

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF JANUARY 15, 2019**

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 DECEMBER 18, 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 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 Clisham. The motion carried unanimously as follows:

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

Review of 2018 Budget and Expenses: Deputy Chief Jones presented the actual expenses for 2018 contained in the budget reconciliation report. After a short discussion Trustee Clisham made a motion to approve the 2018 actual budget and expenses and to ratify the payment of those expenses. The motion was seconded by Trustee Kotlarz and carried unanimously as follows:

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

PRESENTATION OF THE BILLS

Deputy Chief Jones presented the bills for payment pursuant to the check detail report dated January 14, 2019. Deputy Chief Jones noted the bill for the City of Evanston as the District's portion of the payment for the new radios pursuant to the grant received by the District and other

municipalities, as well as the payment to the District employees' HSA accounts. He also noted the payment to Ibbotson Heating and Air-Conditioning for repairs to the roof unit.

He also noted the payment to MES Illinois for the smoke ejector fans. Deputy Chief Jones noted the payment to the NIPSTA training facility for the Fire Academy.

After a short discussion, Trustee Clisham made a motion to pay the bills pursuant to the check detail report of January 14, 2019 with a second by Trustee Kotlarz. The motion carried unanimously as follows:

Ayes: Tammen, Clisham, 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 December and indicated that it continued the upward trend in the number of calls. He also noted the Red Center billing and charges as well as the ambulance billing. He noted that the ambulance billing income would be over-budget for the year. He attributed that to the rate increase that was adopted in the middle of the year as well as increased call volume. He also reviewed the Fleet report and noted that Engine 9 was being serviced for exhaust system repairs.

Chief Smith reviewed the trustee's monthly event calendar.

Chief Smith also presented his recommendation with respect to the District policy on payment of invoices. He indicated that occasionally due to timing issues the District was incurring late charges and other fees due to the timing of payments. He requested authority to prepare checks and make payments on a biweekly basis. Those payments would be ratified by the District at its regular board meeting. After a short discussion Trustee, Kotlarz motion a motion to approve and concur with the recommendation of the Chief. The motion was seconded by Trustee Clisham and carried unanimously.

NEW BUSINESS

Tentative Budget and Appropriation Hearing: Trustee Clisham moved to convene the public hearing for the Tentative Budget and Appropriation Ordinance pursuant to the municipal code and budget law at 8:57 AM with a second by Trustee, Kotlarz.

Ayes: Tammen, Clisham, and Kotlarz.

Nays: Zero.

Attorney Daday reviewed the statutes regarding the budget process and noted that the notice of hearing was properly published in the Daily Herald. There being no citizens or comments, Trustee Clisham moved to adjourn the public hearing at 8:58 AM with a second by Trustee Kotlarz. The motion carried unanimously.

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

Review and approve Final Budget and Appropriation Ordinance 2019-001: after a short discussion Trustee Kotlarz moved to approve the Final Budget and Appropriation Ordinance as submitted with a second by Trustee Clisham the motion carried unanimously as follows:

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

Reappointment of Robert McLaughlin the Board of Fire Commissioners; President Tammen reported that he was reappointing Robert McLaughlin to the Fire Commission. Trustee Clisham moved to concur with the recommendation and appointment of Robert McLaughlin to the Fire Commission seconded by Trustee Kotlarz. The motion carried unanimously.

Review and adopt Resolution 2019-R001, Resolution Authorizing an Intergovernmental Agreement between the Prospect Heights Fire Protection District and the Village of Wheeling for mutual aid ambulance billing. Chief Smith reported that in order to bill for ambulance calls and service by the District within the Village of Wheeling and for services rendered by the Village of Wheeling to Prospect Heights residents an ordinance needed to be adopted which permitted those charges. Attorney Daday noted that the entity providing the service would follow the billing policies of the entity where the services were rendered. After a short discussion Trustee Kotlarz made a motion to approve the Resolution as submitted with a second by Trustee Clisham. The motion carried unanimously as follows:

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

OTHER MATTERS

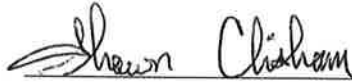
President's Report: None

Attorney's Report: Attorney Daday requested a closed session pursuant to 5 ILCS 120/2(c) 1. Trustee Clisham made a motion to adjourn to closed session at 9:01 AM, pursuant to 120/2(c) 1, the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. The motion was seconded by Trustee Kotlarz and carried unanimously as follows:

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

ADJOURNMENT

Trustee Kotlarz made a motion to adjourn at 9:18 AM, with a second by Trustee Clisham. The motion carried unanimously.

A handwritten signature in cursive script that reads "Shawn Clisham". The signature is written in black ink and is positioned above a horizontal line.

Shawn Clisham, Acting Secretary