

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF OCTOBER 19, 2020**

President Jon Tammen called the meeting to order at 8:00 a.m. Trustees answered present as follows: Jon Tammen, Shawn Clisham, Charles (KC) Ferguson, James Rebecca and Joe Vertone. Also present ex officio: Chief Drew Smith, Deputy Chief Tim Jones, and Attorney Stephen G. Daday.

**SECRETARY'S REPORT**

**CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 15, 2020 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

Trustee Vertone presented the minutes for approval. After a short discussion, Trustee Vertone made a motion to approve the minutes with a second by Trustee Rebecca. The motion carried unanimously.

**TREASURER'S REPORT**

Trustee Clisham presented the Treasurer's report for the month of September, 2020 pursuant to the attached sheets. Discussion was had with respect to the status of accounts. Discussion was had regarding the ambulance billing, cash flow, disbursements and income.

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

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

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail reports for October 2020 dated October 14, 2020. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted the bill for ARFF Specialist, LLC for Airport training; he also noted the bill for the City of Prospect Heights for fuel; he noted a bill for Sikich, LLC for the audit; Suburban Propane for Airport training; KS State Bank for the phone system lease; Certified Fleet for the crash truck repair; Henry Schein Medical for disinfecting supplies and N95 masks.

After a short discussion, Trustee Clisham made a motion to pay the invoices for September 2020 pursuant to the check detail reports of October 14, 2020 with a second by Trustee Vertone. The motion carried unanimously as follows:

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

## **REVIEW OF THIRD-QUARTER INCOME V. EXPENSE REPORT**

Deputy Chief Jones reviewed the third-quarter budget and expense report. In general, the report reflected the conditions relating to pandemic and the District's response. Most categories were in line with expectations.

## **CITIZENS TO BE HEARD.**

None

## **OLD BUSINESS**

### **CHIEF'S REPORT**

Chief Drew Smith reviewed his monthly report. Chief Smith also noted that the District's call volume decreased. He also noted that ambulance billing was tracking consistent with the budget. Chief Smith also reviewed the apparatus report.

The Chief also reviewed the Trustee's monthly event calendar and indicated that all of the matters on the calendar had been or will be completed.

Chief Smith noted that Illinois American Water awarded a \$1000 grant to the District and Illinois Public Risk Fund awarded a \$2400 grant to the District. He also noted that the foreign fire insurance income was \$20,716.44.

Chief Smith and Attorney Daday reported on the cell tower issue and the approval by the City of Prospect Heights of the tower on the District site.

Chief Smith also reported on the status of the overtime and hire-back situation for the District. There was discussion of possible staffing issues and revisions.

## **NEW BUSINESS**

**Review and adopt a Resolution 2020-R003 authorizing the President of the Board of Trustees to execute an Intergovernmental Agreement for Coronavirus Relief Funds with Cook County.** After a short discussion, Trustee Vertone made a motion to approve the Resolution 2020-R003 with a second by Trustee Rebecca. The motion carried unanimously as follows:

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

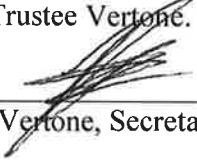
**OTHER MATTERS**

**President's Report:** None

**Attorney's Report:** Attorney Daday requested a closed session pursuant to 5 ILCS 120/2(c)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; 5 ILCS 120/2 (c)(11) litigation, when an action against, affecting or on behalf of the public body has been filed and is pending before a court or administrative tribunal or when the public body finds that an action is probable or imminent.

**ADJOURNMENT**

Trustee Clisham made a motion to adjourn the meeting to closed session at 9:03 AM with a second by Trustee Vertone. The motion carried unanimously.

  
\_\_\_\_\_  
Joe Vertone, Secretary