

# Harvard Fire Protection District

502 S. Eastman Street • Harvard, Illinois 60033 • Phone: 815-943-6927



## BOARD of TRUSTEES

Josh Kelnhofer  
Laura Evers  
Scott Logan  
Amy Crane  
Paul Hildreth

## MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES MARCH 14, 2023

A regular meeting of the Harvard Fire Protection District Board of Trustees was held on Tuesday, March 14, 2023 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:** Treasurer Evers called the meeting to order at 7:00 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:** Treasurer Laura Evers, Secretary Scott Logan and Trustees Amy Crane and Paul Hildreth  
**ABSENT:** President Josh Kelnhofer  
**ALSO PRESENT:** Fire Chief John Kimmel, Harvard Fire Protection District; Maddie Hayes, Lauterbach & Amen, LLP (L&A); Joseph Ponitz, Franks, Gerkin, Ponitz & Greeley; Member of the Public, Joel Brija

**AGENDA APPROVAL:** The Board reviewed the March 14, 2023 regular meeting agenda. A motion was made by Treasurer Evers and seconded by Trustee Crane to approve the agenda as prepared. Motion carried unanimously by voice vote.

**PUBLIC FORUM:** Mr. Brija approached the Board regarding his interest in an appointed member trustee position.

**SECRETARY'S REPORT – APPROVAL OF MINUTES:** *February 14, 2023 Regular Meeting:* The Board reviewed the February 14, 2023 regular meeting minutes. A motion was made by Secretary Logan and seconded by Trustee Crane to approve the February 14, 2023 regular meeting minutes as written. Motion carried unanimously by voice vote.

*February 14, 2023 Closed Session Meeting:* The Board reviewed the February 14, 2023 closed session meeting minutes. A motion was made by Secretary Logan and seconded by Trustee Hildreth to approve the February 14, 2023 closed session meeting minutes as written. Motion carried unanimously by voice vote.

**TREASURER'S REPORT: Review/Approve – Monthly Financial Report for February 2023:** The Board reviewed the Monthly Financial Report for the ten-month period ending February 28, 2023 prepared by L&A. As of February 28, 2023, the total liability and fund balance is \$2,635,940.06. 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 Hildreth to accept the Monthly Financial Report as prepared. Motion carried by roll call vote.

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

*Review/Approve – Disbursement Warrant for February 2023:* The Board reviewed the February 2023 Vendor Check Report and the most current disbursement warrant for the period February 15, 2023 through March 14, 2023. Vendor payments for the period totaled \$64,648.09. Payroll totals for February 3, 2023 and February 17, 2023 are \$43,027.39. A motion was made by Treasurer Evers and seconded by Secretary Logan to approve the February 2023 Vendor Check Report and the disbursement warrant in the total amount of \$107,675.48. Motion carried by roll call vote.

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

**NEW BUSINESS:** *Discussion/Possible Action – Attorney Services:* Attorney Joseph Ponitz apprised the Board regarding providing Attorney services to the Harvard Fire Protection District. A motion was made by Secretary Logan and seconded by Trustee Crane to request Attorney Ponitz provide a contract to all Board members to be reviewed by the next regular meeting. Motion carried unanimously by voice vote.

**OLD BUSINESS:** *Discussion/Possible Action – Full Time Chief Position (Per Trustee Hildreth):* This item has been tabled to the next regular meeting.

**CORRESPONDENCE:** There was no correspondence.

**FIRE CHIEF’S REPORT:** 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.

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

**ACTION ITEMS:** There were no action items to discuss.

**ADJOURNMENT:** A motion was made by Treasurer Evers and seconded by Secretary Logan to adjourn the meeting at 7:26 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Tuesday, April 11, 2023 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*