

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
SEPTEMBER 12, 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 5:30 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 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 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 August 8, 2017 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the regular meeting minutes of August 8, 2017 and to approve, file and release the closed session meeting minutes of August 8, 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 August 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. He stated that the year-to-date revenues are about 3% under budget but there is no concern with the District's reserves balance. The District's budgets are on trend so far for the year.

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for August in the amount of \$343,865.06. 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.

Chief Wood briefly discussed the interest percentages for the District's investments. He then discussed the anticipated additional capital purchases which might take place for the remainder of the calendar year.

The Controller was released and dismissed from the meeting.

VI. LEGAL ISSUES

A. Attorney Report

Chief Wood stated the Attorney Flaherty was reviewing a contract for a new Sharps disposal company that was being worked on with the Village's cooperation.

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 Board of Commissioners met in August and calculated scores for the August 19th posting of the Lieutenant's Promotion List. Candidates were notified and the option for military eligibility points was offered to them.

The next regular scheduled meeting will take place on September 17, 2017 and the final Lieutenant's Promotion List will be approved and posted.

Deputy Chief Cassady went on to say that the Full-time Firefighter process has been started with College of DuPage and the signing of the contract between parties. At this time Lisle & Hampshire Fire are anticipated to be in the consortium. Applications will begin to be accepted in January of 2018.

B. Foreign Fire Insurance Board

Chief Wood stated that there was no update since the last meeting.

Firefighter Hammond has completed his survey to check for a retest of the cancer screening. Everyone expressed their disappointment with the process but believe that the future will be better with new testing.

C. DuComm Report

Chief Wood said the proposed meeting schedule for 2018 will be changed to every other month. The new facility is anticipated to be completed in August of 2018 along with the new CAD system to be in place. The new phone system should be completed in October of 2017.

D. Other Announcements

Chief Wood reported that Northwestern Business Occupational Medicine has notified the District of a 5% fee increase for physicals starting October, 2017. There has been no increase since 2013 and we will budget for the increase accordingly.

The Daily Herald reported that Wheeling Fire Department is now charging for invalid assist calls at a rate of \$600 (after an initial acceptable number). The Board would like the District to stay at status quo and not charge for our department's invalid assists.

The Fall Festival of Flavors will take place on November 8, 2017 at the Shriners in Addison. Tickets are \$60 each and RSVP's should be provided to Chief Wood.

The Illinois Fire Safety Alliance annual Luncheon will take place on October 19th this year at Bobak's in Woodridge. There was discussion about attendance.

The Northern Illinois Alliance of Fire Protection Districts Fall Seminar will take place on October 21st and will cover personal information and keeping it private. There is no fee for the seminar but registration is required online.

Chief Wood reported that a thank you was received from the Glendale Heights Police Department regarding their CALEA Accreditation review and our cooperation of sharing information from Chief Flint.

The Village's annual Show & Shine Car Show will take place again on September 17, from 10AM until 3PM. The Fire District will perform an extrication demonstration at noon that day. The October Fest will also be going on at that time.

The annual Family Health and Safety Fair will be on Wednesday, October 4th this year at the Village of Glendale Heights Sports Hub. The District will once again be present with tables and giveaways as well as a photo opportunity for kids and our participation in the Teddy Bear Clinic.

Chief Wood said that Bullard has requested the use of the helmet that Firefighter/Paramedic Mendlik wore when his injury occurred. The display would show the impact of plastic on first responders. Mr. Mendlik wants to share his story and has agreed to work with them. The Board and Chief chose not to allow the original helmet leave the District's

premises. Pictures of him will be displayed next to a “stunt” helmet with pictures of his original helmet.

The Village of Glendale Heights has a new Assistant Village Manager, Mike Marron.

Deputy Chief Cassady mentioned the annual DuPage 100 Hundred Club Dinner taking place this year on October 25th in Downers Grove. RSVP’s should once again go to Chief Wood.

President Kosiara shared a thank you from the National Fallen Firefighters Foundation that he received for the District’s donation of \$1,500.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that there was nothing to report on facilities at this time.

The only apparatus down recently was an ambulance M59 for new tires and then a bad fuel injector.

B. Real Estate Transaction

Chief Wood reported that the locks have been changed and a key box has been added to the property next door. The landscape has been modified for safety purposes with bushes removed and the fence is to be relocated to the West side of the property. The old shed foundation will be removed and utilities will be back up and running shortly. The 1985/6 furnace is in good shape and will continued to be used. There was discussion regarding the pros vs. cons of putting a sign to identify the new training center for the District. A determination will be made at a later date. The plat of survey will be requested through the Village of Glendale Heights.

Chief Wood said the priority was to make the structure safe for the anticipated training environment.

C. Lt. Assessment Center

Deputy Chief Cassady reported that all information regarding the testing was provided under the Commissioner’s section.

D. NFFF Golf Outing – 9//2017

Administrative Haiden provided a summary of the annual Chicagoland’s Memorial Golf Tournament benefitting the National Fallen Firefighters Foundation. It was once again a successful outing and it was a beautiful day for golf. The district’s assistance and sponsorship is always appreciated.

E. Other Old Business

Chief Wood reported that students and teachers from the Glenside Middle School visited the fire station’s September 11th Memorial Display

in the lobby for their history classes on September 11th. There were approximately 215 students who came through.

IX. NEW BUSINESS

A. Security Upgrades

Chief Wood reviewed the Sound Inc. camera proposal in the Trustee's books. Cameras originally installed in 2003/2004 are marked for upgrade to high definition cameras for the outside of the building and new cameras to view the next door property. The old cameras will be used inside the building if necessary for replacement. The proposal is not to exceed \$15,000.

Trustee Christopher motioned to approve and purchase the new cameras under the proposal from Sound Inc. in an amount not to exceed \$15,000. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn – aye

Motion carried.

Trustee Kosiara said protecting our investments and personnel is always the Board's priority.

B. Lexipol

Deputy Chief Cassady provided information to the Board of Trustees on a software program through Lexipol that is a provider of risk management policies and training for over 300 fire departments across the nation. The web based program would incorporate our current policy manual along with state and federal laws to keep us current at all times. Training materials are provided up to ten times monthly for employees and are tracked to ensure that all employees required to have the training have completed it. The subscription is based on the number of personnel and will cost approximately \$5,000 annual for our group rate with a discount and provides 50 additional hours of assistance. Initial setup is separate and can be done as a standard cross reference or comprehensive full customization of the program to tailor to our needs. The cost of this can run between \$5,800 and \$9,600. There was discussion on the need and value of the program and how it ties into our current attorney's responsibilities. Some research will be conducted and feedback will be requested from the current fire departments in Illinois using the program before a determination is made.

C. Other New Business

Chief Wood mentioned that the last records disposal for the District took place in 2013. We will be moving forward in the last quarter of the year to complete one for 2017.

X. PUBLIC COMMENTS/QUESTIONS

There were no public comments.

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 7:15 P.M.

XII. RETURN TO RECESSED MEETING

Trustee Kosiara reconvened from closed session at 7:37 P.M.
No action taken in closed session.

XIII. ADJOURNMENT

The next regularly scheduled meeting of October 10, 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 7:37 P.M. The motion was seconded by Trustee Christopher. 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 OCTOBER, 2017

/s/ Nicholas Kosiara, President