

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF MAY 16, 2017**

President Jon Tammen called the meeting to order at 8:00 a.m. Trustees answered present as follows: Jon Tammen, Al Kotlarz, Shawn Clisham, Richard Sullivan, Martin Kennelly. Also present ex officio: Chief Drew Smith, Deputy Chief Tim Jones and Attorney Michael G. Aretos.

President Tammen declared a quorum present and proceeded with the meeting.

ADMINISTRATOR OF THE OATH OF OFFICE

President Tammen administered the oath to Trustee Clisham.

ELECTION OF OFFICERS:

President: Trustee Clisham nominated Trustee Tammen as President, seconded by Trustee Kotlarz. There being no further nominations, Trustee Tammen was elected president unanimously.

Treasurer: Trustee Kotlarz nominated Trustee Clisham as Treasurer with a second by Trustee Sullivan. There being no further nominations, Trustee Clisham was elected treasurer, unanimously.

Secretary: Trustee Kotlarz nominated Trustee Sullivan, Secretary, seconded by Trustee Clisham. There being no further nominations, Trustee Sullivan was elected Secretary unanimously.

SECRETARY'S REPORT

CONSIDERATION OF THE MINUTES OF THE APRIL 17, 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 summary 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: Kotlarz, Tammen, Clisham, Sullivan, Kennelly.
Nays: Zero.

PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail report. He noted the bill for key boxes; cost of workers' compensation; and an invoice from Wirf Industries for repairs to the tanker and ladder truck.

After a short discussion, Trustee Sullivan 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: Tammen, Kotlarz, Clisham, Sullivan, Kennelly.
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 vehicle replacement issues as well as current district events. He discussed in detail the fleet report and gave his plan on the direction of future repairs and purchases. He also, stated that the PHFPD fire fighters raised \$847.00 in a one day boot drive for Illinois Fire Safety Alliance Burn Camp. The donated funds were used to send children who are burn victims to camp at Camp Duncan. Lastly, he provided the MABAS Division 3 statistics, and station and vehicle numbers.

Pending Legislation Relevant to The Fire District. The Chief reported on the status of pending legislation that he believes has relevance to the PHFPD.

Chief Smith stated that Prospect Heights is selling banners under it Honor Our Heroes campaign. PHFPD has purchased banners to be displayed in the Village honoring its members of the fire department and Trustees who have served our country.

Levy Edit Report. The Chief reported that the PHFPD has submitted its real estate tax rate request. He advised that it is not necessarily what the district will actually receive.

Trustee's Monthly Event Calendar: The Chief reported on the status of the events on the calendar for the district. Events noted were newly appointed Trustees take office; election of officers to the Board; designation of Open Meetings Act official and Freedom Of Information Act official; adopt

the prevailing wage ordinance; review the audit materials; and review the Trustee policy rules and regulations.

NEW BUSINESS

Chief Smith reported that **Resolution 2017-R002** designates that the Fire Chief, Deputy Chief and Battalion Chief shall be the designated Freedom of Information Act official. Therefore, the only appointment is for the Open Meetings Act official.

After a short discussion, President Tammen made a motion to designate Chief Smith as the Open Meetings Act official, with a second by Trustee Kennelly. The motion carried unanimously as follows:

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

OTHER MATTERS

President's Report: None.

Attorney's Report: None.

Adjournment.

Trustee Sullivan made a motion to adjourn to Closed Session at 9:13 A.M., with a second by Trustee Clisham. The motion carried unanimously.


Richard Sullivan, Secretary