

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

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

President Tammen declared a quorum present and proceeded with business as outlined in the Agenda dated March 20, 2008.

President Tammen proceeded with the installation of Ms. Joanne Twomey as a new Trustee. President Tammen administered the oath of office to Ms. Twomey.

SECRETARY'S REPORT

CONSIDERATION OF THE MINUTES OF THE FEBRUARY 20, 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 Twomey. 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 Twomey 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, Sullivan, Clisham and Twomey.
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 health insurance, postage, newsletter, public risk fund, Lab Tech and MABAS.

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

Ayes: Tammen, Sullivan, Clisham and Twomey.
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 February. Year to date the calls are above last years. He also noted the ambulance billing report.

Fleet report: Chief Smith reported the second ambulance is nearly complete. The ladder truck has had service. The next vehicle to be serviced is the tanker truck.

Chief Smith reported on public education classes for child seat installation and CPR.

Chief Smith reported the Fire District news.

Chief Smith reported the status of the status of firefighter grants.

Chief Smith reported that the PHFPD will refinance the mortgage in August.

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

Chief Smith reviewed the trustee's monthly event calendar.

NEW BUSINESS

Chief Smith presented to the Board a request to create a new full time lieutenant position pursuant to current collective bargaining agreement. After a full discussion, Trustee Clisham made a motion to direct the Fire Chief to create a new lieutenant's position, with a second from Trustee Sullivan. The motion carried unanimously as follows:

Ayes: Tammen, Sullivan, Clisham and Twomey.
Nays: Zero.

Resolution 2018-R0002, a resolution approving an Intergovernmental Agreement between the Prospect Heights Fire Protection District and the Village of Wheeling to borrow emergency vehicles and/or equipment was presented for approval. After a short discussion, Trustee Sullivan made a motion to adopt Resolution 2018-R0002 Adopting an Intergovernmental Agreement between the Prospect Heights Fire Protection District and the Village of Wheeling to borrow emergency vehicles and/or equipment. The motion was seconded by Trustee Clisham and carried unanimously.

Ayes: Tammen, Sullivan, Clisham and Twomey.
Nays: Zero.

OTHER MATTERS

President's Report: President Tammen reported that there is a vacancy on the Pension Board. Deputy Chief Jones is appointed as fire fighters pension fund trustee.

Attorney's Report: Attorney Aretos called for a closed session.

Closed Session

Trustee Sullivan made a motion to convene a closed session pursuant to 5 ILCS 120/2 (c) (5) and (11) at 9:00 a.m., with a second by Trustee Clisham. The motion carried unanimously as follows:

Ayes: Tammen, Sullivan, Clisham and Twomey.
Nays: Zero.

Trustee Twomey made a motion to adjourn the Closed Session at 9:29 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, Clisham and Twomey.
Nays: Zero.

Adjournment:

Trustee Clisham made a motion to adjourn the meeting at 9:30 a.m., with a second by Trustee Sullivan. The motion carried unanimously

Richard Sullivan, Secretary