

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF FEBRUARY 18, 2025**

**1. CALL TO ORDER.**

President Rebecca called the meeting to order at 10:15 a.m. Trustees answered present as follows: President James Rebecca, Trustee Joe Vertone (remote); Trustee Charles (KC) Ferguson. Trustee Clisham. Present ex officio: Chief Drew Smith, Deputy Chief Kelly Cossman and Attorney Stephen G. Daday.

Trustee Clisham made a motion to permit remote participation by Trustee Joe Vertone due to employment considerations. The motion was seconded by Trustee Ferguson and passed unanimously.

**2. SECRETARY'S REPORT**

**2.1 CONSIDERATION OF THE MINUTES OF THE DECEMBER 9, 2024, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.**

Trustee Vertone presented the Secretary's report and the minutes of the December 9, 2024, meeting. After a short discussion Trustee Ferguson made a motion to approve the minutes as submitted with a second by Trustee Clisham. The motion carried unanimously.

**3. TREASURER'S REPORT DATED DECEMBER 31, 2024**

3.1 Trustee Clisham presented the Treasurer's report dated December 31, 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.

3.2 Trustee Clisham presented the Treasurer's report dated January 31, 2025, 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 dated December 31, 2024, as submitted and accept the cash flow spreadsheet, with a second by Trustee Vertone. The motion carried unanimously as follows:

Ayes: Rebecca, Clisham, Vertone, Ferguson.

Nays: Zero.

After a short discussion, Trustee Ferguson made a motion to approve the Treasurer’s report dated January 31, 2025, as submitted and accept the cash flow spreadsheet, with a second by Trustee Vertone. The motion carried unanimously as follows:

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

### **3.3 and 3.4 PRESENTATION OF THE BILLS**

Chief Smith presented the bills for payment pursuant to the check detail report dated January 28, 2025. Chief Smith reviewed the highlighted items on the check detail report with an explanation of the items. He noted the bill from American Thermal, DeKind Computing; Illinois Association of Fire Protection Districts; Poms Tire; Blue Line; The Blue Line; EMS Logic; EMS Management; Ibbotsen; the annual HSA contributions; ARFF; Fries Auto and Ingen.

Chief Smith presented the bills for payment pursuant to the check detail report dated February 6, 2025. He reviewed and noted the bills from Metro Door; Taylor Water; Vector; Hawkeye Security; Aerial Enforcer/MacQueen; Estate of Sonneborn.

After a short discussion, Trustee Clisham made a motion to pay the invoices from the reports dated January 28, 2025, with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

After a short discussion, Trustee Clisham made a motion to pay the invoices from the reports dated February 6, 2025, with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

### **3.5 REVIEW OF YEAR END 2024 BUDGET INCOME AND EXPENSE REPORT PERIOD**

Chief Smith reviewed the 2024-year end income versus expense report. He noted that 2024 was in line with expectations in that certain line items were over budget.

#### **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 also reported regarding the analytics with respect to overlapping calls. Chief Smith reviewed his 2024 annual report, as well as summarized his 2024 goals accomplished and reviewed his 2025 goals for the board.

**5.2. Update on Fire Chief succession Plan**

Chief Smith updated the board with respect to succession planning and indicated that he had reached out to the Illinois Association of Fire Protection Districts and received some information that he was forwarding to the board. He had gotten a quote for consulting on hiring a new Fire Chief. The board will continue this discussion at the next meeting.

**6. NEW BUSINESS.**

**7. OTHER MATTERS**

**7.1 President's Report:**

7.1.1 President Rebecca congratulated Deputy Chief Cossman and welcomed him to the board meeting.

**7.2 Attorney's Report: None**

**8. ADJOURNMENT.** Trustee Clisham made a motion to adjourn the meeting seconded by Trustee Ferguson at 11:30 am. The motion carried unanimously.

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Secretary