

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 APRIL 8, 2025

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, April 8, 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, Secretary Amy Crane, Treasurer Laura Evers and Trustees Paul Hildreth and Josh Kelnhofer

ABSENT: None

ALSO PRESENT: Fire Chief John Kimmel and Assistant Chief Don Carlson, Harvard Fire Protection District; Attorney Joe 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: *March 11, 2025 Regular Meeting:* The Board reviewed the March 11, 2025 regular meeting minutes. A motion was made by Secretary Crane and seconded by Trustee Hildreth to approve the March 11, 2025 regular meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *Review/Approve – Monthly Financial Reports for March 2025:* The Board reviewed the Monthly Financial Reports for the eleven-month period ending March 31, 2025 prepared by L&A. As of March 31, 2025, the total liability and fund balance was \$3,700,090.43. 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, Secretary Crane, Treasurer Evers, Trustee Kelnhofer and Trustee Hildreth

NAYS: None

ABSENT: None

Review/Approve – Disbursement Warrant for March 2025: The Board reviewed the March 2025 Vendor Check Report and the most current disbursement warrant for March 12, 2025 through April 8, 2025. Vendor payments for the period totaled \$76,007.84. Payroll totals for March 14, 2025 and March 28, 2025 were \$41,996.91. A motion was made by Treasurer Evers and seconded by Trustee Hildreth to approve the March 2025 Vendor Check Report and the disbursement warrant in the total amount of \$118,004.75. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

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

Discussion/Possible Action – Historic Auto Agreement: Attorney Ponitz informed the Board correspondence was issued to Historic Auto April 1, 2025 and no response has been received to date. 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.

NEW BUSINESS: *Discussion/Possible Action – City of Harvard Collaboration Plan:* The Board discussed the inspections needed for the City of Harvard businesses. Updates will be provided as they become available.

Discussion/Possible Action – Fire Trustees Association of McHenry County Event: The Board noted the Spring Grove Fire Protection District is hosting a dinner and networking event April 28th at 6:00 p.m. No further action is needed.

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: Attorney Ponitz discussed recent court cases and decisions, as well as general matters with the Board. All questions were answered by Attorney Ponitz.

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

ADJOURNMENT: A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to adjourn the meeting at 7:24 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, May 13, 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