

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF JANUARY 19, 2021**

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, Joe Vertone and Trustee James Rebecca. 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 DECEMBER 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 Clisham made a motion to approve the minutes with a second by Trustee Ferguson. The motion carried unanimously.

TREASURER'S REPORT

Trustee Clisham presented the Treasurer's report for the month ending December 31, 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.

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 Rebecca. 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 December 2020 dated January 12, 2021. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted the reimbursement for the purchase of the Air chisel and gas track. He also noted the payment to Health Care service Corporation; Northwest Community Hospital; Ethical Leaders in Action for the leadership seminar; and the Alexis engine payment that was previously approved and paid in the amount of \$116,602.

After a short discussion, Trustee Clisham made a motion to pay the invoices for January 2021 pursuant to the check detail reports of January 12, 2021 with a second by Trustee Ferguson. The motion carried unanimously as follows:

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

Review of Fourth-Quarter Year to Date Comparison of Income and Expenditures. Deputy Chief Jones reviewed the fourth-quarter financials relative to expenditures v. income. He indicated the property tax payments and receipts were running behind schedule. He also noted that ambulance billing was tracking appropriately based on the budget. Deputy Chief Jones requested that the board authorize the transfer of \$500,000 from the reserve account to the operating account. After a short discussion Trustee Clisham made a motion to authorize the transfer of \$500,000 to the operating account. The motion was seconded by Trustee Ferguson. The motion 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 and was \$6000 over budget. Chief Smith also reviewed the District training. Chief Smith also reviewed the repair issues with the crash truck. He indicated that the truck was approximately thirty years old and there were difficulties in getting repairs and parts. He will continue to update the board on that issue. Chief Smith also noted that the Cook County Covid relief funds were still being processed. He also reported on the reduced staffing model had been in place for the last several months and he was satisfied that it was effective.

Chief Smith also gave an annual report regarding the status of the district. He noted that the call volume was down from 2019. He also noted that he was tracking the number and percentages of overlapping calls. He noted that only 12% of the calls overlapped. He reported that the district staffing would not permit handling of three simultaneous calls which required assistance from other departments.

Chief Smith also reported on the City of Prospect Heights Joint Review Board for the Tax Increment Financing District currently pending before the city. He will be attending the session on January 19, 2021 representing the district.

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

Budget Hearing. Attorney Daday reviewed and explained the budgeting process and the requirement by statute of conducting a budget hearing with respect to the Final Budget and Appropriation Ordinance. He requested a motion to convene the hearing which was made by Trustee Vertone and seconded by Trustee Rebecca at 9:06 AM. 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 Ferguson at 9:11 AM. The motion carried unanimously as follows:

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

Nays: Zero.

Review and adopt Ordinance 2021-001, Final Budget and Appropriation Ordinance. Attorney Daday reviewed 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 2021-001 with a second by Trustee Vertone. The motion carried unanimously as follows:

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

Nays: Zero.

Schwab Custodial Account Transfer. Deputy Chief Jones indicated that he was requesting that attorney Daday review the custodial account information was Schwab. Attorney Daday indicated that he had reviewed the information and had some concerns regarding the language of the agreements with respect to the personal liability of the board members. He had reached out to Tom Sawyer with those concerns and was waiting for a response. As a result, he requested that the matter be tabled to the next meeting. Trustee Clisham made a motion to table the issue to the February meeting seconded by Trustee Vertone. The motion carried unanimously.

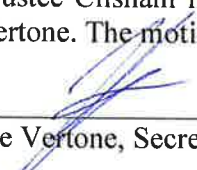
OTHER MATTERS

President's Report: None.

Attorney's Report: Attorney Daday reported on the oral argument for January 12 for the unemployment insurance matter involving Bob Pzyzna. He reported that the oral argument went well and he was confident that the matter would be resolved in the District's favor. He also requested a motion to accept his recommendations to release closed session minutes and the recommendation with respect to the destruction of audio recordings. After a short discussion trustee Vertone made a motion to accept Attorney Daday's recommendation with respect to the release of closed session meeting minutes and the destruction of recordings. The motion was seconded by trustee Clisham carried unanimously.

ADJOURNMENT

Trustee Clisham made a motion to adjourn the meeting at 9:32 AM with a second by Trustee Vertone. The motion carried unanimously.



Joe Vertone, Secretary