

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF MAY 15, 2018**

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

President Tammen declared a quorum present and acknowledged all individuals present. President Tammen then reported that Trustees Sullivan and Twomey had been reappointed by the Wheeling Township Board. President Tammen administered the oath of office to Trustees Sullivan and Twomey.

Election of Officers: Trustee Sullivan nominated Jon Tammen to another term as president, Dick Sullivan as Secretary and Shawn Clisham as Treasurer. Trustee Twomey seconded the nomination. The foregoing officers were elected unanimously.

SECRETARY’S REPORT

CONSIDERATION OF THE MINUTES OF THE APRIL 18, 2018 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

Trustee Sullivan presented the minutes for approval. After a short discussion, Trustee Sullivan made a motion to approve the minutes with the second by Trustee Twomey. The motion carried unanimously.

TREASURER’S REPORT

Deputy Chief Jones 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 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 the Illinois Public Risk Fund, ESO Solutions including the firehouse

software, the Northwest Community Hospital EMS training and Selective Insurance. He also noted the payment to World Point for CPR and WIRFS for maintenance.

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 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. He also noted the ambulance billing report.

Ambulance billing and fees: Chief Smith reported that he would like the Board to consider an increase in ambulance fees based on research that he had done relative to these surrounding communities. No decision was made however the board is open to further discussion of the issue.

Chief Smith reviewed the trustee's monthly event calendar. He noted that the audit should be completed and ready for review at the next meeting. Chief Smith also reported that plans were being made for the Fourth of July parade and requested direction from the Board as to the District's participation. The Board indicated that they were comfortable with the level of participation that occurred in previous years.

NEW BUSINESS

Designation of FOIA Officer: Chief Smith indicated that pursuant to the FOIA, District officers were required to be designated. He suggested that those individuals consist of Chief Smith and Deputy Chief Jones. The Board concurred with that recommendation.

Designation of Open Meetings Act Officer: Chief Smith also reported that pursuant to the Open Meetings Act the district was required to designate an individual as the Open Meetings Act Officer. He recommended that Chief Smith and Deputy Chief Jones be designated as those officers. The Board concurred with that recommendation.

Automatic Aid Agreement with Lincolnshire-Riverwoods Fire Protection District: the Chief presented the proposed automatic aid agreement with Lincolnshire-Riverwoods for review. Attorney Daday indicated that the agreement was in conformity with prior agreements that the

Board had entered into with other entities. After a short discussion Trustee Twomey made a motion to approve the automatic aid agreement as presented with a second by Trustee Sullivan. The motion carried unanimously as follows:

Ayes: Tammen, Sullivan and Twomey.

Nays: Zero.

Automatic Aid Agreement with Long Grove Fire Protection District: Chief Smith presented another automatic aid agreement with Long Grove Fire Protection District. The agreement was substantially the same as agreements entered into by the District in the past. After a short discussion Trustee Twomey made a motion to approve the automatic aid agreement with Long Grove Fire Protection District with a second by Trustee Sullivan. The motion carried unanimously.

Ayes: Tammen, Sullivan and Twomey.

Nays: Zero.

OTHER MATTERS

President's Report: President Tammen indicated that he would be sending a letter to the Mayor and City Council of the City of Prospect Heights requesting that the city recognize the Prospect Heights Fire Protection District's 75th anniversary 2019 city vehicle decal. The Board concurred with that suggestion.

Attorney's Report:

Adjournment:

Trustee Sullivan made a motion to adjourn the meeting at 9:13 a.m., with a second by Trustee Twomey. The motion carried unanimously

Richard Sullivan, Secretary