



**CITY OF PROSPECT HEIGHTS  
FIRE/POLICE COMMISSION  
City Hall  
8 North Elmhurst Road  
Prospect Heights, IL 60070**

**REGULAR MEETING MINUTES  
OF WEDNESDAY, August 29, at 4PM**

**CALL TO ORDER** – At 4:00 PM, Deputy Clerk Schultheis called to order the August 29, 2018 Regular Fire Police Commission Meeting. A quorum was not in attendance, and were still en route. At 5:05 PM, Chairman Hoffman called to order the Regular Meeting of the Fire Police Commission at 8 North Elmhurst Road, Prospect Heights, IL 60070.

**ROLL CALL** – Deputy Clerk Schultheis called roll. A quorum was present  
**COMMISSIONERS IN ATTENDANCE** – Chairman Hoffman, Commissioners Fiorito and Meyer  
**OTHER OFFICIALS IN ATTENDANCE**- Police Chief Steffen, Deputy Chief Zawlocki, Deputy Clerk Schultheis, Executive Administrator Batten.

**APPROVAL OF MINUTES**

**A. June 20, 2018 Special Meeting Minutes** – Commissioner Meyer moved to approve the Minutes as presented; seconded by Commissioner Fiorito. There was unanimous approval.

**VOICE VOTE:** All ayes, no nays

Motion carried 3 - 0

**CLOSED SESSION**

**A. Personnel Matters** – discussion of Police List Status and resignation of Police Officer – At 5:05PM, Commissioner Meyer moved to go into Executive Session to discuss Personnel matters as pertaining to two police vacancies - a retirement and a resignation; seconded by Commissioner Fiorito. There was unanimous approval.

**ROLL CALL VOTE:** AYES Meyer, Hoffman, Fiorito  
NAYS None  
ABSENT None

Motion carried 3 - 0

**RETURN TO OPEN SESSION – At 5:41 PM, the Commission returned to open session. A quorum was present.**

**Commissioner Meyer motioned to direct the Police Department to establish a new recruit list to hire police officer candidates; seconded by Commissioner Fiorito. There was unanimous approval.**

**ROLL CALL VOTE:**     **AYES**   Meyer, Hoffman, Fiorito  
                              **NAYS**   None  
                              **ABSENT** None

Motion carried 3 - 0

**Commissioner Meyer motioned to direct the Police Department to create a lateral list to hire police officer candidates; seconded by Commissioner Fiorito. There was unanimous approval.**

**ROLL CALL VOTE:**     **AYES**   Meyer, Hoffman, Fiorito  
                              **NAYS**   None  
                              **ABSENT** None

Motion carried 3 - 0

**OLD BUSINESS – None**

#### **NEW BUSINESS**

**Police Chief Steffen:** The two police vacancies came from the retirement of Corporal Bill Suerth and the resignation of another office. The Police Department will begin a recruiting and lateral list.

- River Trails fire update. 77 families have been assisted. All the families have housing. To date, \$11,000 in gift cards have been received. Hebron Church donated an additional \$5000 in gift cards. The Police social workers have identified the families that eligible to receive services. It was noted that multiple organizations have collected donations. It was noted that River Trails tried to handle the donations by themselves, but they were overwhelmed. So, the Police got involved to assist and the defunct Ruffalo's building was used to distribute donations. Volunteer staff moved donations in a trailer donated from Hillside Towing.

ID cards were given to the families that had been identified. The Red Cross had suggested putting a time limit on the donation distribution. The operation was open for three days. The Salvation Army and WINGS took any items that were left.

The HOA at River Trails took some items into a trailer and there was a community garage sale. At this point, the City is only taking gift cards.

#### **DEPARTMENTAL UPDATE**

**Police Chief Steffen:** Because the Police are down two people they have pulled Officer Thibeault from the Tourism District and put he and Officer Bane back on patrol. The Police are operating full shifts. Officer Thibeault is going to be recommended to be advanced to corporal so the Police are looking at having two corporals come out of this as well.

Police Chief Steffen: said that the Police are in the process of buying two new squad cars, and removing the old ones. The City send the old ones to auction. the Capital Program is budgeted to buy two new cars, and the Police want to do it as soon as possible to avoid higher prices if there are tariff issues.

Commissioner Meyer – asked about Safe Route. Police Chief Steffen said that he and City Administrator Wade rode through the area. The City is looking for grant money for a Safe Route.

#### **CORRESPONDENCE/COMMUNICATIONS**

**NEXT REGULAR MEETING – September 26, 2018 at City Hall Council Chambers, 8 North Elmhurst Road, Prospect Heights, IL 60070 at 4 PM – There were no issues with the date.**

**ADJOURNMENT - At 5:53 PM, Commissioner Meyer moved to Adjourn; seconded by Commissioner Fiorito. There was unanimous approval.**

**VOICE VOTE: All ayes, no nays**

**Motion carried 3 - 0**

Approved by the Fire Police Commission on this the 26<sup>th</sup> day of September, 2018.