

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF DECEMBER 15, 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, and Joe Vertone. Trustee James Rebecca logged on to the meeting at 8:07 AM. Also present ex officio: Chief Drew Smith, Deputy Chief Tim Jones, and Attorney Stephen G. Daday. Also in attendance John Goode, Sam and Jan Dix.

**Administration of the oath of office to Fire Commissioners John Goode and Sam Dix.**

Chief Smith administered the oath of office as Fire Commissioner of the Prospect Heights Fire Protection District to John Goode and Sam Dix.

**SECRETARY'S REPORT**

**CONSIDERATION OF THE MINUTES OF THE NOVEMBER 17 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 President Tammen. The motion carried unanimously.

**TREASURER'S REPORT**

Trustee Clisham presented the Treasurer's report for the month ending November 30, 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. Deputy Chief Jones indicated that from a cash flow perspective real estate tax income is behind schedule. However ambulance billing is on track to be within budget. Deputy Chief Jones also indicated that he had discussions with the District's investment counselors and advisors regarding transferring the investment accounts to Schwab Investment. The Schwab Investment agreements are going to be reviewed by Attorney Daday and reported at the next meeting.

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 President Tammen. The motion carried unanimously as follows:

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

Trustee Rebecca logged in to the meeting at 8:07 AM.

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail reports for December 2020 dated December 10, 2020. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted that the District's insurance policies renewed and of the rates decreased over last year.

After a short discussion, Trustee Clisham made a motion to pay the invoices for December 2020 pursuant to the check detail reports of December 10, 2020 with a second by Trustee Rebecca. The motion carried unanimously as follows:

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

Deputy Chief Jones also presented the final invoice from Alexis Fire Equip. Co. dated December 4, 2020. He indicated that payments and the deposit had been made and the balance due is \$116,602.00. After a short discussion Trustee Vertone made a motion to pay the balance of the Alexis bill in the amount of \$116,602. The motion was seconded by Trustee Clisham and carried unanimously as follows:

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

#### **CITIZENS TO BE HEARD.**

None

#### **OLD BUSINESS**

#### **CHIEF'S REPORT**

Chief Drew Smith reviewed his monthly report. Chief Smith noted that the District's call volume continued to decrease. He also noted that ambulance billing was tracking consistent with the budget. Chief Smith also reviewed the staff plan that was initiated earlier in the month and it seems to be working and is satisfactory.

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.

#### **NEW BUSINESS**

**Review and adopt schedule of 2021 Regular Meeting Dates of the Prospect Heights Fire Protection District Board of Trustees.** Chief Smith indicated that the board needed to adopt the

schedule of meeting dates for 2021. There was no change from the normal third Tuesday of the month. After a short discussion Trustee Clisham made a motion to adopt the 2021 schedule of meeting dates with a second by Trustee Vertone. The motion carried unanimously.

**Review and adopt Resolution R2020-004, Resolution regarding the Employment Agreement between Chief Drew Smith and the Prospect Heights Fire Protection District.** Attorney Daday reviewed the Chief's contract which is a renewal from the prior year's contract. After a short discussion Trustee Clisham made a motion to approve Resolution R2020-004 regarding the employment agreement between Chief Drew Smith and the Fire District. The motion was seconded by Trustee Vertone and carried unanimously as follows:

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

**Truth in Taxation Hearing.** Attorney Daday reviewed and explained the budgeting process and the requirement by statute of conducting a truth in taxation hearing he requested a motion to convene the hearing which was made by Trustee Clisham and seconded by Trustee Ferguson. The motion carried unanimously as follows:

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

Attorney Daday asked for any questions either from the Board or from any member of the public of which there were none. Trustee Clisham made a motion to close the public hearing with a second by Trustee Rebecca. The motion carried unanimously as follows:

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

**Review and adopt Resolution R2020-005, a Resolution Directing the County Clerk Not to Reduce the Insurance, Social Security, Pension, IMRF and Emergency Rescue Funds.**

Attorney Daday again explained the purpose of the resolution as it relates to the tax levy ordinance. After a short discussion Trustee Clisham made a motion to approve resolution R 2020-005. The motion was seconded by Trustee Vertone and carried unanimously as follows:

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

**Review and adopt Ordinance 2020-003, Tax Levy Ordinance.** Attorney Daday reviewed the tax levy ordinance and the statutory requirement for adopting the ordinance. Deputy Chief Jones explained that it was in conformity with the proposed budget. After a short discussion, Trustee Clisham made a motion to approve the ordinance 2020-003 with a second by Trustee Vertone. The motion carried unanimously as follows:

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

**Approve the deposit and transfer for the 2021 HSA contribution.** Deputy Chief Jones indicated that the beginning of each fiscal year the board made a contribution to the employees' HSA fund. He indicated that the adoption of the HSA program significantly reduced the District's health insurance obligations. After a short discussion Trustee Clisham made a motion to approve the transfer of funds and the contribution to the HSA. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

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

## **OTHER MATTERS**

**President's Report:** None.

**Attorney's Report:** Attorney Daday reported that he had received notification from the Illinois Appellate Court that the court had scheduled oral argument for January 12 for the unemployment insurance matter involving Bob Pzyzna. He would report back to the board at the next meeting.

## **ADJOURNMENT**

Trustee Clisham made a motion to adjourn the meeting at 8:56 AM with a second by Trustee Vertone. The motion carried unanimously.

  
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Joe Vertone, Secretary