

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
OCTOBER 9, 2018
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 Mr. Brad O'Sullivan for Controller James Howard were also in attendance.
- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS
The rescheduled meeting minutes for the Board of Trustee's meeting held on September 4, 2018 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the rescheduled meeting minutes of September 4, 2018. 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
Mr. Brad O'Sullivan spoke on behalf of Controller James Howard provided the financial report for the month of September 2018. Mr. O'Sullivan highlighted activity during the month and added that property tax difference of 5% in comparison to last year's numbers was due to the end of the District's bond obligations. He also noted that 42% of the fiscal year has been completed so far. Revenues compared with last year's numbers reflected minor differences. The capital expenditures for the month were due to the electrical work required for the new DuComm equipment coming into the station. Mr. O'Sullivan also noted that all operating funds were below the 42% projected budget.

He then reviewed the investments for the District and their locations across accounts.

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 \$283,668.22. 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 noted that the Glenside Pension Board had submitted a letter to the District requesting \$825,686 contribution for the 2019-2020 fiscal year to meet the requirements of the funding guidelines set for the Pension board by the State of Illinois. This amount was 23% less than last year's request. By State law the Pension board must ensure their funds are at 100% of anticipated disbursements by the year 2040.

Trustee Kosiara asked that the Board members move to New Business, Agenda item A. Annual Audit 2017-2018 Presentation by Sikich LLP.

Sikich representative Anthony Cervini came in place of Partner Brian LeFevre for the presentation.

Mr. Cervini stated both the Auditor's Communication to the Board of Trustees and the Annual Financial Report for the year ended April 30, 2018 were presented to the Board of Trustees for the annual audit of the Glenside Fire Protection District, May 1, 2017 – April 30, 2018. On page one was noted the independent audit report review made by Sikich LLP which included the fact that all Governmental Accounting Standards Board (GASB) requirements had been met by the Glenside District during their audited time frame. They provided their highest level of assurance from an auditor's standpoint.

Within the MD&A-1 page was an executive summary required by GASB regulations. It had been prepared by the District and reviewed by the auditors and includes the "reasons why things change from year to year" within the District finances.

Mr. Cervini highlighted the following pages of the audit for the Board:

- Page 3 of the audit presentation showed the statement of net position for the District.
- Page 4 reviewed the long-term income position comparing last year and this year.

- Page 5 showed balance sheets for the fiscal year ending on April 30, 2018. Mr. Cervini focused on the General fund which was comprised of both the Corporate and Ambulance funds.
- Page 7 showed the statement of revenue and expenses and their changes from the previous year.
- Page 10 reviewed the changes in position for the Glenside Pension Fund compared with previous years.
- Page 17 focused on notes to the financial statements and included the fact that as of April 30, 2018 the District's investments were all compliant with collateralization policies or were FDIC insured.
- Pages 36 and 37 reviewed the actuarial information for the Pension Fund, noting that it was 61.4% funded to date.
- Pages 54 and 55 showed the summary schedule comparison of tax values versus levies and collections for the last ten years.

Mr. Cervini completed his presentation and asked the Board if there were any questions. There were none. President Kosiara thanked Mr. Cervini for his attendance to the meeting and substitution for Mr. LeFevre.

Chief Wood then discussed the renewal of the Sikich contract with the District. The renewal is a three-year extension request. It was advised that the District continue with Sikich since only one year has been completed with the current Controller and auditor working together. Noting outstanding comments made about the District and their annual audit, as well as the smoothness of the process, Chief Wood recommended extending the contract the three years. The board agreed noting that once the contract is received, they would like to be apprised of the cost increase. Chief Wood will comply with the request.

VI. LEGAL ISSUES

A. Attorney Report

Chief Wood stated that there were none.

B. Other items from the Attorney

Trustee Osborn asked about the status of the tax objections received by the District. Chief Wood stated that the tax objections are still being reviewed and negotiated by our legal team. There are no new updates to provide at this time.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Cassady stated that the next regular Fire Commissioners meeting will take place on October 18, 2018. This will be the last monthly scheduled meeting in 2018. The schedule for 2019 will be set at the next meeting. Commissioner Guzman is scheduled to take the last required

training module in November through the Illinois Police and Fire Commissioners organization.

B. Foreign Fire Insurance Board

Chief Wood stated that there was nothing new to report at this time. Additional discussion will take place under New Business on the agenda.

The next meeting will take place in November, 2018.

C. DuComm Report

Chief Wood stated that the new CAD System has been delayed by DuComm until June, 2019. The equipment will continue to go into fire stations in late 2018 and spring of 2019 but will not be functional until June. Trustee Kosiara asked if modifications would be needed since the system functionality cut-over had been pushed out? DC Cassidy replied that he will stay on top of the information provided by DuComm but he anticipated no additional changes would be necessary.

The new building and switch over from the old DuComm location went well and everyone appears to be pleased with the progress.

Trustee Kosiara asked about the empty alerts, about 20 seconds of dead silence, he has been receiving over his radio. DC Cassidy said he would investigate the concern.

D. Other Announcements

Chief Wood updated the board members on recent calls including a trauma call requiring the District to go to Good Samaritan Hospital. The call will be considered for submittal for excellent. Our folks keep doing what they do very well every day.

The Village of Glendale Heights will once again be sponsoring their Christmas Sharing Project which takes place between November 19th and December 7th when gifts are due to be brought in. The administrative staff has committed to supporting these efforts again this year. President Kosiara spoke on behalf of the board providing his unwavering support for this out office excursion.

Jane Mosher, age 94, recently passed away. Jane was the administrative assistant for the District in the 80's and 90's.

Part-timer David Zielinski has accepted a full-time paramedic position with Paramedic Services of Illinois and has been assigned to the Glenside Fire District.

A thank you note was received from DuComm for our training room over the past year. They have extended an invitation to use their new room if the District would ever be in need of it. Area Chief meetings are being evaluated for their location for ease of travel and saving of time. The DuComm Fire/Police Operations meeting may return to Glenside's location.

An update on the National Fallen Firefighters Foundation Memorial Golf Tournament in 2018 was provided by Administrative Assistant, Laura Haiden who stated that the support from the Board of Trustees and Glenside District and Glenside Firefighters Union over the past 10 years was greatly appreciated. The outing was once again a huge success and raised over \$50,400 for the foundation putting them in the top tournaments across the nation once again. It was noted that there will be no golf tournament in 2019, but that a Stair Climb benefitting the foundation may take place in 2020.

Chief Wood presented a plaque and flag associated with the District's support and involvement in the tournament to the Board of Trustees.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that the research on the ambulance replacement continues and all options are being considered. A remount of the existing box will save approximately \$45,000 versus a new purchase. Clarification through our attorney will be necessary to define the bid requirement process for the replacement. Trustee Kosiara asked about converting the considerations for a new cab versus a new chassis and the required safety standards. Trustee Osborn asked if the current box would fit properly on a newer chassis. DC Cassady addressed both questions and stated that a brand new purchase could result in the loss of some box space.

Deputy Chief Cassady said that the only building and facilities update is the consideration for the new fitness room. This item will be discussed in more detail later in the agenda.

B. 50th Anniversary

Trustee Osborn updated the remaining board members on the status of the new patch for the District. Administrative Haiden passed out final paper versions of the new patch and asked the board members for their feedback and critique. She also stated that a physical sample of the patch will be requested so that the final version can be approved and purchased by mid-November.

Committee members have met with a representative regarding the anniversary book.

Once the patch process is completed the committee will be moving forward with additional tasks on their agenda.

C. HVAC Project Bids

Deputy Chief Cassady reported that the two bids received were \$15,000 apart, but that neither had gone into great detail as to the concerns stated in the bid requirements regarding air flow in the space designated. After meeting with the demolition and build out company and considering the bids provided, the project is now estimated at around \$80,000. Chief

Wood and DC Cassady met with the architects who designed the current building to recommend some additional guidelines. Chief Wood and DC Cassady will be consulting with the committee members as to next steps in the process. Trustee Kosiara would be in favor of having the District participate in the project and share in the cost along with the Foreign Fire Tax Insurance Board.

D. Other Old Business

Chief Wood said there was no other old business to discuss.

IX. NEW BUSINESS

A. 2018-2019 Audit Presentation - Sikich

Agenda item was addressed earlier in the meeting.

B. NIAFPD Conference

Chief Wood stated that there is an NIAFPD Fall Seminar taking place on Saturday, October 20th. Trustee Osborn will be attending.

Chief Wood then provided the information sheet on the 2019 Northern Illinois Alliance of Fire Protection Districts 26th annual conference taking place January 27th through 29th. The outline for the program is not yet available. He asked for RSVP's for attendance as soon as possible so that registration can take place.

C. Fall Festival of Flavors

Chief Wood noted that the Fall Festival of Flavors benefitting the GlenOaks/AMITA Hospital Foundation will take place on Wednesday, November 7th of this year. Chief Wood asked for RSVP's for attendance to the annual event.

D. 100 Club

Chief Wood stated the annual DuPage 100 Club dinner is taking place on Wednesday, October 14th this year. The Glenside District will not be represented this year.

E. Trustee Election 2019

Chief Wood announced the Trustee Osborn's position is expiring in 2019 and an election will be required.

F. Other New Business

Chief Wood said there was no other new business to discuss.

X. PUBLIC COMMENTS/QUESTIONS

There were no public comments.

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 7:12 P.M. 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.

XII. RETURN TO RECESSED MEETING

Trustee Kosiara motioned to reconvene from closed session at 7:35 P.M. Trustee Christopher seconded the motion. 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.

XIII. ADJOURNMENT

The next regularly scheduled meeting of November 13, 2018 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 7:35 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 13TH DAY OF NOVEMBER, 2018

/s/ Nicholas Kosiara, President