

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF JUNE 17, 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 Shawn Clisham; Trustee Charles (KC) Ferguson; Trustee Bill McDonald and Trustee Joe Vertone. Present ex officio: Chief Drew Smith, Deputy Chief Tim Jones Deputy Chief Kelly Cossman and Attorney Stephen G. Daday.

**2. SECRETARY'S REPORT**

**2.1 CONSIDERATION OF THE MINUTES OF THE MAY 20, 2025, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.**

Trustee Vertone made a motion to approve the minutes of the May 20, 2025, meeting of the Prospect Heights Fire Protection District Board of Trustees. The motion was seconded by Trustee Clisham and carried unanimously.

**3. FINANCIAL REPORT DATED MAY 31, 2025**

3.1 Deputy Chiefs Cossman and Jones presented the Financial Report for the period ending May 31, 2025, pursuant to the attached sheets. He reviewed the summary statement, the treasurer's report the summary expense report and the budget investment report.

After a short discussion, Trustee Ferguson made a motion to approve the Financial Report dated May 31, 2025, as submitted, with a second by Trustee Vertone. The motion carried unanimously as follows:

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

**3.2 PRESENTATION OF THE BILLS**

Deputy Chief Cossman presented the bills for payment pursuant to the check detail report dated June 6, 2025. He reviewed and noted the bills for 845 Design Group among others.

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

Ayes: Rebecca, Clisham, Ferguson, Vertone, 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.

**5.2 Discussion of Succession Plan**

Chief Smith presented his analysis and recommendation regarding Fire Chief succession and he was of the opinion that the District should review Deputy Chief Cossman as a potential successor to the fire chief. Trustees asked questions of the Chief and Deputy Chief regarding the issue. The Board will review the succession plan in 3 months.

**6. NEW BUSINESS.**

6.1 **Audit.** Will be reviewed at the next meeting.

6.2 **Review Statement of Receipts and Disbursements.** Will be reviewed at the next meeting.

6.3. **Review and approval of Temporary office lease.**

Attorney Daday reported that he had reviewed the lease and the lease needed some revisions. He was going to discuss the changes with the landlord. The revisions were minor and he recommended an approval of the lease with the revisions subject to Attorney Daday's review and approval and to Authorize the Fire Chief to execute on behalf of the District. After a short discussion Trustee Clisham made a motion to approve the lease for the temporary office space subject to Attorney Daday's review and to authorize Chief Smith to execute the lease on behalf of the District with a second by Trustee Vertone. The motion carried unanimously as follows:

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

Nays: Zero.

**7. OTHER MATTERS**

7.1 **President's Report:** None

**7.2 Attorney's Report:** Attorney Daday reported that he had received an offer to join a new firm and would report to the board when that occurred.

**8. ADJOURNMENT.** Trustee Vertone made a motion to adjourn the meeting seconded by Trustee Ferguson at 12:00 pm. The motion carried unanimously.

---

Secretary