

# 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 14, 2025

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, January 14, 2025 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, Assistant Fire Chief Don Carlson, Lieutenant Nikki Pierce, and Aaron Krejci, 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.

**CLOSED SESSION – IF NEEDED:** A motion was made by President Logan and seconded by Treasurer Evers to enter into closed session at 7:04 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 7:37 p.m. Motion carried unanimously by voice vote.

**SECRETARY’S REPORT – APPROVAL OF MINUTES:** *December 10, 2024 Regular Meeting:* The Board reviewed the December 10, 2024 regular meeting minutes. A motion was made by President Logan and seconded by Treasurer Evers to approve the December 10, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

*December 10, 2024 Truth in Taxation Hearing Minutes:* The Board reviewed the December 10, 2024 Truth in Taxation Hearing minutes. A motion was made by President Logan and seconded by Treasurer Evers to approve the December 10, 2024 Truth in Taxation Hearing minutes as written. Motion carried unanimously by voice vote.

**TREASURER’S REPORT:** *Review/Approve – Monthly Financial Reports for December 2024:* The Board reviewed the Monthly Financial Reports for the seven-month period ending December 31, 2024 prepared by L&A. As of December 31, 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 December 2024:* The Board reviewed the December 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

The Board discussed transferring money from the short-term trust to the long-term trust account. A motion was made by Treasurer Evers and seconded by President Logan to transfer \$100,000 from the short-term trust into the long-term trust account. Motion carried by roll call vote.

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

**NEW BUSINESS:** The Board noted the Northwest Rescue agreement will be reviewed, and additional quotes will be requested for services. Further discussion will be held at the next regular meeting.

**OLD BUSINESS:** *Discussion/Possible Action – Historic Auto Agreement:* The Board discussed 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.

*Discussion/Possible Action – Record Retention Policy:* The Board noted the final copy of the record retention policy has been completed. Further discussion will be held at the next regular meeting.

*Status Update – Kitchen Remodel:* Chief Kimmel informed the Board of the quotes received for the remodel. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the quotes provided in the amount of \$15,575, not to exceed 15% contingency. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers, Secretary Crane, Trustee Hildreth and Trustee 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 discussed recent court cases and decisions, as well as general matters with the Board. All questions were answered by Attorney Ponitz.

**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 8:04 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, February 11, 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*