

**MINUTES OF PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING OF JULY 17, 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. Also present Pat Mannix of Andres Medical Billing.

SECRETARY'S REPORT

CONSIDERATION OF THE MINUTES OF THE JUNE 19, 2018 MEETING OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

Trustee Sullivan presented the minutes for approval. After a short discussion, Trustee Twomey made a motion to approve the minutes with the second by Trustee Kotlarz. 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 dated July 16, 2018. Deputy Chief Jones noted the bill to Air One Equipment. A portion of the bill related to the replacement of blades for the Hurst Cutter in the amount of \$760. He also noted the bill to Canteen Corporation in the amount of \$1087.29. That was a bill for nearly the entire year. Deputy Chief Jones also noted the bill to General Medical Devices for the Life Arm CPR device. The CPR device was purchased by the Foreign Fire Insurance Board from Foreign Fire Insurance money. He further noted the bill from J. D. Weiland for replacement of apparatus floor lighting. He also noted the bill for Thermflo for the generator service contract.

After a short discussion, Trustee Clisham made a motion to pay the bills pursuant to the check detail report of July 16, 2018 with a second by Trustee Sullivan. 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. Chief Smith predicted that call volume would be up in an amount of 10% over 2017 volume.

Chief Smith reported that ambulance billing was slightly down for the month. He attributed that to timing and the payment of bills. Chief Smith reported on the training report and the apparatus maintenance and replacement report for the month and indicated that there was nothing unusual.

He noted that the Board of Fire Commissioners was in the process of creating an eligibility list which would be completed before the end of the year.

Chief Smith noted that the representative from ISO conducted interviews in June and indicated that the grade would come out in 3 to 6 months. He indicated that he felt that the grade of 3 would be appropriate and hoped to maintain that grade level.

Chief Smith noted that 2019 would be the 75th anniversary of the Fire District. The Fire District would be profiled on the city vehicle stickers for 2019.

Pat Mannix of Andres Medical Billing presented at the meeting. Chief Smith introduced him as the Chief Executive Officer of that entity and he gave a presentation on local rates for ambulance services. He indicated that insurance was the category that was subject to a potential increase. His comment was that the charges for services were all over the board and there was no consistency as to how fire departments and districts set their ambulance rates.

The consensus of the board was that staff should prepare an ordinance for consideration relative to an increase in ambulance rates at the next regular board meeting. After a short discussion Trustee Clisham made a motion to direct staff prepare an ordinance to increase ambulance fees in all categories to \$1300. The motion was seconded by Trustee Twomey. The motion carried unanimously as follows:

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

Chief Smith reviewed the trustee's monthly event calendar.

NEW BUSINESS

Consideration of capital replacement issues and financial strategies. Chief Smith reported that the loan for Station 39 is maturing in August. Deputy Chief Jones received information that the outstanding balance on the loan was approximately \$520,000. The current interest rate was 2.94% and the bank would be willing to refinance at a rate of approximately 3%. Discussion was had with respect to paying off the loan. The consensus of the board was that the loan should be paid off. After a short discussion Trustee Clisham made a motion to transfer \$600,000 from the investment account to the operating account and use those funds to pay off the First Midwest Bank loan. The motion was seconded by Trustee Twomey and carried unanimously as follows:

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

Nays: Zero.

OTHER MATTERS

President's Report: President Tammen reported that he had received his property tax bill and that the increase for the Fire District was significantly less than what had been predicted and was under the amounts that were calculated.

Attorney's Report: None

ADJOURNMENT

Trustee Twomey made a motion to adjourn the meeting at 9:15 a.m., with a second by Trustee Kotlarz. The motion carried unanimously.


Richard Sullivan, Secretary