

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
AUGUST 8, 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 Trustee's at 5:40 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 Jim Turi.
- 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 Howard, Attorney Shawn Flaherty and Jim Turi 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 June 13, 2017 and July 11, 2017 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the regular meeting minutes of June 13, 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.

Trustee Kosiara motioned to approve and file the regular meeting minutes of July 11, 2017 and to approve, file and release the closed session meeting minutes of July 11, 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
Controller James Howard provided the financial report for the month of July 2017 noting the starting cash and investments for the District. Mr. Howard highlighted activity during the month for incomes and expenses, including year to date revenue.

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for July in the amount of \$475,153.82. 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.

Trustee Kosiara asked that the board move to New Business, agenda item A. Audit Presentation by Sikich LLP.

A. Annual Audit 2016-2017 Presentation by Sikich LLP

Mr. Brian LeFevre addressed the board and thanked them for their continued business with Sikich. He reviewed the independent auditors report containing details to the management responsibilities for the financial statements and the auditor's responsibilities. He then highlighted areas of the management's discussion and analysis, including financial highlights, fund financials, overall revenues, expenses and long term-debt.

Mr. LeFevre reviewed in detail the statement of revenues, expenditures and changes in fund balances for all governmental funds. He then summarized the statement of fiduciary net position for the firefighters' pension fund. He then noted the required supplementary information added to the audit as a requirement of Governmental Accounting Standards Board 67 as it pertains to the district annual audit. He also noted the district's percentage pertaining to the net position of the total pension liability.

Brian LeFevre of Sikich LLP stated the audit ran smoothly, like a well-oiled machine thanks to the efforts of Chief Wood, Administrative Assistant Laura Haiden and Controller James Howard.

Trustee Christopher motioned to accept the audit report as presented for the fiscal year May 1, 2016 – April 30, 2017. The motioned was seconded by Trustee Kosiara.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn - aye

Motion carried.

Trustee Kosiara requested that the Board recess the meeting at 6:08 PM to wish Jim Turi good luck on his retirement and thank him for his services and to enjoy some refreshments. Trustee Kosiara presented Jim Turi with his Glenside photo.

Trustee Kosiara requested that the Board return to the regular meeting at 6:16 PM.

VI. LEGAL ISSUES

A. Attorney Report

Attorney Shawn Flaherty said there was nothing to report.

B. Other items from the Attorney

Attorney Flaherty reported that the state budget was passed. Requirements have been placed upon Illinois Fire Chiefs. There will be educational, certification and time/rank requirements. This is for small towns that have made Police Department chiefs into fire chiefs. Full time firefighters will be required to have a certificate of appointment by commissioners, this will become statutory. Glenside currently gives oaths, not certifications.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Cassady said at the next meeting the results of the Lieutenant's Assessment will be reviewed.

The next regular scheduled meeting will take place on August 17, 2017.

B. Foreign Fire Insurance Board

Chief Wood reported that on Monday August 7, 2017, the Foreign Fire Insurance Board voted to approve custom table and chairs from Glendale Wood Works, for a training table on the apparatus floor. Seven gear bags are to be purchased for gear and boots. Also approved was the purchase of kitchen supplies. Chairs have been changed out for the upstairs kitchen and Admin kitchen; they are rolling chairs and are more durable.

Invoices for 22 heart scans have been received and paid. Another update on the cancer screening provided: Chief Wood has sent a letter stating a list of issues. Suggestions of possibly re-testing, money back, or of a different organization stepping in to help them out. Chief Wood is still waiting for an answer. Trustee Kosiara indicated he was not interested in a re-test, he would like a full refund.

C. DuComm Report

Chief Wood said the monthly meeting today was cancelled due to a lack of agenda items. Chief Wood drove by the new facility and much of the structure is up.

D. Other Announcements

Chief Wood reported that Nicholas Kosiara is the new president of the Northern Illinois Alliance of Fire Protection Districts.

Chief addressed Jim Turi's resignation letter.

The Commission on Accreditation for Law Enforcement Agencies (CALEA) asked Chief Wood to do an interview on August 15, 2017 for the Glendale Heights Police Department.

National Night Out had a nice turn out of approximately 400 people. The Jesse White Tumblers performed.

Chief Wood received a thank you from the Village of Glendale Heights for supporting the Charity Golf Classic. A total of \$23,000.00 was raised. Next year's Golf Classic is scheduled for June 15, 2018.

The Family Health and Safety Fair scheduled for Wednesday, October 4, 2017 from 5:00pm – 8:00pm. The photo shoot was today in front of the village hall.

We will be working with Republic Services to potentially assist with relief in the sharps disposal program. Republic is getting pricing from Stericycle of Glenview. Republic will possibly pick up the bill.

At Summerfest, both mules worked very well, resources were repositioned and it was very advantageous on closing night. The fireworks finale had 500 shells that did not go off. Glenside was busy at the fest, but staffed well. The Mass Casualty Incident trailer is to be at the station again next year. Trustee Kosiara noted that the golf course was littered with large debris from fireworks.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that we are down a vehicle. Quint 58 is currently at Emergency Vehicle Services waiting for a special valve. He is expecting the vehicle to be back by the end of the week.

Glenside purchased a thermal imager at a cost of \$8,000.00. It is becoming an industry standard to use such cameras. It can see in broad daylight, it has thermal throttles, it can see between wall stud spaces.

The camera will go to the officer on the engine.

Deputy Chief Cassady reported nothing new on the fire station.

B. Real Estate Transaction

Chief Wood represented the District and purchased the house next door, 174 E. Fullerton Ave., for \$135,001.00. There were no other bidders. Finalization of the transaction will take place on August 22, 2017. The house has been insured for \$150,000.00. There are

currently three tickets on the property for not maintaining the grass and the Village assured that those tickets will not transfer to Glenside Fire. Chief Wood was concerned that it would be an additional land mass for water retention requirements. The Village has assured him that it will not become one. Chief Wood is considering whether to keep the property as a separate parcel number or merge it or to merge with ours. If merged, will it affect the utilities, or, keep same address and separate parcel number were the concerns. The Deputy Chief will be overseeing the work. The load bearing walls will remain; rotten boards on back door will be replaced/repared. Considering a garage that will be used as a shed for the mule/lawn equipment/HazMat trailer. Parking lot lights will be modified to have a view of the house. The evergreens will be kept. A special code will be used to document the training facility to keep track of how often the building is used. More information to follow in next month's meeting and possible keys to tour the building. In five years, the structure will be re-evaluated to determine how many years of use will remain.

C. Lt. Assessment Center

Deputy Chief Cassady reported the Lieutenant Assessment Center took place on Thursday August 3, 2017. The day began at 6:00am with the assessors and candidates arriving at 7:00am. The assessment consisted of problem solving exercises, tactical exercises (Rich Schmidt's house was the example), a problem employee and an impromptu presentation from the candidates. Candidates met one on one with assessors to receive feedback and see how they ranked. Chief Wood and Deputy Chief Cassady will meet with the candidates for their observations. Results will include a forced matrix and preference points can be used. Results should be done by September 19, 2017. Chief Wood was looking for a change to the contract with the Illinois Fire Chief's Association from \$5,750.00 increased to \$5,905.00.

Trustee Christopher motioned to approve and amend the original agreement with the Illinois Fire Chiefs Association and to increase the maximum payout to \$5,905.00. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn – aye

Motion carried.

D. Other Old Business

The National Fallen Firefighters Foundation Golf Tournament is on Friday September 8, 2017. Golfers include Chief Wood and guest,

Trustee Kosiara, and Deputy Chief Cassady. Trustee Osborn will attend for dinner only. Trustee Christopher will not attend.
September 11, 2017 will be Patriot Day. The tolling of the bell occurs at 7:15pm.

IX. NEW BUSINESS

A. Audit Presentation by Sikich LLP

This agenda item was covered earlier in the meeting.

B. Other New Business

Chief Wood discussed the annual insurance renewal and rate increase for Property & Casualty, as well as Accident and Sickness for coverage from September 1, 2017 thru September 1, 2018. The new renewal premium will be \$44, 98.00 for Property and Casualty, due to adding the house next door for \$150,000 coverage. The new renewal premium for Accident and Sickness will be \$6,546.00 for career and \$3,988.00 for volunteer, due to an increase in hours of part-time employees working more than 25 hours per week.

Trustee Kosiara motioned to approve and continue coverage with VFIS/Midwest for insurance coverage, Property, Casualty, Accident and Sickness for September 1, 2017 through August 1, 2018. The motion was seconded by Trustee Christopher.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn – aye

Motion carried.

X. PUBLIC COMMENTS/QUESTIONS

Trustee Kosiara solicited any comments or questions from the public audience. Firefighter Kyle Lipponeur thanked the board for the Lieutenant Assessment Center. He stated that he learned a lot from the one on one process.

XI. CLOSED SESSION

Trustee Kosiara recessed 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 7:19 P.M.

XII. RETURN TO RECESSED MEETING

Trustee Kosiara reconvened from closed session at 7:31 P.M.

No action taken in closed session.

XIII. ADJOURNMENT

The next regularly scheduled meeting of September 12, 2017 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 7:32 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 12th DAY OF SEPTEMBER, 2017

/s/ Nicholas Kosiara, President