

# 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 NOVEMBER 12, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, November 12, 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:** Treasurer Laura Evers, Secretary Amy Crane and Trustee Paul Hildreth  
**ABSENT:** President Scott Logan and Trustee Josh Kelnhofer  
**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 (*via videoconference*), Lauterbach & Amen, LLP (L&A); Investment Manager Mark Weber, Home State Bank; Corky Carlson, Northern Illinois Fire Museum; Wayne Lensing, Historic Auto Attractions Museum

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

**SECRETARY'S REPORT – APPROVAL OF MINUTES:** *October 8, 2024 Regular Meeting:* The Board reviewed the October 8, 2024 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the October 8, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Reports for October 2024:* The Board reviewed the Monthly Financial Reports for the six-month period ending October 31, 2024 prepared by L&A. As of October 31, 2024, the total liability and fund balance was \$3,958,149.09. 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:** Treasurer Evers, Secretary Crane and Trustee Hildreth

**NAYS:** None

**ABSENT:** President Logan and Trustee Kelnhofer

*Review/Approve – Disbursement Warrant for October 2024:* The Board reviewed the October 2024 Vendor Check Report and the most current disbursement warrant for October 9, 2024 through November 12, 2024. Vendor payments for the period totaled \$26,753.84. Payroll totals for October 11, 2024 and October 25, 2024 were \$33,067.07. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the October 2024 Vendor Check Report and the disbursement warrant in the total amount of \$59,820.91. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Crane and Trustee Hildreth

NAYS: None

ABSENT: President Logan and Trustee Kelnhofer

*Discussion/Possible Action – Home State Bank Presentation:* Mr. Weber discussed the current investments and money held within Home State Bank. No further action is needed.

**OLD BUSINESS:** *Discussion/Possible Action – Record Retention Policy:* Chief Kimmel presented the Board with the policy received from Lexipol. Updates will be provided as they become available.

*Mr. Weber left the meeting at 7:25 p.m.*

*Discussion/Possible Action – Trustee Reimbursements:* The Board discussed Trustee Reimbursements and reviewed the Trustee Reimbursement form. No further action is needed.

*Status Update – Kitchen Remodel:* Chief Kimmel informed the Board he will receive quotes for the kitchen remodel. Updates will be provided as they become available.

**NEW BUSINESS:** *Discussion/Possible Action – Designation of Illinois Fire Museum Artifacts:* The Board discussed the artifacts previously displayed in the Northern Illinois Fire Museum. A motion was made by Trustee Hildreth and seconded by Secretary Crane to designate the artifacts to be transferred from the Northern Illinois Fire Museum to the Historic Auto Attractions Museum, and to have the Harvard Fire Protection District maintain the right of last refusal. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Crane and Trustee Hildreth

NAYS: None

ABSENT: President Logan and Trustee Kelnhofer

*Discussion/Possible Action – Worker’s Compensation:* Chief Kimmel informed the Board of the Worker’s Compensation policy renewal. A motion was made by Treasurer Evers and seconded by Secretary Crane to approve the IPRF Worker’s Compensation renewal in the annual amount of \$57,299. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Crane and Trustee Hildreth

NAYS: None

ABSENT: President Logan and Trustee Kelnhofer

*Discussion/Possible Action – City of Harvard Department Head Meetings:* The Board discussed the attendance of the City of Harvard Department Head Meetings and noted Chief Kimmel or Assistant Chief Carlson will be in attendance for each meeting when possible. No further action is needed.

*Review/Approve – Decennial Committee Report:* The Board reviewed the draft Decennial Committee Report. Further discussion will be held at the next regular meeting.

*Review/Approve – Ordinance 2024-04 – 2024-2025 Tax Levy Ordinance:* This item has been tabled to the next regular meeting.

*Review/Approve – Ordinance 2024-05 – Updated IGA with Marengo FPD:* The Board noted the contract with Chief Kimmel expires April 30, 2026. Further discussion will be held at the next regular meeting.

*Review/Approve – Ordinance 2024-06 – Increase of Property Tax Extension:* The Board reviewed Ordinance 2024-06 for the Increase of Property Tax Extension. A motion was made by Trustee Hildreth to approve Ordinance 2024-06 as presented and the Increase of Property Tax Extension to April 1, 2025. Motion carried by roll call vote.

AYES: Treasurer Evers, Secretary Crane and Trustee Hildreth

NAYS: None

ABSENT: President Logan and Trustee Kelnhofer

**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 Secretary Crane to adjourn the meeting at 8:12 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, December 10, 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*