

# 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 MAY 13, 2025**

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, May 13, 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 7:01 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.

**SWEARING IN OF APPOINTED TRUSTEES:** President Logan was reappointed to the Harvard FPD Board of Trustees and sworn in by Attorney Ponitz for a three-year term expiring April 30, 2028.

Treasurer Evers was also reappointed to the Harvard FPD Board of Trustees and sworn in by President Logan for a three-year term expiring April 30, 2028.

### **ROLL CALL:**

**PRESENT:** President Scott Logan, Treasurer Laura Evers and Trustee Josh Kelnhofer

**ABSENT:** Secretary Amy Crane and Trustee Paul Hildreth

**ALSO PRESENT:** Fire Chief John Kimmel, Harvard Fire Protection District; Attorney Joe Ponitz, Franks, Gerkin, Ponitz & Greeley; Maddie Hayes (via *videoconference*), Lauterbach & Amen (L&A)

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

**SECRETARY'S REPORT – APPROVAL OF MINUTES:** *April 8, 2025 Regular Meeting:* The Board reviewed the April 8, 2025 regular meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the April 8, 2025 regular meeting minutes as written. Motion carried unanimously by voice vote.

*April 8, 2025 Special Meeting:* The Board reviewed the April 8, 2025 special meeting minutes. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the April 8, 2025 special meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER’S REPORT:** *Review/Approve – Monthly Financial Reports for April 2025:* The Board reviewed the Monthly Financial Reports for the twelve-month period ending April 30, 2025 prepared by L&A. As of April 30, 2025, the total liability and fund balance was \$3,628,753.93. 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 Kelnhofer

NAYS: None

ABSENT: Secretary Crane and Trustee Hildreth

*Review/Approve – Disbursement Warrant for April 2025:* The Board reviewed the April 2025 Vendor Check Report and the most current disbursement warrant for April 9, 2025 through May 13, 2025. Vendor payments for the period totaled \$47,626.74. Payroll totals for April 11, 2025 and April 25, 2025 were \$53,418.73. A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to approve the April 2025 Vendor Check Report and the disbursement warrant in the total amount of \$101,045.47. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Crane and Trustee Hildreth

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

*Discussion/Possible Action – Historic Auto Agreement:* The Board reviewed the Historic Auto Agreement provided by Attorney Ponitz. A motion was made by President Logan and seconded by Trustee Kelnhofer to execute the agreement as prepared. Motion carried by roll call vote.

AYES: President Logan, Treasurer Evers and Trustee Kelnhofer

NAYS: None

ABSENT: Secretary Crane and Trustee Hildreth

*Discussion/Possible Action – Record Retention Policy:* This item has been tabled to the next regular meeting.

*Discussion/Possible Action – City of Harvard Collaboration Plan:* Fire Chief Kimmel informed the Board inspections will be completed in the City of Harvard businesses this summer. Updates will be provided as they become available.

**NEW BUSINESS:** *Review/Approve – Billing/Plan Review Ordinance:* This item has been tabled to the next regular meeting.

**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.

*Attorney Ponitz left the meeting at 7:14 p.m.*

**NEW BUSINESS (CONTINUED): Board Officer Elections: Board Officer Elections:** The Board discussed Board Officer Elections. A motion was made by President Logan and seconded by Trustee Kelnhofer to nominate Trustee Evers as Treasurer. Motion carried unanimously by voice vote.

A motion was made by President Logan and seconded by Treasurer Evers to nominate Trustee Hildreth as Secretary. Motion carried unanimously by voice vote.

A motion was made by Treasurer Evers and seconded by Trustee Kelnhofer to nominate Trustee Logan as President. Motion carried unanimously by voice vote.

**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.

**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 7:33 p.m. Motion carried unanimously by voice vote.

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