

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF SEPTEMBER 19, 2017**

President Jon Tammen called the meeting to order at 8:00 a.m. Trustees answered present as follows: Jon Tammen, Dick Sullivan Martin Kennelly, Al Kotlarz, Shawn Clisham; 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 AUGUST 22 2017 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

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

**TREASURER'S REPORT**

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

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

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

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail report. He noted the invoice for Twin Supplies, Ltd. for replacement of lighting on the apparatus floor at both stations. Deputy Chief Jones also noted the funding for Battalion Chief Olson's HSA account. In addition, Deputy Chief Jones noted the payment to Alexis Fire Equipment for the new tanker. Also he noted the payment to Foster Coach, Inc. for the ambulance re-chassis, Northwest Community Hospital, RollNRack for the purchase of the large diameter hose roller. Finally he noted the payment to Thermflow for the annual service contract.

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

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

Nays: Zero.

**CITIZENS TO BE HEARD.**

None.

**OLD BUSINESS**

**CHIEF'S REPORT**

The Chief reported pursuant to his attached report. He reviewed the call volume report, Call volume was up mostly due to mutual aid to Mt. Prospect and noted additional calls relative to mutual aid with the Village of Wheeling.

Ambulance billing is up significantly for the year.

Public education: the Chief reported that although there was significant public education being performed, it is not being well documented. He cited as an example that car seat installations was being not regularly documented.

Fleet report: Chief Smith noted that the tanker should be delivered soon and the ambulance remount was expected at the end of the month of October for delivery.

Pyzna Retirement: the Chief noted the retirement of Bob Pyzna at the end of October.

Newsletter: he reported the newsletter was completed and would be mailed out in time for fire prevention week.

Loan for the squad: Chief Smith indicated that he will be recommending the payoff of the balance due on squad loan in the approximate amount of \$98,000 next month.

Cell tower lease: Deputy Chief Jones reported on the negotiations relative to the proposed lease extension with the cell tower tenant. He indicated that that was going appropriately and that he will be forwarding the draft lease documents to Attorney Daday.

Trustee's Monthly Event Calendar: The Chief reported on the Status of the events on the calendar for the district. Of note, he reminded the Trustees of the open house on October 14, 2017.

**NEW BUSINESS**

Review and approval of Collective Bargaining Agreement between the Prospect Heights Fire Protection District and Teamsters Local 700 for the period 2014-2021. Chief Smith reported that the extension of the collective bargaining agreement had been approved by the bargaining unit and

was ready for consideration by the Board. After a short discussion Trustee Kennelly made a motion to approve the amendment to the collective bargaining agreement and resolution. The motion was seconded by Trustee Clisham and carried unanimously as follows:

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

Review and Approval of an Agreement with the Village of Northbrook Fire Department to Share Equipment. Chief Smith introduced the agreement and described the situation where occasionally there is the necessity for Northbrook and Prospect Heights to share equipment. The agreement memorializes that relationship and identifies the various indemnities necessary in the event that there were issues regarding the use of the equipment. After a short discussion Trustee Clisham made a motion to approve the agreement and direct Chief Smith to execute the agreement on behalf of the district with a second by Trustee Kennelly. The motion carried unanimously as follows:

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

#### **OTHER MATTERS**

**President's Report:** Discussion was had with respect to the possibility of a tax referendum in the coming year. Chief Smith noted the appropriate and applicable dates with respect to the filing and adoption of such a referendum.

**Attorney's Report:** Attorney Daday requested a closed session.

#### **ADJOURNMENT**

Trustee Kotlarz made a motion to adjourn to closed session pursuant to 5 ILCS 120/2 (c) (1), (5), (6) at 9:24 AM with a second by Trustee Kennelly. The motion carried unanimously as follows:

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

  
Richard Sullivan, Secretary