

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF AUGUST 20, 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 and Attorney Stephen G. Daday.

**2. SECRETARY'S REPORT**

**2.1 CONSIDERATION OF THE MINUTES OF THE JULY 15, 2025, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES.**

Trustee Ferguson made a motion to approve the minutes of the July 15, 2025, meeting of the Prospect Heights Fire Protection District Board of Trustees. The motion was seconded by Trustee Vertone and carried unanimously.

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

3.1 Trustee Clisham and Deputy Chief Jones presented the Financial Report for the period ending July 31, 2025, pursuant to the attached sheets. They reviewed the summary statement, the treasurer's report the summary expense report and the budget investment report.

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

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

Nays: Zero.

**3.2 PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail report dated August 7, 2025. He reviewed and noted the bills for the Illinois Public Risk Fund; NIPSTA tuition; Prospect Hgts Fuel; an HSA contribution and an aircraft airport radio.

After a short discussion, Trustee Clisham made a motion to pay the invoices from the reports dated August 7, 2025, with a second by Trustee Vertone. The motion carried unanimously as follows:

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

Nays: Zero.

**3.3 Transfer of Funds**

Chief Smith and Deputy Chief Jones recommended that the Board approve a transfer of \$750,000.00 to the Operating Account. Trustee Ferguson made a motion to concur with the Chief's recommendation and approve a transfer of \$750,000 to the District's operating account. The motion was seconded by Trustee Clisham and carried unanimously.

**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. He reported that July was the second busiest month in terms of call volume in the history of the District.

**5.2 Discussion of Succession Plan** Deferred to October.

**6. NEW BUSINESS.**

**6.1 Audit.**

Deputy Chief Jones presented the 2024 audit for review and approval by the District. After a short discussion Trustee Clisham made a motion to accept the audit with a second by Trustee Ferguson. The motion carried unanimously.

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

**6.3. Review and approval of Payment to 845 Design.**

Chief Smith presented the 845 Design in the amount of \$84, 695.00 for payment. Trustee Vertone made a motion to approve the payment in the amount of \$85,695.00 with a second by Trustee Clisham. The motion carried unanimously as follows:

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

Nays: Zero.

**7. OTHER MATTERS**

**7.1 President's Report:** President Rebecca noted that the next board meeting would be on September 16, 2025, at 11 AM. In addition, President Rebecca thanked Deputy Chief Jones for his long service to the District. He noted that Deputy Chief Jones played a large role in the development of the district from a volunteer district to a full-time district with full-time firefighters, emergency services and especially for his work with the finances of the district.

**7.2 Attorney's Report:** Attorney Daday reiterated the comments by President Rebecca and also thanked Deputy Chief Jones for his passionate service to the District and to the community.

**8. ADJOURNMENT.** Trustee Vertone made a motion to adjourn the meeting seconded by Trustee Ferguson at 11:56 pm. The motion carried unanimously.

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Secretary