

# 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 SEPTEMBER 10, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, September 10, 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 7:02 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:** *August 13, 2024 Regular Meeting:* The Board reviewed the August 13, 2024 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the August 13, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Reports for August 2024:* The Board reviewed the Monthly Financial Reports for the three-month period ending August 31, 2024 prepared by L&A. As of August 31, 2024, the total liability and fund balance is \$3,724,413.53. 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 August 2024:* The Board reviewed the August 2024 Vendor Check Report and the most current disbursement warrant for August 14, 2024 through September 10, 2024. Vendor payments for the period totaled \$33,951.93. Payroll totals for August 16, 2024 and August 30, 2024 were \$34,738.82. A motion was made by Treasurer Evers and seconded by Secretary Crane to approve the August 2024 Vendor Check Report and the disbursement warrant in the total amount of \$68,690.75. 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 the requirements and descriptions of duties for fulfilling the Full Time Chief position. Updates will be provided as they become available.

*Discussion/Possible Action – Record Retention Policy:* This item has been tabled to the next regular meeting.

*Discussion/Possible Action – ISO Retrogression:* The Board noted a meeting will be held on September 17<sup>th</sup> with the ISO to provide information regarding upcoming trainings being held to complete and fulfill all requirements. Updates will be provided as they become available.

*Discussion/Possible Action – Trustee Reimbursements:* The Board discussed Trustee Reimbursements and the current process. A motion was made was President Logan and seconded by Secretary Crane to require all trustees complete their trainings prior to receiving reimbursements. Motion carried by roll call vote.

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

**NEW BUSINESS:** *Discussion/Possible Action – Termination of Collections Agency:* The Board noted Attorney Ponitz will handle all outstanding collections moving forward. Updates will be provided as they become available.

*Review/Approve – Kitchen Remodel Fees:* The Board noted that all kitchen remodeling will be done by City of Harvard approved companies only. Updated will be provided as they become available.

*Review/Approve – Insurance Quote:* Chief Kimmel informed the Board a quote was received from Provident FirePlus. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the Provident FirePlus Insurance coverage in the amount of \$27,050. Motion carried by roll call vote.

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

*Review/Approve – 2024-2025 Budget Appropriation Ordinance:* The Board reviewed the 2024-2025 Budget Appropriation Ordinance. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the 2024-2025 Budget Appropriation Ordinance 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:** The Board noted an Open House will be held at the Harvard Fire Protection District on October 12, 2024 from 11:30 a.m. to 1:30 p.m.

**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 Secretary Crane and seconded by Trustee Kelnhofer to adjourn the meeting at 7:30 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, October 8, 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*