

# 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 DECEMBER 10, 2024

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, December 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 7:03 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 (*via videoconference*), Lauterbach & Amen, LLP (L&A)

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

**SECRETARY'S REPORT – APPROVAL OF MINUTES:** *November 12, 2024 Regular Meeting:* The Board reviewed the November 12, 2024 regular meeting minutes. A motion was made by President Logan and seconded by Treasurer Evers to approve the November 12, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *Review/Approve – Monthly Financial Reports for November 2024:* The Board reviewed the Monthly Financial Reports for the seven-month period ending November 30, 2024 prepared by L&A. As of November 30, 2024, the total liability and fund balance was \$3,975,342.99. 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 Kelnhofer to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

**AYES:** President Logan, Treasurer Evers, Secretary Crane, Trustee Hildreth and Trustee Kelnhofer

**NAYS:** None

**ABSENT:** None

*Review/Approve – Disbursement Warrant for November 2024:* The Board reviewed the November 2024 Vendor Check Report and the most current disbursement warrant for November 13, 2024 through December 10, 2024. Vendor payments for the period totaled \$88,018.37. Payroll totals for November 22, 2024 and December 6, 2024 were \$42,747.39. A motion was made by Treasurer Evers and seconded by President Logan to approve the November 2024 Vendor Check Report and the disbursement warrant in the total amount of \$130,765.76. Motion carried by roll call vote.

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

**NEW BUSINESS:** *Establish 2025 Board Meeting Dates:* The Board discussed establishing the 2025 Board meeting dates as January 14, 2025; February 11, 2025; March 11, 2025; April 8, 2025; May 13, 2025; June 10, 2025; July 8, 2025; August 12, 2025; September 9, 2025; October 14, 2025; November 11, 2025 and December 16, 2025 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033. A motion was made by President Logan and seconded by Secretary Crane to establish the 2025 Board meeting dates as stated. Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Trustee Hildreth to suspend the regular meeting at 7:08 p.m. Motion carried unanimously by voice vote.

*Truth in Taxation Hearing:* A motion was made by President Logan and seconded by Trustee Hildreth to open the Truth in Taxation Hearing at 7:08 p.m. Motion carried by roll call vote.

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

*Additional minutes were taken pertaining to the hearing.*

A motion was made by Treasurer Evers and seconded by Secretary Crane to adjourn the Truth in Taxation Hearing at 7:09 p.m. Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Trustee Hildreth to reconvene the regular meeting at 7:09 p.m. Motion carried unanimously by voice vote.

*Discussion/Possible Action – Historic Auto Agreement:* The Board reviewed the agreement between the Harvard Fire Protection District and Historic Auto prepared by Attorney Ponitz. Further discussion will be held at the next regular meeting.

**OLD BUSINESS:** *Discussion/Possible Action – Record Retention Policy:* The Board noted the record retention policy is in process. Updates will be provided as they become available.

*Status Update – Kitchen Remodel:* Chief Kimmel informed the Board quotes for the kitchen remodel will be received this week. Further discussion will be held at the next regular meeting.

*Review/Approve – Decennial Committee Report:* The Board reviewed the Decennial Committee Report. A motion was made by Trustee Hildreth and seconded by Treasurer Evers to approve the Decennial Committee Report as prepared by Attorney Ponitz. Motion carried by roll call vote.

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

*Review/Approve – Ordinance 2024-04 – 2024-2025 Tax Levy Ordinance:* The Board reviewed Ordinance 2024-04. A motion was made by Secretary Crane and seconded by President Logan to approve Ordinance 2024-04 for the 2024-2025 Tax Levy Ordinance. Motion carried by roll call vote.

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

*Review/Approve – Ordinance 2024-05 – Updated IGA with Marengo FPD:* The Board reviewed the updated IGA with Marengo FPD. A motion was made by President Logan and seconded by Trustee Crane to approve the IGA as prepared by Attorney Ponitz. 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 Kelnhofer to adjourn the meeting at 7:41 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, January 14, 2025 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*