

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF JUNE 16, 2020**

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.

TRUSTEE REAPPOINTMENTS

Chief Smith and President Tammen reported that Trustee Clisham had been reappointed as trustee to the Fire District.

Election of Officers

Trustee Clisham nominated Jon Tammen as President of the District seconded by Trustee Rebecca. The motion carried unanimously.

Trustee Vertone nominated Trustee Clisham as Treasurer seconded by Trustee Rebecca. The motion carried unanimously.

Trustee Rebecca nominated Trustee Vertone as Secretary. The motion was seconded by Trustee Clisham and carried unanimously.

SECRETARY'S REPORT

CONSIDERATION OF THE MINUTES OF THE FEBRUARY 18, 2020 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 with a second by Trustee Vertone. The motion carried unanimously.

TREASURER'S REPORT

Trustee Clisham presented the Treasurer's report for the months of February, March, April, and May 2020 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, 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 March 16, 2020; May 18, 2020; June 9, 2020. Deputy Chief Jones reviewed the highlighted items on the check detail reports with an explanation of the items.

After a short discussion, Trustee Vertone made a motion to pay the invoices pursuant to the check detail reports of March 16, 2020; May 18, 2020; June 9, 2020 with a second by Trustee Rebecca. The motion carried unanimously as follows:

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

BUDGET REVIEW

Deputy Chief Jones presented the quarterly budget. He asked that the formal review be continued until the July meeting when the board could review the full six months of the first part of the year and the effects of the pandemic on the District.

CITIZENS TO BE HEARD.

None

OLD BUSINESS

CHIEF'S REPORT

Chief Drew Smith reviewed his monthly report. Chief Smith also noted that the District's call volume decreased during the last three months. He also noted that ambulance billing was substantially lower in May but believed that it was an anomaly and a timing issue. He reported that many citizens had expressed thanks for the work of the firefighters and paramedics and had donated gift cards and thank you notes. Chief Smith indicated that he felt it was appropriate to convert the gift cards to cash and purchase food for the various food pantries in the area including the Wheeling Twp. food pantry and Catholic Charities as well as Saint Alphonsus. He indicated that the District donated approximately \$1000 of food to the food pantries.

The Chief also reviewed the Trustee's monthly event calendar and indicated that all of the matters on the calendar had been or will be completed.

NEW BUSINESS

Designation of Freedom of Information Act Officer and designation of Open Meetings Act Officer

Chief Smith requested that the Board designate the Chief and the Deputy Chief as the FOIA officer and the Open Meetings Act Officer respectively. After a short discussion Trustee Clisham made a motion to designate the Fire Chief and Deputy Fire Chief as the FOIA officer and the Open Meetings Act Officer. The motion was seconded by trustee Vertone and carried unanimously.

Locality Media Agreement

Chief Smith requested that the board authorize him to enter into an agreement with Locality Media for preplanning software services. After a short discussion Trustee Vertone made a motion to concur with the recommendation seconded by Trustee Clisham. After a short discussion the motion carried unanimously as follows:

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

Approve payment to Spartan Chassis for the new pumper.

Chief Smith requested approval the payment to Spartan Chassis for the new pumper in the amount of \$250,162 to Alexis Fire Equipment Co. After short discussion Trustee Vertone made a motion to approve the payment in the amount of \$250,162 to Alexis Fire Equipment Co. The motion was seconded by Trustee Clisham and carried unanimously as follows:

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

Presentation and adoption of Ordinance 2020-001 of the Prospect Heights Fire Protection District adopting the 2020 Prevailing Wage Ordinance

Attorney Daday indicated that this was a legislative obligation to annually file and adopt the Prevailing Wage Ordinance with the State. After short discussion Trustee Clisham made a motion to approve the Prevailing Wage Ordinance with a second by Trustee Vertone. The motion carried unanimously.

Presentation and adoption of Resolution 2020-R002, adopting the Prospect Heights Fire Protection District Social Media Policy

Attorney Daday prepared a Social Media Policy for the District. The purpose was to advise the public as to the purposes of the District's social media that it was for purposes of disseminating

District information and was not a forum for debate with the general public. Trustee Rebecca made a motion to approve Resolution 2020-R002 adopting the Prospect Heights Fire Protection District Social Media Policy as submitted. The motion was seconded by Trustee Vertone and carried unanimously.

Presentation of audit.

Deputy Chief Jones presented the audit for consideration and acceptance by the board. He noted that due to an accounting principle the District was showing medical benefits for retirees in the future as a liability. After a short discussion Trustee Vertone made a motion to accept the audit with a second by Trustee Clisham. The motion carried unanimously.

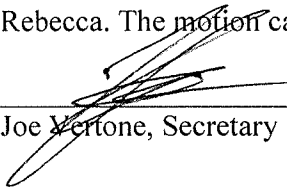
OTHER MATTERS

President's Report: Appointment of Pension Fund Trustee. Chief Smith indicated that the pension fund requires that the President of the District appoint pension fund trustees. The matter was tabled to the July meeting.

Attorney's Report: none

ADJOURNMENT

Trustee Vertone made a motion to adjourn the meeting at 9:25 AM with a second by Trustee Rebecca. The motion carried unanimously.



Joe Vertone, Secretary