

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF APRIL 15, 2024**

**1. CALL TO ORDER.**

President Rebecca called the meeting to order at 4:00 p.m. Trustees answered present as follows: President James Rebecca, Trustee Lars Anderson, Trustee Charles (KC) Ferguson, Trustee Joe Vertone. Absent: Trustee Shawn Clisham. Present ex officio: Chief Drew Smith, Deputy Chief Tim Jones, and Attorney Stephen G. Daday.

Also, present Thomas Sawyer, Marcus Rill.

**2. SECRETARY'S REPORT**

**2.1 CONSIDERATION OF THE MINUTES OF THE MARCH 11, 2024, MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

Trustee Vertone presented the Secretary's report and the minutes of the March 11, 2024, 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.

**3. TREASURER'S REPORT DATED MARCH 31, 2024**

3.1 Deputy Chief Jones presented the Treasurer's report for the month ending March 31, 2024, 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 Anderson. The motion carried unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson.

Nays: Zero.

**3.2 PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail report for April 4, 2024. Deputy Chief Jones reviewed the highlighted items on the check detail report with an explanation of the items. He noted the payment to just tires for tire replacement; Casey Jones 4 tuition reimbursement; Illinois public risk fund for the workers compensation premium; Locality media; Works for engine repair; Knox company for the districts key system.

After a short discussion, Trustee Vertone made a motion to pay the invoices from the reports dated April 4, 2024, with a second by Trustee Ferguson. The motion carried unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson.

Nays: Zero.

### **3.3 REVIEW OF 2023 INCOME AND EXPENSE REPORT**

Deputy Chief Jones reviewed the 2024 Q1 income and expense report for the District.

### **3.4 INVESTMENT PRESENTATION.**

Thomas Sawyer made a presentation regarding the District's investments including the proceeds of the sale of bonds. He noted the 2024 first quarter investments and interest received. He indicated that the investments were pursuant just state law and the District's investment policy. He indicated that with the higher interest rates, the investments were productive.

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

None

### **5. OLD BUSINESS**

#### **5.1 FIRE 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.

### **6. NEW BUSINESS.**

#### **6.1 SELECTION OF CONSTRUCTION MANAGER.**

Chief Smith reported that the district had sent out various requests for proposals for the selection of a construction manager for the rehabilitation and remodeling of station 9. He indicated that staff had reviewed the qualifications of the submissions, and the recommendation was that the District should select Leopardo Construction as construction manager. The trustees reviewed correspondence dated April 11, 2024, from 845 Design Group. After a short discussion, Trustee Vertone made a motion to approve the selection of Leopardo Construction as construction manager for the project and to authorize chief Smith to execute any and all documents and contracts pursuant to the selection. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson.

Nays: Zero.

**6.2 APPROVAL OF AND AUTHORIZATION FOR PAYMENT OF INVOICE FROM MCQUEEN EMERGENCY FOR THE PURCHASE OF THE AERIAL LADDER TRUCK.**

Chief Smith reported that the aerial ladder truck that had been ordered was nearly ready for delivery and that the invoice for the purchase in the amount of \$1,554,794.00 needed to be approved and paid. After a short discussion Trustee Vertone made a motion to pay the McQueen Emergency invoice in an amount not to exceed \$1,554,794.00 and to transfer funds from the bond account to make the payment. The motion was seconded by Trustee Ferguson and passed unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson.  
Nays: Zero.

**6.3 APPROVAL OF THE PURCHASE OF A FORD SUV FOR USE BY CHIEF OFFICERS.**

Chief Smith reported that the District had sought and received a proposal and quote for the purchase of a Ford SUV. He indicated that the vehicle purchase was part of a special program specifically designed for emergency services vehicles. He indicated that the vehicle was not currently available but would be built in conjunction with the manufacture of other emergency services vehicles by Ford. He was unaware of the timeline for the manufacturing run but the District was required to submit its order in order to take advantage of the special pricing. Trustee Vertone made a motion to approve the purchase of the emergency services vehicle in an amount not to exceed \$41,752.00 dollars. The motion was seconded by Trustee Ferguson and carried unanimously as follows:

Ayes: Rebecca, Anderson, Vertone, Ferguson.  
Nays: Zero.


**7. OTHER MATTERS**

**7.1 President's Report:** President Rebecca noted that the May meeting was scheduled for May 13, 2024.

**7.2 Attorney's Report:** None.

**7.3 CLOSED SESSION.** None

**8. ADJOURNMENT.** Trustee Ferguson made a motion to adjourn the meeting at 5:16 PM seconded by Trustee Vertone. The motion carried unanimously.

  
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Secretary