

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF MAY 17, 2022**

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

President Tammen reported that he and KC Ferguson had been reappointed by the Wheeling Township Board of Trustees as Prospect Heights Fire Protection District Trustees for an additional 3-year term.

Trustee Rebecca made a motion to nominate Jon Tammen as President, Shawn Clisham as Treasurer and Joe Vertone as Secretary. The motion was seconded by Trustee Ferguson and carried unanimously.

**SECRETARY'S REPORT**

**CONSIDERATION OF THE MINUTES OF THE APRIL 19, 2021, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

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

**TREASURER'S REPORT**

Trustee Clisham presented the Treasurer's report for the month ending March 31, 2022, 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 Rebecca. The motion carried unanimously as follows:

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

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail report for May 12, 2022. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted the bill for insurance as well as Industrial Door, WIRFS for the annual truck inspection, and the payment for kitchen cabinets.

After a short discussion, Trustee Clisham made a motion to pay the invoices for the report dated May 12, 2022, with a second by Trustee Vertone. The motion carried unanimously as follows:

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

Nays: Zero.

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

None

### **OLD BUSINESS**

### **CHIEF'S REPORT**

Chief Drew 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. He noted the ambulance billing revenue the training report and Fleet repair report. Chief Smith noted that ambulance billing revenue and collections are up primarily due to the change with respect to the Medicaid payment and reimbursement program. Chief Smith also reviewed the Trustees' Monthly Event Calendar and indicated that all matters were scheduled or in process. He also discussed the possibility of a tax referendum in the future.

### **NEW BUSINESS**

**Certification of credentials an appointment of proxy for annual meeting of the Illinois association of Fire Protection Districts .** Trustee Ferguson is attending the annual meeting of the association and as such may be required to vote on matters that come before the association. Pursuant to the association rules a proxy is needed before Trustee Ferguson is able to participate and vote. Trustee Clisham made a motion to approve the credentials of Trustee Ferguson and the appointment of KC Ferguson as proxy for the District. The motion was seconded by Trustee Rebecca and carried unanimously.

Designation of Open Meetings Act and Freedom of Information Act officials. Pursuant to past practice the chief and deputy chief were designated as Open Meetings Act officials and Freedom of Information Act officials. Trustee Clisham made a motion to approve seconded by trustee Rebecca. The motion carried unanimously.

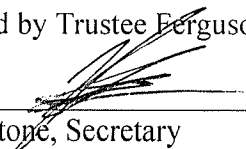
Chief Smith reported that the Prospect Heights 4th of July parade would occur on July 2nd and the District would participate as it has participated in past years. Attorney Daday noted that the real estate tax bills for 2021, second installment may not be available until October or November of 2022.

### **OTHER MATTERS**

#### **President's Report:**

**Attorney's Report:** None.

**ADJOURNMENT.** Trustee Rebecca made a motion to adjourn to closed session at 8:38 AM with a second by Trustee Ferguson. The motion carried unanimously.

  
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Joe Vertone, Secretary