

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF NOVEMBER 21, 2017**

President Jon Tammen called the meeting to order at 8:00 a.m. Trustees answered present as follows: Jon Tammen, Dick Sullivan, Al Kotlarz, and Shawn Clisham; Martin Kennelly was absent; also present Thomas Sawyer and ex officio: Chief Drew Smith, Deputy Chief Tim Jones, and Attorney Stephen G. Daday.

Trustee Sullivan made a motion to advance the presentation by Tom Sawyer on the agenda. The motion was seconded by Trustee Kotlarz and carried unanimously.

Mr. Sawyer presented the 2017 third-quarter year to date summary of the District's investments and its performance. He reviewed the specific investments as well as the change in value of the portfolios. The Board indicated its satisfaction with the performance of the portfolio.

SECRETARY'S REPORT

CONSIDERATION OF THE MINUTES OF THE OCTOBER 17, 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 Clisham. 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.

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

PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail report. Deputy Chief Jones noted the bill to John F. Bielik for the payment for the repair of the garage door. He also noted the payment for health insurance and the payment for legal services for labor counsel. Deputy Chief Jones noted the reimbursement to Chief Smith for his airfare relative to his return to

the Chicago area for District business. Deputy Chief Jones also noted the loan payment to first Midwest Bank and the payment to Ingen Computing.

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: Tammen, 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. Chief Smith reviewed the report and indicated that it appeared that call volume would be in excess of the prior year's calls. He attributed that mostly to the agreement with Mount Prospect.

Red Center: Chief Smith reported on the Red Center report that showed a narrowing of the deficit to Red Center.

Ambulance billing is up significantly for the year.

Apparatus report: Chief Smith reported that it was a warranty issue with the tanker and that that was covered under warranty. He also noted that repairs to the tower would be approximately \$12,000 and it was relating to the controls on the tower. He also reported that there was a warranty claim that scratch that with regard to the reflective striping and a coolant leak on one of the vehicles.

There was also a discussion of the apparatus replacement with respect to the pumper.

Chief Smith reviewed the trustee's monthly event calendar.

NEW BUSINESS

Public Hearing on Tentative Budget and Appropriation Ordinance: Trustee Kotlarz made a motion to convene the public hearing pursuant to notice. The motion was seconded by Trustee Sullivan and carried unanimously. Attorney Daday described the legal requirements relative to the adoption of the budget and indicated that the notice of the hearing had been published pursuant to statute and that the Board could consider the Tentative Budget Appropriation Ordinance. There being no public comment or questions regarding the tentative budget, Trustee Sullivan made a motion to adjourn the public hearing, seconded by Trustee Clisham. The motion carried unanimously.

Review and adoption of Ordinance 2017-004 Tentative Budget and Appropriation Ordinance. After a short discussion Trustee Kotlarz made a motion to approve Ordinance Number 2017-004, the Tentative Budget and Appropriation Ordinance. The motion was seconded by Trustee Sullivan. The motion carried unanimously as follows:

Ayes: Tammen, Sullivan, Kotlarz, Clisham.

Nays: Zero.

Review of the Prospect Heights Fire Protection District Pension Fund Municipal Compliance Report. Chief Smith reviewed the compliance report prepared for the Pension Fund. He indicated that the report described the Pension Fund Contribution which would be included in the levy to be adopted in December. After a short discussion Trustee Sullivan made a motion to accept compliance report with a second by Trustee Kotlarz. The motion carried unanimously.

Review and approve Resolution 2017-R004, Employment Agreement between Chief Drew Smith and the Prospect Heights Fire Protection District. After a short discussion Trustee Clisham made a motion to approve Resolution 2017-R004 approving the Employment Agreement between Chief Smith and the Fire District. The motion was seconded by Trustee Kotlarz and carried unanimously as follows:

Ayes: Tammen, Sullivan, Kotlarz, Clisham.

Nays: Zero.

Review and approve Ordinance 2017-005, an Ordinance Initiating the Submission of the Question of Whether the Prospect Heights Fire Protection District Shall Increase the Tax Rate Extension Limitation for the Prospect Heights Fire Protection District. Discussion was had with respect to the proposed ordinance and the legal requirements regarding the initiation of the question including the deadlines for filing and the basis for the request. After a short discussion Trustee Clisham made a motion to approve the ordinance as submitted with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Tammen, Sullivan, Kotlarz, Clisham.

Nays: Zero.

Review and approve the proposed 2018 Board of Trustees meeting schedule. After a short discussion Trustee Kotlarz made a motion to approve the 2018 Board of Trustees meeting schedule with a second by Trustee Clisham. The motion carried unanimously.

OTHER MATTERS

President's Report: Review and Approve request for a fee increase by Attorney Daday. President Tammen presented Attorney Daday's request for a fee increase to \$215 per hour. He indicated his concurrence with the request. Trustee Clisham made a motion to approve the request as submitted with a second by trustee Sullivan. The motion carried unanimously.

Attorney's Report: None.

Adjournment:

Trustee Kotlarz made a motion to adjourn the meeting at 9:46 AM the second by Trustee Sullivan.
The motion carried unanimously

Richard Sullivan, Secretary