. Motion carried unanimously by voice vote.

**OLD BUSINESS:** *Discussion/Possible Action – Chief Position (Per Treasurer Evers):* The Board discussed the renewal of Chief Kimmel’s contract. A motion was made by Treasurer Evers and seconded by President Kelnhofer to renew Chief Kimmel’s contract and review again in April 2023. Motion carried unanimously by voice vote.

*Discussion/Possible Action – Tri-County Door Quote (Per Chief Kimmel):* This item has been tabled until the next regular meeting.

**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 7:44 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, December 13, 2022 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

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Board President or Secretary

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Date Approved by Board

*Minutes prepared by Maddie Hayes, Professional Services Administration, Lauterbach & Amen, LLP*