

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

**1. CALL TO ORDER.**

President Rebecca called the meeting to order at 11:00 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 Tim Jones Deputy Chief Kelly Cossman and Attorney Stephen G. Daday. Also Present, Bill McDonald; James Howard of Governmental Accounting

1.3 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.

1.4 Trustee Bill McDonald was sworn in by President Rebecca.

**2. SECRETARY'S REPORT**

**2.1 CONSIDERATION OF THE MINUTES OF THE FEBRUARY 18, 2025, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.**

Deferred to April meeting.

**3. TREASURER'S REPORT DATED FEBRUARY 28, 2025**

3.1 James Howard of Governmental Accounting presented the Financial Report for the period ending February 28, 2025, pursuant to the attached sheets. He updated the Board with the updated format including the Treasurer's Report, Summary Statements; expense reports and investment report. He explained the new format in detail,

After a short discussion, Trustee Clisham made a motion to approve the Financial Report dated February 28, 2025, as submitted, with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

**3.2 PRESENTATION OF THE BILLS**

Chief Smith presented the bills for payment pursuant to the check detail report dated March 10, 2025. He reviewed and noted the bills DeKind Computing and Governmental Accounting..

After a short discussion, Trustee Clisham made a motion to pay the invoices from the reports dated March 10, 2025, with a second by Trustee Ferguson. The motion carried unanimously as follows:

Ayes: Rebecca, Clisham Vertone, Ferguson, McDonald.

Nays: Zero.

### 3.3 Transfer of Funds

Chief Smith and Deputy Chief Jones requested that the Board transfer One Million Dollars (\$1,000,000.00) from the operating account to the Schwab account to take advantage of the interest rates.

After a short discussion, Trustee Clisham made a motion to approve the transfer of One Million Dollars (\$1,000,000.00) from the District's operating account to the Schwab investment account. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

Ayes: Rebecca, Clisham, Vertone, Ferguson, McDonald.

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 also reported regarding the analytics with respect to overlapping calls.

## 6. NEW BUSINESS.

### 6.1 ADOPTION OF ORDINANCE 2025-001, AN ORDINANCE PROVIDING FOR THE ASSESSMENT OF FEES FOR AMBULANCE SERVICES AND TRANSPORTATION TO THE HOSPITAL.

Chief Smith noted that the District reviews it's fees for ambulance services and transportation on annual basis and is required to adopt an ordinance to reflect any changes in those fees. Chief Smith recommended the adoption of the ordinance. After a short discussion Trustee Clisham made a motion to concur with the staff recommendation and adopt Ordinance 2025-001 as submitted. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

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

## 6.2. REVIEW OF CLOSED SESSION MINUTES

Attorney Daday indicated that the District was required to review minutes of closed session meetings on a semiannual basis. Attorney Daday indicated that he reviewed the closed session minutes and provided a list of his recommendations with respect to whether the minutes should be released or held. He asked for a motion to concur with his recommendation with regard to the closed session minutes. After a short discussion Trustee Clisham made a motion to concur with Attorney Daday's recommendations with regard to which meeting minutes were held or released. The motion was seconded by Trustee McDonald and carried unanimously.

## 6.3 Approval of Destruction of Verbatim Recordings of Closed Sessions.

Chief Smith noted that the district is permitted to destroy verbatim recordings of closed sessions that are older than 18 months. Chief Smith requested a motion to approve the destruction of verbatim recordings of closed sessions older than 18 months. The motion was made by Trustee Ferguson seconded by Trustee McDonald. Motion carried unanimously.

## 7. OTHER MATTERS

7.1 **President's Report:** None

7.2 **Attorney's Report:** None

8. **ADJOURNMENT.** Trustee Ferguson made a motion to adjourn the meeting seconded by Trustee Clisham at 11:49 am. The motion carried unanimously.

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Secretary