

# 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 JANUARY 9, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, January 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 7:14 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 Trustee Paul Hildreth

**ABSENT:** Trustee Josh Kelnhofer

**ALSO PRESENT:** Fire Chief John Kimmel, Harvard Fire Protection District; Committee Members Andrea Howe and Aaron Crone; Harvard Fire Protection District Decennial Committee on Local Government Efficiency; 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:** *December 12, 2023 Regular Meeting:* The Board reviewed the December 12, 2023 regular meeting minutes. A motion was made by Secretary Crane and seconded by President Logan to approve the December 12, 2023 regular meeting minutes as amended to reflect Battalion Chief Pierce as the FOIA Officer for the Harvard Fire Protection District. Motion carried unanimously by voice vote.

**TREASURER'S REPORT: Review/Approve – Monthly Financial Reports for December 2023:** The Board reviewed the Monthly Financial Reports for the eight-month period ending December 31, 2023 prepared by L&A. As of December 31, 2023, the total liability and fund balance is \$3,253,038.64. 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 Trustee Hildreth  
NAYS: None  
ABSENT: Trustee Kelnhofer

*Review/Approve – Disbursement Warrant for December 2023:* The Board reviewed the December 2023 Vendor Check Report and the most current disbursement warrant for December 13, 2023 through January 9, 2024. Vendor payments for the period totaled \$26,978.91. Payroll totals for December 6, 2023 and December 20, 2023 are \$38,329.46. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the November 2023 Vendor Check Report and the disbursement warrant in the total amount of \$65,308.37. Motion carried by roll call vote.

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

**OLD BUSINESS:** *Discussion/Possible Action – Full Time Chief Position:* The Board reviewed the current job description listing for the Full Time Chief position. Updates will be provided as they become available.

**NEW BUSINESS:** *Review/Approve – Intergovernmental Agreement with NERCOM:* The Board discussed the Intergovernmental Agreement with NERCOM (Northeast Regional Communications Center). A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the Intergovernmental Agreement with NERCOM for the Harvard Fire Protection District. Motion carried by roll call vote.

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

**CORRESPONDENCE:** The Board discussed the Annual NIAFPD Conference Attendance and the \$100,000 Tax Notifications in reference to the new real estate within Harvard. 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. All questions were answered by Attorney Ponitz.

**CLOSED SESSION – IF NEEDED:** A motion was made by Treasurer Evers and seconded by Trustee Hildreth to enter into closed session at 7:50 p.m. under 5 ILCS 120/2 (c)(1) of the Open Meetings Act. Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Secretary Crane to reconvene the regular meeting at 8:05 p.m. Motion carried unanimously by voice vote.

**ACTION ITEMS:** There were no action items to discuss.

**ADJOURNMENT:** A motion was made by Trustee Hildreth and seconded by Secretary Crane to adjourn the meeting at 8:05 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, February 12, 2024 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*