

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF MARCH 20, 2017**

President Jon Tammen called the meeting to order at 8:01 a.m. Trustees answered present as follows: Jon Tammen, Richard Sullivan, Al Kotlarz, Shawn Clisham. Trustees absent Martin Kennelly. Also present ex officio: Chief Drew Smith, Deputy Chief Tim Jones and Attorney Michael G. Aretos.

SECRETARY'S REPORT

CONSIDERATION OF THE MINUTES OF THE FEBRUARY 21, 2017 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

President Tammen presented the minutes for approval. After a short discussion, Trustee Sullivan made a motion to approve the minutes with the second by Trustee Kotlarz. The motion carried unanimously.

TREASURER'S REPORT

Trustee Clisham presented the Treasurer's report pursuant to his attached sheets. Discussion was had with respect to the status of accounts. Discussion was had regarding the cash flow spreadsheet.

After a short discussion, Trustee Sullivan made a motion to approve the Treasurer's report as submitted and accept the cash flow spreadsheet, with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Sullivan, Kotlarz, Tammen, Clisham.

Nays: Zero.

REPORT ON FIRE DISTRICT INVESTMENTS

Mr. Thomas S. Sawyer of Sawyer Falduto Asset Management, LLC presented his year-end report of the Fire District's investments pursuant to the attached Quarterly Investment Performance Report. Mr. Sawyer stated that the District's investments are place in conservative investments. The District's investments earned interest on its investments of \$29,367.00 for year-end 2016. The District has earned interest on its investments of \$74,912 since 2013. Mr. Sawyer as the District to consider transferring the custodial responsibility of the investments from First Midwest Bank to Schwab. He said it might have a small savings to the District.

PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail report. He noted the payment to Braniff Communications for annual maintenance of the weather siren in the

amount of \$1,380.00; payment to Brian P. Kazmierzak for Blue Card training in the amount of \$2,000.00; payment to Donald R. Gould, Jr., pursuant to agreement. This is the last payment; Payment to Firehouse Software for the software that the District uses in the amount of \$2,525.00; Illinois Public Risk Fund for worker's compensation insurance; and Just Tires for replacement tires for three District vehicles.

After a short discussion, Trustee Clisham made a motion to pay the bills pursuant to the check detail report with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Sullivan, Tammen, Kotlarz, Clisham.

Nays: Zero.

CITIZENS TO BE HEARD.

None.

OLD BUSINESS

CHIEF'S REPORT

Chief Smith reported pursuant to his attached report. He reviewed the call volume report, mutual aid and ambulance billing as well as the Red Center report. He noted the maintenance and apparatus fleet report, scheduling vehicle maintenance in the first quarter of every year, District news, letters to state senators stating opposition to SB 1335, and Squad 9 use analysis.

Trustee's Monthly Event Calendar: The Chief reported on the Status of the events on the calendar for the district. He also reported that the Economic Interest Statement is due by May 1, 2017.

Presentation for discussion of ordinance 2017-002, An Ordinance Amending The Ordinance Establishing The Prospect Heights Fire Protection District. Chief Smith reported that he added language for consideration by the Trustees and legal counsel on document retention and destruction policy.

NEW BUSINESS

Update on City of Prospect Heights' plans to replace Opticom equipment. Chief Smith noted that the PHFPD is contractually obligated, under an intergovernmental agreement to split the cost of equipment replacement for 12 intersections. The District anticipates it will be responsible for its portion of the upgrades payable in 2018.

Request for Board Action authorizing Repurposing of Rescue Boat Plan. Chief Smith reported that since the dams in the Des Plaines River have been removed the District has no use

for the rescue boat. He wants to offer it to a fire district that needs a boat based on a contest. The winner will receive the boat at no cost, since the District received the boat as a donation.

After a short discussion, Trustee Sullivan made a motion to approve Repurposing the Rescue Boat with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Sullivan, Tammen, Kotlarz, Clisham.
Nays: Zero.

Request for Board Action for Approval of Office Remodeling Plan. Based on a short presentation Chief Smith describe the remodeling plan. The main purpose of the remodel was to move the computer servers from the basement to the main level and create greater space use efficiency.

After a short discussion, Trustee Sullivan made a motion to approve the office remodeling with a second by Trustee Clisham. The motion carried unanimously as follows:

Ayes: Sullivan, Tammen, Kotlarz, Clisham.
Nays: Zero.

Request for Board Action for Disposal of Surplus Office Furnishings. Chief Smith advised the Board of old office furnishings that he wants to dispose of that have outlived their useful life.

After a short discussion, Trustee Sullivan made a motion to approve disposal of old office furniture with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Sullivan, Tammen, Kotlarz, Clisham.
Nays: Zero.

Review and adoption of Statement of Receipts and Disbursements for Fiscal Year Ending December 31, 2016. Chief Smith reported that annually, within 180 days of the end of the fiscal year the PHFPD must file its statement.

After a short discussion, Trustee Clisham made a motion to approve the Statement of Receipts and Disbursements for year-end 2016 as submitted with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Sullivan, Tammen, Kotlarz, Clisham.
Nays: Zero.

OTHER MATTERS

President's Report: President Tammen reported that the District may have to request a tax increase and that discussions about the matter need to take place and a decision made by the Trustees by summer. The problem is that the District has needs for capital, pension funding, and equipment. The tax revenue needed based on the request is between \$75,000.00 and \$1,200,000.00. The President is open to all suggestions and ideas including possible bond referendum

Trustee Sullivan asked the Trustees to refer the possible transfer of the custodial account from First Midwest Bank to Charles Schwab for District investments for Mr. Daday to consider and direct the Board at the next meeting.

Attorney's Report: None

Adjournment. Trustee Clisham made a motion to adjourn at 10:02 AM with a second by Trustee Kotlarz. The motion carried unanimously.


Richard Sullivan, Secretary