

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF DECEMBER 17, 2019**

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, James Rebecca and Joe Vertone. 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 NOVEMBER 19 2019 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 as corrected with a second by Trustee Rebecca. The motion carried unanimously.

**TREASURER'S REPORT**

Trustee Clisham presented the Treasurer's report for the month ending November 30, 2019 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 Ferguson made a motion to approve the Treasurer's report as submitted and accept the cash flow spreadsheet, with a second by Trustee Vertone. 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 dated December 16, 2019. Deputy Chief Jones noted the bill relative to the business credit card. He also noted the bill from Landmark Engineering for the survey for Lutheran Church Charities. He also noted the bill for Old Orchard Country Club for the seventy-fifth anniversary party. Deputy Chief Jones noted the bill to Fox Valley Fire and Safety for maintenance. He also noted the reimbursement for ambulance services for overpayments. There is also a bill for the commercial insurance accident and sickness policy and W. S. Darley and Co. for replacement hose. He discussed the bill for Metro Dock and Door for garage door repair and replacement. Finally he noted the bill to Northwest Community Hospital for training.

After a short discussion, Trustee Clisham made a motion to pay the bills pursuant to the check detail reports of December 16, 2019 with a second by Trustee Vertone. 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 the trustee's monthly event calendar. Chief Smith also noted the call volume report as well as the Red Center report and ambulance billing. He noted the ambulance billing receipts were above average.

**NEW BUSINESS**

**Budget Hearing**

Trustee Clisham made a motion to convene a hearing on the budget seconded by Trustee Vertone. The motion carried unanimously. There being no citizens or comments, Trustee Vertone made a motion to close the budget hearing with a second by Trustee Rebecca. The motion carried unanimously.

Review and adoption of Ordinance 2019-003, Final Budget and Appropriation Ordinance. Attorney Daday gave an overview of the budget process and tax levy process.

After a short discussion Trustee Clisham made a motion to approve Ordinance 2019-003 as presented. The motion was seconded by Trustee Rebecca and carried unanimously as follows:

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

**Truth in Taxation Hearing.**

Trustee Vertone made a motion to convene the Truth in Taxation Hearing pursuant to statute with a second by Trustee Ferguson. The motion carried unanimously. There being no citizens or questions regarding the Tax Levy Ordinance, Trustee Rebecca made a motion to close the public hearing seconded by Trustee Clisham. The motion carried unanimously.

Review and adoption of Ordinance 2019-004 Tax Levy Ordinance.

After short discussion Trustee Ferguson made a motion to approve the Tax Levy Ordinance as submitted with the second by Trustee Rebecca. The motion carried unanimously as follows:

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

Nays: Zero.

Consideration of Resolution 2019-R008, a Resolution Directing the County Clerk not to Reduce the Insurance, Social Security, Pension, IMRF, and Emergency Rescue Funds.

After short discussion Trustee Vertone made a motion to approve Resolution 2019-R008 a Resolution Directing the County Clerk not to Reduce the Insurance, Social Security, Pension, IMRF, and Emergency Rescue Funds with a second by Trustee Clisham. The motion carried unanimously as follows:

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

Nays: Zero.

Chief Smith reviewed the draft financial policies for the District. The final draft will be discussed at the next board meeting.

Approve deposit of 2020 HSA contributions. Chief Smith and Deputy Chief Jones reported that the status of the HSA and medical insurance program. He indicated that the contribution should be made in January. Staff requested direction and approval to make HSA deposits of \$3000 each into the members' HSA accounts for a total of \$42,000. After a short discussion Trustee Bertone made a motion to approve the deposit as requested. The motion was seconded by Trustee Rebecca and carried unanimously as follows:

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

Nays: Zero.

Chief Smith presented a program with respect to the leadership of the district. He requested that the board approve his proposal to convert to full-time firefighter/paramedic positions to two full-time lieutenant/paramedic positions. After a discussion Trustee Vertone made a motion to concur with the chief's recommendation with a second by Trustee Rebecca. The motion carried unanimously as follows:

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

Nays: Zero.

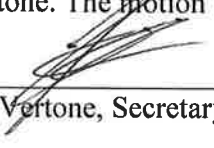
## **OTHER MATTERS**

**President's Report:** None

**Attorney's Report:** none

**ADJOURNMENT**

Trustee Clisham made a motion to adjourn the meeting at 8:49 AM with a second by Trustee Vertone. The motion carried unanimously.

  
\_\_\_\_\_  
Joe Vertone, Secretary