

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF JUNE 27, 2023**

President Rebecca called the meeting to order at 8:00 a.m. Trustees answered present as follows: Trustee Joe Vertone, Trustee James Rebecca, Trustee Shawn Clisham, Trustee Charles (KC) Ferguson. Present ex officio: Chief Drew Smith, Deputy Chief Tim Jones, and Attorney Stephen G. Daday.

**SECRETARY’S REPORT**

**CONSIDERATION OF THE MINUTES OF THE MAY 23, 2023, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

Trustee Vertone presented the secretary's report and the minutes of the May 23, 2023, meeting minutes. After a short discussion Trustee Vertone made a motion to approve the minutes as submitted with a second by Trustee Ferguson. The motion carried unanimously.

**TREASURER’S REPORT DATED MAY 31, 2023**

Trustee Clisham presented the Treasurer’s report for the month ending May 31, 2023, pursuant to the attached sheets. Discussion was had with respect to the status of accounts. Discussion was had regarding the ambulance billing, cash flow, disbursements, and income.

After a short discussion, Trustee Vertone made a motion to approve the Treasurer’s report as submitted and accept the cash flow spreadsheet, with a second by Trustee Ferguson. The motion carried unanimously as follows:

Ayes: Vertone, Rebecca, Clisham, Ferguson.  
Nays: Zero.

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail report for June 26, 2023. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted the bill for Prospect Heights for fuel; Fitness Connection in the amount of \$11,785 for fitness equipment paid from the Foreign Fire Insurance fund; Locality Media for software for incident reporting; DJ Scuba for dry suit replacement; WIRFS Industries for apparatus maintenance and Zoll Medical for heart sensors.

After a short discussion, Trustee Clisham made a motion to pay the invoices from the report dated June 26, 2023, with a second by Trustee Vertone. The motion carried unanimously as follows:

Ayes: Vertone, Rebecca, Clisham, Ferguson  
Nays: Zero.

## **CITIZENS TO BE HEARD.**

None

## **OLD BUSINESS**

## **CHIEF'S REPORT**

Chief Smith reviewed his monthly report. Chief Smith discussed the call volume report and mutual aid. Chief Smith also reported regarding the analytics with respect to overlapping calls. He also noted mutual aid given and received and that ambulance billing revenue was significantly higher and budgeted. He also noted that the call volume for the month was the second highest in district history.

## **NEW BUSINESS.**

## **REVIEW AND APPROVE ANNUAL AUDIT**

Deputy Chief Jones presented the draft annual audit for review and approval. After a short discussion Trustee Clisham made a motion to approve the audit and the management letter. Motion was seconded by Trustee Vertone and carried unanimously.

## **OTHER MATTERS**

**President's Report:** President Rebecca acknowledged the over 30 years of service to the district by deceased president Tammen who passed away earlier in the week. He noted that president Tammen began service to the district as a firefighter and became a trustee in the early 2000s.

**Attorney's Report:** Attorney Daday also acknowledged the passing of president Tammen and reiterated his contributions to the district. He requested a closed session pursuant to 5 ILCS120/2C(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; (11), litigation, when an action against, affecting or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent and (21) discussion of minutes of closed meetings for purposes of approval or semiannual review as mandated by section 2.06.

**ADJOURNMENT.** Trustee Clisham made a motion to adjourn to closed session pursuant to 5 ILCS120/2 C (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; (11), litigation, when an action against, affecting or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent and (21) discussion of minutes of closed meetings for purposes of approval or semiannual review as mandated by section 2.06 at 9:07 AM with a second by Trustee Vertone. The motion carried unanimously as follows:

Ayes: Vertone, Rebecca, Clisham, Ferguson.  
Nays: Zero.

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Joe Vertone, Secretary