

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF AUGUST 21, 2018**

President Jon Tammen called the meeting to order at 8:00 a.m. Trustees answered present as follows: Jon Tammen, Richard Sullivan, Joanne Twomey, Shawn Clisham, Al Kotlarz. 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 JULY 17, 2018 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES**

Trustee Sullivan presented the minutes for approval. After a short discussion, Trustee Clisham made a motion to approve the minutes with the second by Trustee Kotlarz. 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 Sullivan. The motion carried unanimously as follows:

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

**PRESENTATION OF THE BILLS**

Deputy Chief Jones presented the bills for payment pursuant to the check detail reports dated August 17, 2018. Deputy Chief Jones noted the bill to Air One Equipment. He also noted the bill for Health Endeavors for physicals and the National Fire Protection Association for subscriptions and open house materials. Also relating to public education he noted the bill to Promo 911, Inc. Deputy Chief Jones also noted the purchase of 6 iPads for each of the vehicles to prepare patient care reports.

After a short discussion, Trustee Clisham made a motion to pay the bills pursuant to the check detail reports of August 17, 2018 with a second by Trustee Sullivan. The motion carried unanimously as follows:

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

Consideration and adoption of Resolution 2018-R005, a Resolution Authorizing the Participation in the National Incident Management System (NIMS). Chief Smith discussed the nature of the participation. After a short discussion Trustee Sullivan made a motion to approve Resolution 2018-R005, a Resolution Authorizing the Participation of the District in the National Incident Management System. The motion was seconded by Trustee Twomey. The motion carried unanimously as follows:

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

Consideration and adoption of Resolution 2018-R006 ground lease, Amend and Expand Ground Lease for Cell Tower and adoption of the First Amendment to the Ground Lease and Site Agreement. Deputy Chief Jones explained the nature of the cell tower replacement and expansion. He indicated that there would be a slight increase in the area of the easement and lease and an increase in the amount of rent. He also noted that the cell tower reconfiguration would need to be approved by the city of Prospect Heights Zoning Board of appeals. After a short discussion Trustee Twomey made a motion to approve Resolution 2018-R006, Amend and Expand Ground Lease for Cell Tower and Adoption of the First Amendment to the Ground Lease and Site Agreement. The motion was seconded by Trustee Sullivan and carried unanimously as follows:

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

Consideration and adoption of Certificate of Estimated Revenues and Receipts. Attorney Daday indicated that this was a legal requirement and recommended approval. After a short discussion Trustee Clisham made a motion to approve and accept the Certificate of Estimated Revenues and Receipts. 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 9:13 a.m., with a second by Trustee Clisham. The motion carried unanimously.

  
Richard Sullivan, Secretary