

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF OCTOBER 17, 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 SEPTEMBER 19, 2017 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

Trustee Sullivan presented the minutes for approval. After a short discussion, Trustee Kotlarz 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 Sullivan made a motion to approve the Treasurer's report as submitted and accept the cash flow spreadsheet, with a second by Trustee Kennelly. 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 postage for the newsletter. Also noted the bill to Fries Automotive and the payoff for Squad Nine. Deputy Chief Jones also noted the bill for On-Time Embroidery for shirts and apparel for the district employees.

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.

## **Review of quarterly budget Report**

Chief Jones presented quarterly income versus expenses and budget through the third quarter of 2017. He noted that income and expenses were in line with expectations.

## **CITIZENS TO BE HEARD.**

None.

## **OLD BUSINESS**

### **CHIEF'S REPORT**

The Chief reported pursuant to his attached report. He reviewed the call volume report. Calls were down in the month of August but he viewed that as something of an aberration.

Ambulance billing is up significantly for the year.

Fire Commission: Chief Smith reported that the Fire Commission approved the testing process for the new eligibility list.

Fleet report: Chief Smith noted that the tanker was delivered and the ambulance was scheduled for delivery October 26.

Pyzna Retirement: The Chief noted the retirement of Bob Pyzna on October 31, 2017.

Ladder truck grant: the grant for the ladder truck was denied.

A grant from American Illinois Water in the amount of \$1000 was received.

Cell tower lease: Deputy Chief Jones reported on the negotiations relative to the proposed lease extension with the cell tower tenant.

Chief Smith noted that the draft budget was in progress would be reported at the November meeting. Attorney Daday indicated that the Tentative Budget and Appropriation Ordinance would be provided at that meeting as well.

Tax Extension Limitation Referendum: The Board indicated that it was in favor of going forward with a tax limitation extension referendum. Trustee Clisham made a motion seconded by Trustee Kennelly to direct attorney Daday to prepare the tax referendum question for adoption at the November meeting.

The motion carried unanimously.

## **NEW BUSINESS**

Trustee Kennelly reported that he was relocating to Arizona and would be resigning as trustee after the first of the year.

Chief Smith reported that he had some discussions with the Village of Mount Prospect regarding the Forest River Fire Protection District and ask for direction to convene a meeting with the President of the Wheeling Township Board and the administrator. The board reported that it was in agreement and that the Chief and Attorney Daday should meet with Wheeling Township regarding Forest River.

## **OTHER MATTERS**

**President's Report:** None

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

### **Closed Session**

Trustee Clisham made a motion to convene a closed session pursuant to 5 ILCS 120/2 (c) (1), (5), (6) at 9:07 AM with a second by Trustee Kotlarz. The motion carried unanimously as follows:

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

Trustee Kotlarz made a motion to adjourn the Closed Session at 9:19 a.m. with no final action being taken and resume open session. The motion was seconded by Trustee Sullivan and carried unanimously as follows:

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

After a short discussion Trustee Kennelly made a motion to concur with the recommendation of Chief Smith and destroy all audio tapes of closed session meetings prior to April 1, 2016. The motion was seconded by Trustee Sullivan and carried unanimously as follows:

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

Adjournment:

Trustee Kotlarz made a motion to adjourn the meeting at 9:20 AM the second by Trustee Sullivan.  
The motion carried unanimously

  
Richard Sullivan, Secretary