

**GLENSIDE FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 14, 2017  
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 Trustees at 5:30 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 Laura Haiden.
- III. ROLL CALL:  
Present were President Kosiara, Treasurer Christopher and Secretary Osborn. Trustee Osborn requested that the meeting minutes reflect that Chief Wood and Deputy Chief Cassady were also in attendance.

Trustee Kosiara said that the Board of Trustees with respect to the audience would move immediately to New Business, agenda item A. Swearing-in of Firefighter Nicholas James.

Trustee Kosiara and Firefighter Nicholas James recited the oath of office to complete the swearing-in. Chief Wood welcomed Mr. James & his family to the Glenside family. Firefighter James's fiancé completed the ceremonial pinning of the badge onto the uniform. Firefighter James expressed his thanks to the board, chiefs, audience & his family.

Trustee Kosiara requested that the Board recess the meeting at 5:37 PM for cake and coffee.

Trustee Kosiara requested that the Board return to the regular meeting at 5:59 PM.

- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS  
The regular session meeting minutes for the Board of Trustees meeting held on January 10, 2017 were presented for review.

*Trustee Kosiara motioned to approve and file the regular meeting minutes of January 10, 2017. The motion was seconded by Trustee Christopher.*

*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

Chief Wood provided the financial report for the month of January 2107 noting the starting cash and investments for the District. He reviewed incomes for the District including property taxes, ambulance fees and interest earnings. He then highlighted items on the monthly recap and noted that all funds were under budget with the exception of the Audit Fund. Chief Wood also noted that State's Attorney Robert Berlin had submitted 2015 Tax Objection in the Audit, Ambulance and Tort Liability Funds for the District. Trustee Osborn asked if the District anticipated any other capital expenditures before the end of the fiscal year. Chief Wood replied that we were not expecting any other expenses.

*Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for January in the amount of \$317,723.41. 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  
Chief Wood said there was nothing to report from the attorney.
- B. Other items from the Attorney  
There were no other items from the Attorney.

## VII. ANNOUNCEMENTS

- A. Fire Commissioners  
Deputy Chief Cassidy said the regular meeting on January 19, 2017 took place and a special meeting was held on February 6, 2017. Commissioner Wilson will not be able to continue in his position and has resigned from the District effective February 28, 2017. The board will be looking for possible replacements and are currently looking at a couple of perspective replacements for Commissioner Wilson. The Board discussed recognizing Commissioner Wilson at the upcoming Service Awards. The next regular scheduled meeting will be held on April 20, 2017.

- B. Foreign Fire Insurance Board

Chief Wood said the first meeting of the new year took place on February 6, 2017. The board is considering an upgrade to the water fountains to include a water bottle option.

There have been two estimates for the HVAC work that will need to be completed to transfer the workout & quartermaster rooms to their new areas in the station. The estimates ranged from \$23,000 - \$28,000.

#### C. DuComm Report

Chief Wood said there was a meeting held today. On March 1<sup>st</sup> DuComm will go live with new computer views that will track engines, trucks, and ambulances to be able to better assess areas when resources are needed. This could affect the way we do business today because there is no longer a “no depletion” clause in the policies. Being a single station this means we cannot keep our own employees in house and would receive a change of quarters.

Chief Wood also said the DC Cassady is tweaking responses in our own District to bring the closest resources to our station as needed. This will result in a better management of resources.

Chief Wood said that MABAS Division 70 will not be created and the Departments who petitioned the new division will remain in Division 12.

Trustee Kosiara, as a DuComm Executive Board Director, noted that there was a special call meeting to go over the project updates for the new facility, lease agreement and intergovernmental agreement what was ready for review and approval. Mike Super, Addison Fire District representative, has resigned from the DuComm and is being replaced by Bill Cizek from York Center Fire Protection District.

#### D. Other Announcements

Chief Wood reported that the District was represented at Stu Stone’s wake by DC Cassady who attended the fire walk through. The District also assisted Glen Ellyn Fire Dept by placing an ambulance at their station during the Saturday services. Glen Ellyn was very appreciative. The District received thank you’s from the Bloomingdale FPD and Bloomingdale Police for the passing of the Bloomingdale officer in February.

The firefighters union has announced that they have filled their officer positions.

President - Lieutenant Chris Cavanaugh

VP – Acting Officer Jeff Hammond

Secretary/Treasurer – Lieutenant Steve Lipowski

Trustees – Acting Officer Mike Pacie and Firefighter Kyle Lipponeur

The firefighters union bargaining contract team for the 2017-2018 wage re-opener will be comprised of Lt. Cavanaugh, A/O Hammond, A/O Pacie and Firefighter Lipponeur.

The Village of Glendale Heights Christmas Sharing effort for 2016 assisted 102 families and 430 individuals in need.

The new ISO classification 2 rating for the fire District was reported in the Daily Herald under the DuPage County news section. The information will also be reported in the Village of Glendale Heights next newsletter and was in the February Glen Ellyn Countrysider Organization's newsletter. The Chief noted that we were only 9 points away from an ISO 1 rating and the report will be reviewed for possible improvement areas. There are 1,243 2 ratings across the United States out of the total 48,000 fire departments. This places the District in the top 2.6% of all fire departments across the nation.

The 2016 annual report will be provided at the March board meeting.

The Board of Trustees policies and guidelines update will also be re-added to the agenda for the March meeting. District members will all be required to attend Sexual Harassment training on either March 6, 7 or 8.

#### VIII. OLD BUSINESS

##### A. Apparatus and Facilities

Deputy Chief Cassady reported that the new carpet was installed in the shift office. The room was prepped by all shifts and walls were painted before the carpet installation.

DC Cassady reported that Engine 59 was in need of new tires. All vehicles are in service at this time. There are only minor maintenance items being cared for at this time. Adaptors were ordered for the new pickup truck to adjust the trailer.

The radio tower is still being looked into. DC Cassady reported that vendors are not providing quotes in a timely manner. Eventually a request for bid will be needed to start the project.

Foreign Fire Board will also need to go through the request for bid process when they move forward with the workout room changes.

##### B. 2017 NIAFPD Conference

Chief Wood thought the conference was worth everyone's time. Trustee Kosiara, board member for NIAFPD, said the conference as a whole went well. The hotel facilities did an outstanding job.

##### C. Other Old Business

There was no other old business.

#### IX. NEW BUSINESS

##### A. Swearing in of Firefighter Nicholas James

This agenda item was covered earlier in the meeting.

B. Recognize appointment of DC Cassady

Chief Wood informed the Board of Trustees that the Board of Commissioners voted unanimously to recognize the appointment of Deputy Chief Richard Cassady, at their special meeting held on February 6, 2017.

The Board of Trustees accepted the recognition from the Board of Commissioners.

C. 2016 Service Awards

Chief Wood reminded the board members that the 2016 Service Awards would take place on Friday, February 24, 2017. The menu and necessary details will be finalized next week with the golf course.

D. Review of Closed Session Meeting Minutes not yet released

The Board reviewed the current closed session minutes being held. There was no motion made. Trustee Kosiara noted that no closed session minutes were released.

The question was posed as to whether or not the Board can redact a name from the closed session minutes.

E. Other New Business

Chief Wood informed the board that the credit card machine used in the administrative office has an overhead of 6.5% for the past year. It cost the District \$561 to process \$8,500 worth of charges in 2016. There was discussion to re-evaluate the fee schedule or consider implementing a convenience fee for those who choose to pay with credit card.

Chief Wood briefly discussed the current ambulance billing procedure for residents, specifically when minor first aid is administered. The board will continue to waive fees to promote community good-will when it comes to non-treat & transport calls.

Chief Wood said that Patty Pelletier, wife of Jerry Pelletier, made a request to purchase Jerry's old personal protective equipment for the family to use to make items from. It will be evaluated as to whether or not the equipment is in service or out of service.

Chief Wood discussed the District's property and liability insurances, stating that area Districts are re-evaluating and comparing prices with other companies to save on the cost of premiums. The board felt confident that we know what we have with our current coverage.

Chief Wood also discussed the opportunity to receive a contract cost comparison for paramedic expenses. The District chose to retain Paramedic Services of Illinois.

X. PUBLIC COMMENTS/QUESTIONS

Trustee Kosiara solicited any comments or questions from the public audience. There were none.

XI. CLOSED SESSION

*Trustee Kosiara recessed the special meeting to go into closed session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body); Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees); and/or Section (2)(c)(11) of the Act (pending, probable or imminent litigation) at 7:49 P.M.*

XII. RETURN TO RECESSED MEETING

*Trustee Kosiara reconvened from closed session at 8:28 P.M.*  
No action was taken in closed session.

XIII. ADJOURNMENT

The next regularly scheduled meeting of March 14, 2017 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 8:29 P.M. The motion was seconded by Trustee Kosiara. 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 14th DAY OF MARCH, 2017

/s/ Nicholas Kosiara, President