

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

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

President Tammen requested that the President's report, the appointment of Fire commissioner be advanced on the agenda. That motion was seconded by Trustee Clisham and carried unanimously.

President Tammen administered the oath of office to Sam Dix who he has appointed as a member of the Fire Commission.

**SECRETARY'S REPORT**

**CONSIDERATION OF THE MINUTES OF THE JANUARY 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 Clisham made a motion to approve the minutes with the second by Trustee Sullivan. The motion carried unanimously.

**CONSIDERATION OF THE MINUTES OF THE DECEMBER 22, 2017 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 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 Clisham. The motion carried unanimously as follows:

Ayes: Tammen, Sullivan, 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 for Air One for SCBA testing; he also noted the bill to NIPSTA for MABAS and for training software.

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

Ayes: Tammen, Sullivan, 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 and noted the increase in call volume for January. He also noted the ambulance billing report.

Apparatus report: Chief Smith reported regarding the ambulance report and that it was projected to be delivered in March pursuant to his attached report.

Chief Smith reviewed the trustee's monthly event calendar.

Chief Smith also gave a referendum update and a newsletter update.

### **NEW BUSINESS**

Resolution 2018-R0001. A Resolution Adopting a Sexual Harassment Policy for the PHFPD. After a short discussion, Trustee Clisham made a motion to adopt Resolution 2018-R0001 Adopting a Sexual Harassment Policy. The motion was seconded by Trustee Sullivan and carried unanimously.

### **OTHER MATTERS**

**President's Report:** None

**Attorney's Report:** None

Adjournment:

Trustee Sullivan made a motion to adjourn the meeting at 8:57 AM with a second by Trustee Clisham. The motion carried unanimously

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Richard Sullivan, Secretary