

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF DECEMBER 9, 2024**

1. CALL TO ORDER.

President Rebecca called the meeting to order at 4:00 p.m. Trustees answered present as follows: President James Rebecca, Trustee Lars Anderson Trustee Joe Vertone; Trustee Charles (KC) Ferguson. Trustee Clisham was absent. Present ex officio: Chief Drew Smith, Deputy Chief Tim Jones and Attorney Stephen G. Daday.

2. SECRETARY'S REPORT

2.1 CONSIDERATION OF THE MINUTES OF THE NOVEMBER 4, 2024, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.

Trustee Vertone presented the Secretary's report and the minutes of the November 4, 2024, meeting. 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.

3. TREASURER'S REPORT DATED NOVEMBER 30, 2024

3.1 Deputy Chief Jones presented the Treasurer's report for the month ending November 30, 2024, pursuant to the attached sheets. Discussion was had with respect to the status of accounts and cash flow. Discussion was had regarding the ambulance billing, cash flow, disbursements, and income.

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

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

3.2 PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail report dated December 5, 2024. Deputy Chief Jones reviewed the highlighted items on the check detail report with an explanation of the items. He noted the bill from Air One; Dekind Computing; Tuition reimbursement; Government Accounting for payroll; Fries Automotive; Metro Door.

After a short discussion, Trustee Vertone made a motion to pay the invoices from the reports dated December 5, 2024, with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

4. CITIZENS TO BE HEARD.

None

5. OLD BUSINESS

5.1 FIRE CHIEF'S REPORT

Chief Smith reviewed his monthly report. Chief Smith discussed the call volume report and mutual aid. Chief Smith reported that the Ambulance billing was \$100,000 over budget. Chief Smith also reported regarding the analytics with respect to overlapping calls. Chief Smith announced the following promotions: Kelly Cossman to Deputy Chief; Jason Hardy to Battalion Chief; Doug Golonka and Cesar Canchola to Lieutenant.

6. NEW BUSINESS.

6.1 Municipal Compliance Report

Trustee Anderson made a motion to approve the municipal compliance report as presented. The motion was seconded by Trustee Ferguson and carried unanimously.

6.2 Budget Hearing

Trustee Vertone made a motion to convene the budget hearing at 4:31 pm for consideration of the 2025 Budget and Appropriations Ordinance. The motion was seconded by Trustee Ferguson and carry unanimously.

After a short discussion of the budget process, Trustee Vertone made a motion to adjourn the budget hearing at 4:32 PM with a second by Trustee Ferguson. The motion carried unanimously.

6.3 PRESENTATION AND ADOPTION OF ORDINANCE 2024-005 FINAL BUDGET AND APPROPRIATIONS ORDINANCE.

Deputy Chief Jones presented the Final Budget and Appropriation Ordinance for review and adoption. Attorney Daday discussed the budget process and indicated that this was one of the steps in that process. After a short discussion Trustee Ferguson made a motion to approve the Final Budget and Appropriations Ordinance with a second by Trustee Vertone. The motion carried unanimously as follows:

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

6.4 Truth in Taxation Hearing

Trustee Vertone made a motion to convene the Truth in Taxation hearing at 4:34 PM with a second by Trustee Anderson. The motion carried unanimously as follows:

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

Attorney Daday explained the purpose of the Truth in Taxation hearing. No citizens appeared at the hearing and no questions were raised. After a short discussion Trustee Vertone made a motion to adjourn the Truth in Taxation hearing at 4:35 PM with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

6.5 Review and Adoption of Ordinance 2024-006, 2024 Tax Levy Ordinance.

After a short discussion Trustee Vertone made a motion to approve Ordinance 2024-006, the 2024 Tax Levy Ordinance with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

6.6 Review and adoption of Resolution 2024-R0001, a Resolution Directing the County Clerk Not to Reduce the Insurance, Social Security, Pension, MRF, and Emergency Rescue Funds.

After a short discussion Trustee Ferguson made a motion to approve Resolution 2024-R001 a Resolution Directing the County Clerk not to Reduce the Insurance, Social Security, Pension, IMRF and Emergency Rescue Funds. The motion was seconded by Trustee Vertone and carry unanimously as follows:

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

6.7 Request for Approval to Deposit the 2025 HSA contribution.

Deputy Chief Jones reported that each year pursuant to the District's collective bargaining agreement a contribution is required to be made to fund the District's portion of the annual HSA

contribution. After a short discussion Trustee Vertone made a motion to approve the deposit to the HSA account for 2025. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

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

6.8 Approval of 2025 Schedule of Meeting Dates

Pursuant to the Open Meetings Act the District is required to adopt and publish a schedule of meeting dates on an annual basis and provide the information to various media outlets and the public. Discussion was had with respect to the schedule of meeting dates and Trustee Ferguson made a motion to approve the schedule of monthly meetings for the third Tuesday of each month at 11:00 AM at the Firehouse. The motion was seconded by Trustee Vertone and carried unanimously. The first meeting date under the schedule would be January 21, 2024.

6.9 Approval of Amendment to Employment Agreement between the Prospect Heights Fire Protection District and Chief Drew Smith dated October 17, 2017.

Attorney Daday presented the amendment to the agreement increasing the Chief's salary pursuant to that agreement. After a short discussion Trustee Ferguson made a motion to approve the amendment to Chief Smith's contract with a second by Trustee Vertone. The motion carried unanimously as follows:

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

6.10 Review and approval of Leopardo Construction Company Contract with the District to serve as Construction Manager for the Firehouse Renovation.

Chief Smith and Attorney Daday reported that discussions have been held regarding the construction manager agreement with Leopardo Construction and the details had been negotiated and resolved. Chief Smith and Attorney Daday recommended approval of the Leopardo Construction Company contract as construction manager for Firehouse renovation. After a short discussion Trustee Vertone made a motion to approve the contract with Leopardo Construction Company with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

6.11 Ratification and Approval of the 2025-2027 Collective Bargaining Agreement between the Prospect Heights Fire Protection District and Teamsters Local 700 and authorization and approval for the payment of the \$3000 ratification bonus contained in Article 13, Section 5 of the agreement to each bargaining unit member.

Chief Smith reported that an agreement had been reached with Teamsters Local 700 with respect to the 2025-2027 Collective Bargaining Agreement Extension. The proposed agreement has been ratified by the Union and he recommended that the board ratify and approve the 2025-2027 Collective Bargaining Agreement and ratify and approve the \$3000 ratification bonus contained in Article 13, Section 5 to each bargaining unit member. After a short discussion Trustee Vertone made a motion to approve and ratify the 2025-2027 Collective Bargaining Agreement as presented with a second by Trustee Ferguson. The motion carried unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson

Nays: Zero.

6.12 Request to Ratify the appointment of Deputy Fire Chief Kelly Cossman effective January 2, 2025.

Chief Smith requested that the Board ratify the appointment of Deputy Chief Kelly Cossman effective January 2, 2025. After a short discussion Trustee Vertone made a motion to approve the appointment of Deputy Chief Cossman with a second by Trustee Ferguson. The motion carried unanimously.

6.13 Request to Authorize the Bond Payment to Zions Bank for Holders of Series 2024 Bonds the amount of \$710,794.46.

Deputy Chief Jones indicated that a payment on the bonds that were approved by the voters in the amount of \$710,794.46 was due. After a short discussion Trustee Vertone made a motion to approve the bond payment in the amount of \$710,294.46 with a second by Trustee Anderson. The motion carried unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson

Nays: Zero.

6.14. Discussion of the succession planning.

Chief Smith indicated that he will be retiring in October 2026. The board had previously initiated and requested that succession planning be placed on the agenda for discussion. Chief Smith proposed a timeline for review and indicated that he was aware that the Fire Chief's Association had a service that assisted fire districts and municipalities with succession planning and hiring. He indicated that he would follow up with that organization to determine what services they could provide.

7. OTHER MATTERS

7.1 President's Report:

7.1.1 Reappointment of Robert McLoughlin As commissioner on the Board of Fire Commissioners. President Rebecca indicated that he will be reappointing Mr. McLoughlin to the Board of Fire Commissioners.

7.2 Attorney's Report: None

Trustee Anderson indicated that due to employment requirements, he will be unable to continue serving as a trustee of the District beginning in January and will be resigning. President Rebecca thanked him for his service to the District and wished him well in his future endeavors.

8. ADJOURNMENT. Trustee Ferguson made a motion to adjourn the meeting seconded by Trustee Vertone at 5:01 pm. The motion carried unanimously.

Secretary