

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF OCTOBER 18, 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, Charles (KC) Ferguson, Trustee Shawn Clisham. 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 20, 2022, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

This item was deferred to the November meeting.

**TREASURER'S REPORT**

Trustee Clisham presented the Treasurer's report for the month ending September 30, 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 Ferguson. The motion carried unanimously as follows:

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

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail report for October 11, 2022. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted the bill for Knox boxes which are subsequently sold to residents or owners. It was essentially a pass through. He also noted the NIPSTA training tuition and the charge and bill for Caesar's Handyman Services.

After a short discussion, Trustee Clisham made a motion to pay the invoices for the report dated October 11, 2022, with a second by Trustee Vertone. The motion carried unanimously as follows:

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

**CITIZENS TO BE HEARD.**

None

**OLD BUSINESS**

## **CHIEF'S REPORT**

Chief 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 that the call volume was up and was historically high for the period. He indicated that the district was on track for an all-time high in the number of calls for the year. He also noted mutual aid given and received and that ambulance billing revenue was significantly higher primarily due to the closure of Station 39 for a period of time during the month as well as the GEMT ambulance fees that were received by the district. He noted the training report and Fleet repair report. Chief Smith reported that due to illnesses and injuries there were staffing challenges with regard to Station 39 and indicated that station 39 was closed for several days during the month. Chief Smith also reviewed the Trustees' Monthly Event Calendar and indicated that all matters were scheduled or in process.

## **NEW BUSINESS.**

**Review of Comprehensive Plan.** Chief Smith reviewed the highlights of the comprehensive plan that he presented to the board at the previous meetings. He reviewed and summarized the highlights including a discussion of the possibility of a bond referendum for apparatus as well as station renovations. The trustees also discussed the timing of a potential referendum for a bond. Attorney Daday indicated that the board would need to adopt the language of the referendum and the ordinance submitting the bond referendum to the taxpayers in early January. After a short discussion Trustee Clisham made a motion to approve the Comprehensive Plan as submitted. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

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

**Presentation of Draft Budget for 2023.** Deputy Chief Jones presented the draft budget for 2023. He noted that certain insurance costs were projected to be only a very slight increase. Chief Smith indicated that the part time wages for part time firefighters and paramedics increased but an adjustment was made relative to the full-time payroll. No action was taken on the budget, but the tentative budget would be presented at the next meeting.

## **OTHER MATTERS**

**President's Report:** None

**Attorney's Report:** Attorney Daday reported that the annexation ordinance for Route 12 Rental was recorded and sent to the State Fire Marshall as well as the Clerk of Cook County.

**ADJOURNMENT.** Trustee Vertone made a motion to adjourn at 9:19 AM with a second by Trustee Clisham. The motion carried unanimously.

  
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Joe Vertone, Secretary