

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 MARCH 11, 2025

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, March 11, 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 7:02 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 and Trustees Paul Hildreth and Josh Kelnhofer (*arrived at 7:05 p.m.*)

ABSENT: Secretary Amy Crane

ALSO PRESENT: Fire Chief John Kimmel and Assistant Chief Don Carlson, Harvard Fire Protection District; Maddie Hayes, Lauterbach & Amen, LLP (L&A)

PUBLIC FORUM: There was no public forum.

SECRETARY'S REPORT – APPROVAL OF MINUTES: *February 11, 2025 Regular Meeting:* The Board reviewed the February 11, 2025 regular meeting minutes. A motion was made by Treasurer Evers and seconded by President Logan to approve the February 11, 2025 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for February 2025:* The Board reviewed the Monthly Financial Reports for the ten-month period ending February 28, 2025 prepared by L&A. As of February 28, 2025, the total liability and fund balance was \$3,729,310.21. 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 and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

Review/Approve – Disbursement Warrant for February 2025: The Board reviewed the February 2025 Vendor Check Report and the most current disbursement warrant for February 12, 2025 through March 11, 2025. Vendor payments for the period totaled \$41,848.52. Payroll totals for February 12, 2025 and February 26, 2025 were \$40,131.61. A motion was made by Treasurer Evers and seconded by President Logan to approve the February 2025 Vendor Check Report and the disbursement warrant in the total amount of \$81,980.13. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

NEW BUSINESS: *Review/Approve – Appliance Purchases:* Chief Kimmel appraised the Board regarding purchasing new appliances for the kitchen. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the purchase of new appliances in an amount not to exceed \$6,000. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Hildreth

NAYS: None

ABSENT: Secretary Crane and Trustee Kelnhofer

Trustee Kelnhofer arrived at 7:05 p.m.

OLD BUSINESS: *Status Update – Kitchen Remodel:* Chief Kimmel informed the Board of the status of the kitchen remodel. Further discussion will be held at the next regular meeting.

Discussion/Possible Action – Historic Auto Agreement: The noted Attorney Ponitz will contact Historic Auto in April. Further discussion will be held at the next regular meeting.

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

Review/Approve – Hartwig Quote: The Board noted no additional quotes will be needed from Hartwig Mechanical, LLC.

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.

CORRESPONDENCE: There was no correspondence to discuss.

ATTORNEY'S REPORT – FRANKS, GERKIN, PONITZ & GREELEY: There was no attorney's report presented.

CLOSED SESSION – IF NEEDED: There was no need for closed session.

ADJOURNMENT: A motion was made by President Logan and seconded by Treasurer Evers to adjourn the meeting at 7:29 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, April 8, 2025 at 7:00 p.m. in the Harvard Fire Department located at 502 S. Eastman Street, Harvard, Illinois 60033.

Board President or Secretary

Date Approved by Board

Minutes prepared by Maddie Hayes, Professional Services Administration, Lauterbach & Amen