

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
MARCH 12, 2019
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 5:30P.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 and Trustee Osborn. Treasurer Christopher was absent. Trustee Osborn requested that the meeting minutes reflect that Chief Wood, Deputy Chief Cassady and Controller James Howard were also in attendance.
- IV. **MINUTES OF PREVIOUS TRUSTEES MEETINGS**
The regular and closed session meeting minutes for the Board of Trustee's meeting held on February 12, 2018 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the regular meeting minutes of February 12, 2018 as corrected and to approve, file and release the closed session meeting minutes. 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**
Controller James Howard provided the financial report for the month of February, 2019. He highlighted activity during the month and noted that 10 months or 83% of the fiscal year has been completed and is reflected in the monthly reports. Revenues compared with last year's numbers reflected minor differences. Total interest collected is 47% higher than this time last year. He also noted that ambulance fees collections are down about two percent from last year.
Mr. Howard reviewed the operating expenses for the district and noted that they were at 71% of budget. He also reviewed the investments for the District and their locations across accounts. Mr. Howard also noted that guidance for an internal transfer will take place in April at the next board meeting, related to the end of the fiscal year.

The certificate of deposit for investments that will mature in April will be re-invested. The District will be hoping for more competitive rates than the current percentage.

Trustee Kosiara motioned to accept and file the Financial Report as presented by the Controller and pay all accounts payables and payroll as presented for February in the amount of \$303,031.49. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Christopher – absent

Motion carried.

B. Other Items from the Controller

Controller Howard noted that as the District begins to prepare for their upcoming 2019-2020 budget year he wanted to mention that the Consumer Price Index (CPI) was lowered from 2.1% to 1.9%. He also said that there was discussion downstate in Springfield regarding the possibility of having property tax bills frozen for the upcoming year(s).

VI. LEGAL ISSUES

A. Attorney Report

Chief Wood stated that there were none.

B. Other items from the Attorney

There were no other legal items from the attorney or Chief Wood.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Cassidy stated that the February meeting had been cancelled due to lack of agenda items. The next meeting will take place on March 21, 2019 to fulfill the quarterly meeting requirement.

B. Foreign Fire Insurance Board

Chief Wood stated that a meeting took place on March 11, 2019. Two scholarships were approved and awarded at the meeting. The purchase of new shower towels and other kitchen items for the upstairs was also discussed and approved. An update on the fitness room project will be provided later in the agenda.

C. DuComm Report

Chief Wood stated that there was a DuPage Chiefs meeting held today. There have been some changes in operations at DuComm as their Deputy Director, John Mostaccio is leaving after 23 years as well as a

long time technician, Dean Kroger. The concern for changes was discussed at the Chief's meeting and Director Tegtmeyer addressed the concerns. The new monitoring system is still anticipated to go live in June as soon as the CAD install is completed.

Trustee Kosiara commented on the low impact the coalition of fire departments has with only four votes versus the much higher majority number of municipalities.

D. Other Announcements

Chief Wood noted that long time Northern Illinois Alliance of Fire Protection District's member, Jim Quinn has recently experienced some medical issues.

Chief Wood referred to a flyer regarding Legislative Day on April 10, 2019 this year. There was discussion regarding the District's attendance.

An additional flyer for the local Kiwanis/Glenside Public Library benefit on April 13, 2019 was also provided to the board. Chief Wood mentioned that a raffle basket had been requested from the Fire District for the benefit.

Chief Wood also noted that a request was made for sponsorship of the Glendale Heights Junior Women's Club for \$40 for their benefit in April. Chief Wood discussed safety grant expenditures for the upcoming fiscal year, noting that body armor and guidelines were being explored.

Body armor now has a ten-year life cycle instead of the old 5 years. Trustee Osborn asked if the vests were also stab proof. Chief Wood confirmed that the model being considered was.

Chief Wood noted that new personnel pictures were completed as of this morning. Pictures will be updated on the Personnel wall in the training room and pictures will be used in the 50th anniversary book being prepared.

Chief Wood provided an update on Trustee Sharon Christopher's health status.

A lunch and learn at the Village of Glendale Heights Senior Center will be taking place tomorrow. The Village members have something planned as it will be the last event for Fire Marshal Shires at the Senior Center.

III. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that all vehicles were back in service prior to the meeting. But currently he was informed by the current shift of a brake issue with the older ambulance. There is one more ambulance demonstration unit to review at the end of the month and it is anticipated that a recommendation will be presented to the board at the April board meeting.

Deputy Chief Cassady noted that facility updates will be addressed later in the meeting under New Business.

B. 50th Anniversary

Trustee Osborn said that a committee meeting was held on March 1st. The anniversary book and its contents were discussed in detail. The committee approved an invitation to go out mid to late March. There was a discussion on the list of invitees. Trustee Kosiara asked about the list and would like to review to ensure no dignitaries are missed.

A brunch contract with Glendale Lakes Golf Course has been signed by Chief Wood for the Service Awards taking place the day after the open house.

C. Fitness Room Project

Deputy Chief Cassady reported that the blue prints and scope of the work to be completed was received from FGM Architects. Sound deadening material has been included for the walls of the room, a black ceiling and rubber floor have been included in the specifications. Some new electrical work will be required. FGM will move forward with acquiring the bids for the process. It is anticipated that the ad for the bid will appear in the newspaper as well as on-line. A pre-bid meeting will be made available at the fire station. Bids will be accepted until April 9th at the next Trustees board meeting, when bids will be opened and announced. It is anticipated that the work for the project will take place between April 22nd and May 27th. Acting Officer Pacie will arrange for the physical fitness equipment to be moved once the project has been completed.

D. Fire Marshal Position

Chief Wood noted that Brad Bulter has been hired as a full-time Fire Marshal and will start on Monday, March 18th for the District. Mr. Curt Shires will remain with the Bureau in a part-time capacity.

E. Other Old Business

Chief Wood stated that there was no other old business.

IX. NEW BUSINESS

A. Emergency Payment Issue

Chief Wood discussed modifications to the District's current purchasing policy and the concern if two Trustees were unavailable.

Trustee Kosiara motioned to amend the District's purchasing policy to preauthorize payment of District bills in emergent circumstances regarding bills in amounts up to \$10,000. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Christopher – absent

Motion carried.

Trustee Kosiara thanked Chief Wood for protecting the District to cover a condition that hopefully will never occur.

B. Station Upgrades

Chief Wood discussed the option for lighting changes throughout the station. He reported that two companies performed energy efficient evaluations of the station recently. The company Twin Supplies out of Oak Brook has made an offer to provide all new light fixtures and bulbs with a value of \$48,000 in the building. \$28,000 of the cost will be covered with a Com Ed Grant and the remaining cost of \$19,996 to the District will provide a return on investment in under two years. Chief Wood recommended that the board move forward with this effort.

Trustee Kosiara motioned to accept the proposal from Twin Supplies and agreed to pay \$19,996 for all new light fixtures and bulbs throughout the station and apparatus bays. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Christopher – absent

Motion carried.

Deputy Chief Cassady relayed the information gathered on the painting of the building in preparation for the 50th anniversary in June. Several quotes were received covering work needed in the training room, stairwells, all of the second floor and ceiling of the apparatus bays. Deputy Chief Cassady recommended that the District go with PDP Professional Decorating and Painting, Inc. out of Niles with their quote of \$11,001.

Trustee Kosiara motioned to accept the quote from PDP in the amount of \$11,001 to provide the painting needed. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Christopher – absent

Motion carried.

Chief Wood made the recommendation to the board to purchase display cases for the back of the training room. The four cases proposed would be 24" by 36" custom display cases with oak trim to match the crown molding in the room. They would be built by a custom cabinet maker in Roselle who has completed work for the Roselle Fire Department in their station. The purpose of the four cases are to showcase items and paperwork from the District's history for presentation during the open house and into the future. The smaller cases were recommended in case a change needed to be made in the future or throughout the station.

Trustee Kosiara motioned to contract with Roselle Custom Woodwork for four display cases as described in the contract in the amount of \$8,350. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Christopher – absent

Motion carried.

Chief Wood discussed the purchase of a new copier. There was discussion regarding the comparison of a lease versus a capital purchase. There was significant savings under the capital purchase with a locked in 3-year maintenance agreement with Konika Minolta.

Trustee Kosiara motioned to move forward with the purchase of the Konika Minolta Copier in the amount of \$6,733.00. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Christopher – absent

Motion carried.

C. Local 3277 Fundraiser

Chief Wood provided a flyer to the Board members regarding the upcoming fundraiser for the Glenside Fire Fighters Local 3277. He requested that the board consider a sponsorship of one bay during their golf fundraiser in the amount of \$525.

Trustee Kosiara expressed the board's support to the Local through approving the donation and sponsorship of their fundraiser.

D. Good Samaritan Hospital Commitment Letter

Deputy Chief Cassidy provided a commitment letter to President Kosiara to sign regarding the continued partnership to operate under the EMS system and abide under the paramedic programs and guidelines of the Good Samaritan Hospital System.

E. Other New Business

Chief Wood said there was none.

There was discussion regarding the next Trustees board meeting in April, 2019. This will be the day for the public opening of bids for the work required on the new fitness room project Official bid opening will take place at 9:00 AM so that a recommendation can be prepared and presented to the Board at the meeting. It was determined that the meeting will have a special start time of 4:00 PM to accommodate President Kosiara traveling to Springfield, IL for Legislative Day.

X. PUBLIC COMMENTS/QUESTIONS

Representatives of the Glenside Fire Fighters Local 3277 expressed their thanks to the board for their sponsorship of the union fundraiser.

XI. ADJOURNMENT

The next regularly scheduled meeting of April 9, 2019 will take place at the special time of 4:00 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

Trustee Kosiara motioned to adjourn the meeting at 7:01 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 9TH DAY OF APRIL, 2019

/s/ Nicholas Kosiara, President