

**GLENSIDE FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING  
MAY 12, 2020  
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 5:30 P.M.
- II. PLEDGE TO THE FLAG:  
The pledge of allegiance to the flag of the United States of America was recited and led by Administrative Assistant Haiden.
- III. ROLL CALL:  
Present were President Kosiara, Trustee Olsen and Trustee Osborn. Trustee Osborn requested that the meeting minutes reflect that Chief Wood and Deputy Chief Cassady were also presented. Controller James Howard has teleconferenced for the meeting.
- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS  
The regular and closed session meeting minutes for the Board of Trustee's meeting held on April 14, 2020 and the special meeting minutes of April 14, 2020 were presented for review and acceptance.

*Trustee Kosiara motioned to accept, approve and file the regular meeting minutes of April 14, 2020 and approve, file and release to the public the closed session meeting minutes of April 14, 2020. The motion was seconded by Trustee Olsen. 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 fiscal year ending April, 2020. He ran through the details for the revenues and operating expenditures for the month of April. Capital expenditures for the year were reviewed and a projected surplus is anticipated. Controller Howard has recommended that the budgeted amount for end of year transfer from the operating funds be completed as well as \$200,000 from the operating funds into the Pension fund. The District is in a strong cash reserve situation at the end of the year.  
Chief Wood thanked Controller Howard for adjusting the monthly reporting layout as discussed to address the concerns of the Trustees from the previous meeting.

*Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for April in the amount of \$412,650.00. The motion was seconded by Trustee Olsen.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Olsen – aye*

*Trustee Osborn – aye*

*Motion carried.*

**B. Pension Contribution for April 30, 2020**

There was additional discussion regarding available funds for the fiscal year ending April 30, 2020 and its corresponding surplus of funds. Controller Howard noted that the District is well reserved for the future and the transfer into the Pension fund shows the District's commitment to stay on track with funding. The actuarial recommendation is 90% funded by 2040. The District was around 65% last year after the annual audit. It is anticipated with the drop in interest and investments, that the funding may be as low as 50% this year. An end of the year contribution to the Pension Fund was considered and approved.

*Trustee Kosiara motioned to transfer \$200,000 to the Pension Fund from the operating funds, taking \$100,000 from the General Fund and \$100,000 from the Ambulance Fund. The motion was seconded by Trustee Osborn.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Olsen – aye*

*Motion carried.*

**C. Transfer of Funds into Capital**

There was discussion regarding the budgeted end of year transfer to the capital fund and the additional surplus amount recommended. The upcoming year's property tax collection is anticipated to be increased by a CPI of 1.9% over last year.

*Trustee Kosiara motioned to transfer the budgeted amounts of \$14,681 from the General Fund and \$100,232 from the Ambulance Fund totaling \$114,913 into the Capital Fund from the operating funds and to transfer an additional \$82,000 as designated surplus into the Capital Fund from the General Fund. The motion was seconded by Trustee Olsen.*

*Roll Call Vote:*  
*Trustee Kosiara – aye*  
*Trustee Olsen – aye*  
*Trustee Osborn – aye*  
*Motion carried.*

D. Other Items from the Controller  
There were none.

Trustee Kosiara asked to move to Agenda Item Old Business, F. Appropriation Budget 2020-2021 for the convenience of the Controller on the phone.

A draft of the 2020-2021 budget was provided to the board for review and consideration. Administrative Haiden noted that the publication had been made in the paper for the Public Hearing which is to take place at the June board meeting when the budget will be passed by the board. Controller Howard noted that there was a small property tax increase to anticipate for the upcoming fiscal year, otherwise everything else was about the same. The budget presented is conservative and balanced as it is being presented to the board for consideration. There will be less capital expenditures in the upcoming year anticipated over last year. He also noted that the reserves in the audit fund were anticipated to be spend downward as well.

Chief Wood noted that the budget draft will be made public after tonight's meeting. There were no questions from the board for the Controller. The final budget will be approved at the June board meeting.

VI. LEGAL ISSUES

A. Attorney Report

Chief Wood stated that there were no legal issues to report on at this time.

B. Other items from the Attorney

Chief Wood stated that there were none.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Cassady stated that the next Commissioners meeting is scheduled to take place next week on Thursday, May 21, 2020. We are hoping for results from COD on the firefighter testing consortium which ends May 15<sup>th</sup>. There will be additional discussion regarding an update on the current firefighter testing process and schedule, and information on the upcoming Lieutenant's test scheduled for late August.

B. Foreign Fire Insurance Board

Chief Wood reported that the most recent board meeting took place on Monday, May 11th, 2020. With Lt Siewierski's retirement, an opening on the board has become available. An election was held at this special meeting and FF Richard Malinoski will fill the opening. The classroom chair project will be passed on to AO Pacie for completion. The board discussed a possible sharing of cost with the District for new battery powered extrication equipment. Several demonstrations will be held for consideration of the purchase.

C. DuComm Report

Chief Wood reported that a meeting was held today at the Village of Glendale Heights and Deputy Chief Cassady attended. The 600 Wall Street, or old DuComm location, is to be vacated as directed by the DuComm executive board. A report on call volumes across all covered departments was provided, noting that while Glenside is down about 5% in calls others are down up to 27%. The stroke unit, however, is up 17%. Overall 911 call volumes are down 21% on the fire side and 36% for the police.

DC Cassady reported that a recognition and thank-you donation from the Glendale Heights Junior Women's Club was dropped off at DuComm for telecommunicators /dispatchers recognition week.

D. Other Announcements

Chief Wood reported that there is a broken window in the vestibule which will be addressed and repaired eventually, but the cause is still being investigated.

Covid-19 cases are expected to peak in the middle of June. The Chief assured the board that personnel and the District are equipped for the long haul. A fogger is being used in the bunk room after each shift change as well as other decontamination procedures continue around the station. Suggestions from personnel continue to be considered for changes and enhancements to internal procedures. The Chief was happy to report that equipment and personnel are doing well.

It has not yet been determined if the Glendale Heights Fest will take place this summer, but a decision should be made by June 1<sup>st</sup>.

The Village of Glendale Heights has cancelled their annual Memorial Day Ceremony for this year but has made arrangements for a pre-recorded event combined with new footage to be played on the public access channel.

III. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that routine maintenance and servicing for vehicles and around the station has been continued. There is a crack in one of the concrete pads of the front apparatus bay that will need

attention. The location doesn't make practical sense and there is concern for what is happening underneath. It was noted that there are some other smaller items that could be related near the front of the building.

The new medic unit will be on site by the end of the week.

B. Policies and Procedures

Chief Wood noted that final changes are being made and the new policies and procedures will be adopted at the June meeting.

C. Lieutenant Promotion

The Board of Trustees recognized the letter of recommendation received from the Board of Commissioners to promote from the current Lieutenant's list. The Board then tasked administration to move forward with the process.

D. Firefighter Hiring

DC Cassady updated the board, noted that an offer of employment has been extended to an individual from the current Firefighters Eligibility Register.

Chief Wood provided a global outlook on the future of hiring in the fire service. He also noted that the upcoming changes will impact some shift changes and that administration is preparing for this to ensure that everyone involved is set up for success.

E. Administration Benefits

To be held for closed session.

F. Appropriation Budget 2020-2021

This agenda item was covered earlier in the meeting with the Financial agenda topics.

G. Other Old Business

Chief Wood stated that there was no other old business.

IX. NEW BUSINESS

A. Resolution 2020-001 authorizing Sale or Donation of Personal Property

There was discussion regarding the items on the list and their status of going to auction or being donated. Turnout gear will be donated to a good home with a department in need or the Technology Center of DuPage will be considered. The mower will go to auction for sale.

*Trustee Kosiara motioned to approve Resolution 2020-001 A Resolution authorizing the Sale or Donation of Personal Property of the Glenside Fire Protection District. The motion was seconded by Trustee Olsen.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Olsen – aye*

*Trustee Osborn – aye*

*Motion carried.*

B. Other New Business

Chief Wood noted that there were none.

X. PUBLIC COMMENTS/QUESTIONS

There were none.

XI. CLOSED SESSION

*Trustee Kosiara motioned to recess the regular 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 6:25 P.M. The motion was seconded by Trustee Osborn.*

XII. RETURN TO RECESSED MEETING

*Trustee Kosiara motioned to return to reconvene to from closed session at 6:51 P.M. 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.*

No action was taken in closed session.

*Trustee Kosiara motioned to approve the wage and benefits discussed for 2020-2021 and to make the changes effective with retro for May 1, 2020:*

*The Chief position was approved to receive a 2.5% base increase, and additional 1% of base pay contributed by the District into the 115Trust for post-retirement employee healthcare, and provide 34 hours of compensation time in lieu of the canceled VOGH Fest;*

*the Deputy Chief position was approved to receive a salary adjustment and brought to a new base pay of \$129,625;*

*the Fire Marshal position was approved to receive a \$0.50/hour base increase and be added into the 115 Trust for post-retirement employee healthcare;*

*the Administrative Assistant and Secretary positions will receive health insurance benefits provided by the District for single coverage, split 85% of the cost to the District and 15% of the cost to the employee;*

*the Secretary position will receive a salary adjustment and be brought to \$23 per hour and be added into the 115 Trust for post-retirement employee healthcare;*

*the Part-time Fire Inspector position has received a \$0.50 per hour base increase;*

*Part-time firefighter/paramedic positions will receive a 2.5% base increase across all levels;*

*the 7G rate will be increased by 2.5% per hour and go to \$27.05/hr.*

*the Paramedic Services of Illinois contract paramedics will receive a 2.5% base increase;*

*The motion was seconded by Trustee Olsen.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Olsen – aye*

*Motion carried.*

XIII. ADJOURNMENT

The next regularly scheduled meeting of June 9, 2020 will take place at the regular time of 5:30 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

*Trustee Kosiara motioned to adjourn the meeting at 6:55 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 JUNE, 2020

/s/ Nicholas Kosiara, President