

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF NOVEMBER 20, 2018**

President Jon Tammen called the meeting to order at 8:00 a.m. Trustees answered present as follows: Jon Tammen, Shawn Clisham, Al Kotlarz. Absent, Richard Sullivan, Joanne Twomey. 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 OCTOBER 16, 2018 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

Trustee Clisham 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, disbursements and income.

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

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

PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail reports dated November 14, 2018. Deputy Chief Jones noted the bill for Air One; Kelly Cossman for leadership training; Chamm'd Foundation for training; West Chicago for airport incident training and WIRFS for repairs to the tanker.

After a short discussion, Trustee Clisham made a motion to pay the bills pursuant to the check detail report of November 14, 2018 with a second by Trustee Kotlarz. The motion carried unanimously as follows:

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

CITIZENS TO BE HEARD.

None.

OLD BUSINESS

CHIEF'S REPORT

Chief Drew Smith reported pursuant to his attached report. Chief Smith noted the incident report for October and indicated that it continued the upward trend in the number of calls.

Chief Smith reviewed the trustee's monthly event calendar.

NEW BUSINESS

District monthly meeting schedule: After a short discussion, Trustee Clisham made a motion to adopt the 2019 meeting schedule for the 3rd Tuesday of the month at 8:00 am at the fire station with a second by Trustee Kotlarz. The motion carried unanimously.

Promotion and hiring of a new firefighter/paramedic(s): Chief Smith recommended certain personnel actions in his report and request for Board Action. After a short discussion, Trustee Clisham made a motion to concur with the Chief's recommendations, seconded by Trustee Kotlarz. The motion carried unanimously.

Public Hearing on the Tentative Budget and Appropriation Ordinance: Trustee Kotlarz made a motion to convene a public hearing, seconded by Trustee Clisham. The motion carried unanimously.

Attorney Daday explained that the hearing was part of the budget process and would conclude with the adoption of the Final Budget. No person appeared and the Public Hearing was closed on a motion by Trustee Kotlarz, seconded by Trustee Clisham. The motion carried unanimously.

Motion to Adopt Tentative Budget and Appropriation Ordinance 2018-003: Trustee Clisham made a motion to adopt the Tentative Budget and Appropriation Ordinance 2018-003 seconded by Trustee Kotlarz. The motion carried unanimously as follow:

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

Review of pension fund's Municipal Compliance Report: Chief Smith presented the Municipal Compliance Report prepared by the auditors. After a short discussion, Trustee Kotlarz moved to accept the Report, seconded by Trustee Clisham. The motion carried unanimously.

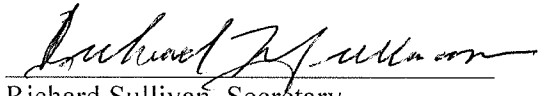
OTHER MATTERS

President's Report: None

Attorney's Report: None

ADJOURNMENT

Trustee Kotlarz made a motion to adjourn at 8:55 AM, with a second by Trustee Clisham. The motion carried unanimously.

A handwritten signature in cursive script, appearing to read "Richard Sullivan", written over a horizontal line.

Richard Sullivan, Secretary