

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING OF JUNE 19, 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 Michael G. Aretos.

**SECRETARY’S REPORT**

**CONSIDERATION OF THE MINUTES OF THE MAY 15, 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**

Shawn 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 Sullivan made a motion to approve the Treasurer’s report as submitted and accept the cash flow spreadsheet, with a second by Trustee Kotlarz. The motion carried unanimously as follows:

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

**PRESENTATION OF THE BILLS**

Deputy Chief Tim Jones presented the bills for payment pursuant to the check detail report. He highlighted invoices for the Board. Invoice 26840 cost of leadership training for a current lieutenant; invoice 26845 CLS Background Investigations. PHFPD now does background checks on all applicants; invoice 26855 In Gen Computing for desk top computers; invoice 26862 Northwest Community Hospital for a nurse to come to the firehouse three times a month to develop a training program and teach the program for continuing education.

Next, Deputy Chief Jones noted the bill for the natural gas and electric. He noted that the PHFPD is in a co-op for the purchase of natural gas and electricity.

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

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

## **CITIZENS TO BE HEARD.**

None.

## **OLD BUSINESS**

### **CHIEF'S REPORT**

Chief Drew Smith reported pursuant to his attached report. He reviewed the incident summary for the month of May. He reported that the calls are significantly ahead of last year. He also noted the ambulance billing report. Next, he highlighted the Red Center summary. He provided the Training Report. At page nine he highlighted the fleet report. Lasley, Chief Smith highlighted the fire district news, including correspondence from citizens. For the preceding month he did not receive any complaints. He received several thank you letters.

Chief Drew Smith received a certificate from the Illinois Fire Chief's Association for a presentation he gave at their May meeting. He also highlighted aid provided to the Prospect Heights Park District for the damage caused to a local baseball field after the recent storm.

Chief Smith reviewed the trustee's monthly event calendar. He noted that the Board will consider adopting the Prevailing Wage Ordinance. He noted that the annual audit was completed and the Board will consider it for approval. He noted the trustees will review the July second quarter year to date comparisons; quarterly fire district operations financial report; review workers compensation; and distribute fire chief's performance evaluations.

## **NEW BUSINESS**

Discussion of capital replacement and financial strategies, including ambulance service fees. Chief Smith reported that there are three areas for discussion on financial strategy. First the Board must review the capital reserve strategy; second, it must review the status of the mortgage on station 39; and third, review fees charged for ambulance service as compared to the fee charged by the surrounding communities. The purpose of the review is to identify what capital expenditures for equipment will be necessary in the short term future.

Consideration of Prevailing Wage Ordinance for adoption. After a short discussion Trustee Twomey made a motion to adopt the Prevailing Wage Ordinance with a second by Trustee Clisham. The motion carried unanimously.

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

Consideration of the annual audit. This is the second year with the current auditor. Once the audit is approved, it will be filed with Cook County. After a short discussion Trustee Clisham made a motion to adopt the annual audit as prepared with a second by Trustee Kotlarz. The motion carried unanimously.

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

Trustees Rules and Regulations Trustees manual. Several years ago the manual was redrafted. Currently Chief Smith has nothing new to add. No further discussion.

## **OTHER MATTERS**

**President's Report:** President Tammen asked if Trustees could advise him in advance of the meeting if they will not be able to attend. He wants to make certain the Board will have a quorum.

**Attorney's Report:** Attorney Aretos requested that the Board adjourn to closed session Trustee Twomey made a motion to adjourn to Closed Session at 9:17 a.m. pursuant to 5 ILCS 120/2(c) (6) with no final action being taken and then resume open session. The motion was seconded by Trustee Sullivan and carried unanimously as follows:

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

Trustee Clisham made a motion to adjourn from closed session and return to the open session with a second by Trustee Twomey. The motion carried unanimously.

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

Return to open session meeting:

Trustee Clisham made a motion to direct Deputy Chief Jones to begin negotiations with the cellular carrier for a new lease with a second by Trustee Twomey. The motion carried unanimously.

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

## **ADJOURNMENT**

Trustee Twomey made a motion to adjourn the meeting at 9:25 a.m., with a second by Trustee Sullivan. The motion carried unanimously.

  
Richard Sullivan, Secretary