

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
JANUARY 9, 2018
OF THE BOARD OF TRUSTEES AT 5:30 PM**

- I. CALL TO ORDER:
President Kosiara called to order the regular meeting for Glenside Fire Protection District Board of Trustee's at 5:35 P.M.
- II. PLEDGE TO THE FLAG:
The pledge of allegiance to the flag of the United States of America was recited. The pledge was led by Administrative Assistant Haiden.
- III. ROLL CALL:
Present were President Kosiara, Treasurer Christopher and Secretary Osborn. Trustee Osborn requested that the meeting minutes reflect that Chief Wood, Deputy Chief Cassady and Controller James Howard were also in attendance along with Attorney Flaherty.
- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS
The regular and closed session meeting minutes for the Board of Trustee's meeting held on December 12, 2017 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the regular meeting minutes of December 12, 2017 and to approve, file and release the closed session meeting minutes of December 12, 2017. The motion was seconded by Trustee Osborn.

Trustee Kosiara asked the record to reflect that there was unanimous approval of the motion with all members in attendance voting.

- V. FINANCIAL REPORTS
 - A. Controller's Report
James Howard provided the financial report for the month of January 2018 noting that 67% of the fiscal year has been completed as the District is eight months into their budget year. Mr. Howard highlighted activity during the month for incomes stating that 89% of revenues have been collected so far and overall the District has used 60% of its expense budget. He also noted that debt service payments for the year were made in December. The general obligation bonds for the District are now completed. The District's budgets are on trend for the year and there are good reserves to get through the end of the year.

Chief Wood noted the interest percentages for the District's funds, highlighting the percentage for the MB fund.

Trustee Kosiara motioned to accept and file the Controller's Financial Report as presented and pay all accounts payables and payroll as presented for January in the amount of \$672,740.57. The motion was seconded by Trustee Christopher.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn - aye

Motion carried.

- B. Other Items from the Controller
There were no other items from the Controller.

VI. LEGAL ISSUES

A. Attorney Report

Attorney Flaherty noted the new regulations regarding sexual harassment policies and said there will be an amendment needed which will be addressed later in the meeting.

An update to all employments applications for the District will need to be made for all positions. When asking for the applicant's criminal history, they will not need to provide any juvenile record they may have.

An annexation bill for fire protection services has just passed to recognize any address within the fire district boundaries who have not been annexed, but have received services from that district. Starting January 1, 2018 by providing the property PIN, lot description and an affidavit stating that the address is recognized by DuComm as in the fire district's boundaries, a filing can be made to the DuPage County Board of Review for the property owner's tax records.

- B. Other items from the Attorney
There were no other items from the Attorney.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Cassady stated that the next regular scheduled meeting will take place on January 18, 2018.

Deputy Chief Cassady went on to say that applications are now open and extended through January 31, 2018 with the College of DuPage firefighter testing consortium. A mandatory orientation session will take place for all candidates in February and will be attended by Chief Wood

and DC Cassady. The written tests must be completed by March 23, 2108.

B. Foreign Fire Insurance Board

Chief Wood stated that the next meeting will take place on February 12, 2018.

C. DuComm Report

Chief Wood said the next meeting is scheduled for February 6, 2018 and thereafter will continue to take place every other month.

ACDC has sent an invitation to the opening of their new facility to be held on January 29th in the evening. Chief Wood said he was not planning on attending.

Trustee Kosiara stated that the DuComm Executive Board met in December and finalized the agreements on loan financing through DuPage County for their new facility. DuComm re-welcomed Warrenville FPD back to their airwaves.

D. EAP Report

Chief Wood reviewed the employee usage report for 2017 for the Employee Assistance Program contracted through Perspectives, Ltd. It was estimated that there was 50% usage of the program by current employees. It was agreed by admin and the Board that having the program is an additional benefit to the District's employees.

E. Other Announcements

Chief Wood reported that the Glendale Heights Police Department has a new canine officer and dog.

Officer Rhonda Kirstein will be retiring in June of this year.

The District's first college intern will start on January 22nd. An orientation binder and checklist of topics to cover while he is with the District is being created. The intern will then start as a part-time firefighter with the District pending his completion of the fire academy.

Chief Wood noted the loss of family members for several District employees over the holidays.

Chief Wood shared a picture of a Technology Center of DuPage (TCD) flyer in which old Glenside gear was pictured in the advertisement. It was noted that previous donations to their program have been well used.

On May 4th TCD will be holding their burn cells. Currently two of our part-time firefighters graduated from a previous TCD program.

The Chief then updated the Board members on two previous EMS calls in December involving citizens hit by vehicles.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that there have been a variety of ambulance issues in the month of December. There were two separate injector issues, but both vehicles are now back in service. He noted that because of the down time, not as mutual aid was provided this year.

DC Cassady provided pictures of the current interior of the training center. All appliances and all fabric items have been removed to avoid mold. Additional furniture has been either fabricated and/or donated by employees for training purposes. The Village of Glendale Heights has donated a wheelchair to serve as an obstacle in training evolutions and to help with EMS training on patient handling. Some additional electrical work is needed.

Chief Wood added that a temperature gauge was added to the home to alert us if the temperature were to drop below a set degree. He also noted that a notice from DuPage County approving the tax exempt status on the property is recognized as of August 22, 2017. It will now go to the State of Illinois to be finalized.

B. NIAFPD Conference January 25-27

Deputy Chief reported that everyone was registered for the conference. Trustee Kosiara reminded everyone about the credits earned for annual pension requirements. He also stated that this is the 25th anniversary for their conference and there will be special drawings taking place each day.

C. Health Insurance Plans

Chief Wood reported that all union members are on board with the new PPO plan that will be effective on February 1, 2108.

D. Other Old Business

Chief Wood said there was no other old business to discuss.

IX. NEW BUSINESS

A. Statement of Economic Interest 2018

The board approved the list of names to be provided to the DuPage County and Secretary Osborn signed the Secretary Certificate copy to recognize the names listed by the District.

B. RES 2018-001 Sexual Harassment Policy Amendment

Attorney Flaherty briefed the Board on the required changes to the sexual harassment policies that have come from the State of Illinois. He stated that the changes were for local government and there are now four statute requirements. Exhibit A attached to the Resolution was noted as having a typographical error under Section 1.12 (B) – subsection “4.” should be letter “d.” The amendment to the District’s policy now puts us in compliance with the changes made by the state.

Trustee Kosiara motioned to accept and file Resolution 2018-001 A Resolution Amending the Sexual Harassment Policy of the Glenside Fire Protection District with one correction as noted. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn - aye

Trustee Christopher - aye

Motion carried.

C. Other New Business

Chief Wood said there was no other new business to discuss.

X. PUBLIC COMMENTS/QUESTIONS

There were no public comments.

XI. ADJOURNMENT

The next regularly scheduled meeting of February 13, 2018 will take place at the regular time of 5:30 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

Trustee Christopher motioned to adjourn the meeting at 6:31 P.M. The motion was seconded by Trustee Osborn. Trustee Kosiara asked the record to reflect there was unanimous approval of the motion with all members in attendance voting.

Respectfully Submitted By:

/s/ Richard Osborn, Secretary

APPROVED THIS 13th DAY OF FEBRUARY, 2018

/s/ Nicholas Kosiara, President