

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF OCTOBER 17, 2023**

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

President Rebecca welcomed Lars Anderson, appointed by the Wheeling Township Board to the position of Trustee of the Prospect Heights Fire Protection District. President Rebecca administered the oath of office to Trustee Anderson.

SECRETARY’S REPORT

CONSIDERATION OF THE MINUTES OF THE SEPTEMBER 26, 2023, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

Trustee Vertone presented the secretary's report and the minutes of the September 26, 2023, meeting. After a short discussion Trustee Ferguson made a motion to approve the minutes as submitted with a second by Trustee Vertone. The motion carried unanimously. Trustee Anderson passed.

TREASURER’S REPORT DATED SEPTEMBER 30, 2023

Deputy Chief Jones presented the Treasurer’s report for the month ending September 30, 2023, pursuant to the attached sheets. Discussion was had with respect to the status of accounts and cash flow. 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: Vertone, Rebecca, Anderson, Ferguson.
Nays: Zero.

PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail report for October 3, 2023. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items. He noted the bill for tuition for Brendan Reid; Illinois Public Risk Fund; Red Center; Wheel Inn for vehicle repair.

After a short discussion, Trustee Anderson made a motion to pay the invoices from the reports dated October 3, 2023, with a second by Trustee Vertone. The motion carried unanimously as follows:

Ayes: Vertone, Rebecca, Anderson, Ferguson
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, particularly with respect to Mount Prospect. Chief Smith also reported regarding the analytics with respect to overlapping calls. Chief Smith noted that Station 39 was closed on two occasions during the month of September. Chief Smith also noted the decrease in call volume and discussed his opinion as to the cause.

NEW BUSINESS.

REVIEW OF 2023 AND 2024 BUDGET

Deputy Chief Jones reviewed the 2023 budget through the third quarter of 2023. He noted that all expenses were in line with the budget as well as income. Deputy Chief Jones also presented the first draft of the 2024 budget. He noted that health insurance costs only were projected to increase by 4%.

PENSION FUND ACTUARIAL FUNDING REPORT

Chief Smith presented the Actuarial Funding Report for the Prospect Heights Fire Protection District Pension Fund. The preparation of the report is required under state law. After a short discussion, Trustee Ferguson made a motion to accept the Actuarial Funding Report with a second by Trustee Vertone. The motion carried unanimously.

PURCHASE OF MOBILE TWO WAY RADIOS.

Deputy Chief Jones presented the District's request for the purchase of new mobile two-way radios. He noted that the mobile radios that were purchased in 2007 are no longer supported and there is incompatibility with some of the surrounding departments. After a short discussion Trustee Vertone made a motion to approve the purchase of the Kenwood radio package in an amount not to exceed \$45,000. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

Ayes: Vertone, Rebecca, Anderson, Ferguson

Nays: Zero.

SELECTION OF ARCHITECTURAL FIRM FOR THE DESIGN OF THE FIRE STATION

Chief Smith presented the Staff recommendation with respect to the selection of an architectural firm to design and oversee the construction of the remodeling of the fire station. After a review of the selection process staff recommended the selection of 845 Design as the architect for the project. The selection process involved a Part A and Part B. Part A was a review of the qualifications of the respective firms who submitted proposals. Part B has not been utilized or opened and has remained sealed until after the selection. After a short discussion Trustee Vertone made a motion to select 845 Design as the architect for the construction and remodeling project and authorize staff to negotiate a contract with 845 Design. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

Ayes: Vertone, Rebecca, Anderson Ferguson

Nays: Zero.

The Part B proposal was unsealed by Deputy Chief Jones. The proposal of 845 Design was for \$238,470 for design. 845 Design also bid \$46,160 4 construction compliance.

REQUEST FOR APPROVAL FOR THE PURCHASE OF A FORD EXPEDITION TO REPLACE A 2012 CHEVY TAHOE.

Chief Smith presented the staff recommendation with respect to a replacement vehicle to replace the 2012 Chevy Tahoe primarily used by the deputy chief. After a short discussion Trustee Vertone made a motion to approve the purchase of a 2024 Ford expedition in an amount not to exceed \$55,000. The motion was seconded by Trustee Anderson and carried unanimously as follows:

Ayes: Vertone, Rebecca, Anderson, Ferguson

Nays: Zero.

OTHER MATTERS

President's Report: President Rebecca requested a discussion of a change in the date and time of the board's monthly meetings. He recommended that the meeting time and day be changed to the second Monday of the month at 4:00 PM in the afternoon. Discussion was held with respect to the change in the meeting date. Objections were heard with respect to the impact on staff and the reasons for the change. President Rebecca called for a vote on the change in the date and time of the monthly meeting. The motion carried as follows:

Ayes: Rebecca, Anderson, Ferguson

Nays: Vertone.

Attorney's Report: None

ADJOURNMENT. Trustee Vertone made a motion to adjourn the meeting at 9:27 AM seconded by Trustee Ferguson. The motion carried unanimously

Joe Vertone, Secretary