

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
DECEMBER 11, 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 Trustees 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 Brad O'Sullivan, present for Controller James Howard, were also in attendance.
- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS
The regular meeting minutes for the Board of Trustees meeting held on November 13, 2018 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the regular meeting minutes of November 13, 2018 and to approve, file and release the closed session minutes of November 13, 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. O'Sullivan provided the financial report for the month of November 2018.
Mr. O'Sullivan highlighted activity during the month and noted that 58% of the fiscal year's budget has been completed so far. Revenues compared with last year's numbers reflected minor differences. Property tax collection is at 99% for the year to date so far. He also noted that the annual Pension transfer had been recorded earlier this year.
Mr. O'Sullivan noted that the District's debt for bonds owed will be completed in December of this year. He also reviewed the investments for the District and their locations across accounts. He reviewed the operational expenses for the District thus far this year.

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for November in the amount of \$335,034.83. 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 stated that the last bond payment will be made with a check at the end of the month. A tax objection for 2017 was received and highlighted the tort liability fund.

VI. LEGAL ISSUES

A. Attorney Report

Chief Wood stated that there were none.

B. Other items from the Attorney

Chief Wood stated there are no new updates to provide at this time.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Cassidy stated there was no information to provide.

B. Foreign Fire Insurance Board

Chief Wood stated that there was no meeting since the October meeting. Progress on the HVAC system will be discussed later in the agenda.

C. DuComm Report

Chief Wood stated recent outages occurred with the StarCom satellite system. DuComm Fire has a VHF backup but the police side does not. DuComm is looking into the issues but there is no current explanation to provide.

D. Other Announcements

Chief Wood noted that two police officer retirements will take place in January, 2019 for the Glendale Heights Police Department.

Glenside Administration participated in Christmas sharing, assisting eleven individuals through the VOGH program. The union covered the front office and also donated money towards shopping.

The VOGH senior luncheon took place at Glendale Lakes last week. Chiefs Wood and Cassady volunteered to assist with serving lunch at the holiday event.

The Knollwood Fire Department near Lake Bluff has been absorbed by surrounding towns. There were surplus items available for auction and we purchased several in the amount of \$515.

Chief Wood noted that an invitation had been received for a holiday party given by Sawyer Falduto. The district representatives are unable to attend.

District 16 superintendent Dr. Joe Williams attended the Glenside December staff meeting. He stayed for about an hour. The new Glenside patches should be received by the end of the week. Steps are being prepared to put the patches on uniforms and vehicles at the start of 2019.

Chief Wood noted administrative Haiden will be out of the office for the end of December and early January for personal reasons.

Chief Wood discussed the NFPA usage for firefighter helmets with the board. He noted that helmets under NFPA are certified for only ten years. There was discussion as to whether firefighters can keep or purchase their own helmets as the protective equipment expires. Past practice for the district has enabled surplus helmets to be donated to the Technology Center of DuPage. The board agreed and directed the Chief to surplus expired helmets and disseminate to active firefighters if requested.

III. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that work continues at the training house for new evolutions. Pictures will be provided at the next meeting.

The installation of the CAD Equipment will begin on December 20. The DC reminded the board that the system will not be operational until Summer of 2019.

Deputy Chief Cassady noted that engine 59 is out for A-Service with an additional 16-18 punch list items. The engine will remain out of service until the end of the year.

There was discussion regarding bringing engines and trucks to a truck wash for undercarriage cleaning related to maintenance.

Deputy Chief Cassady will be compiling an apparatus committee for the purchase of a new ambulance. Trustee Kosiara requested a target completion date for the recommendation of the committee. DC Cassady anticipated a recommendation to be provided at the February board meeting.

B. 50th Anniversary

Trustee Osborn updated the board noting that the patch will be arriving at the end of the week. Anniversary book pictures are being received from previous employees and the book is beginning to be compiled. Trustee Kosiara asked about the creation of a Facebook page for the district. After some discussion Chief Wood said it would be looked into. He also noted that an unofficial page currently exists for the district.

C. HVAC Project Bids

Chief Wood reported that a meeting was held with FGM architectures regarding the new fitness room facility. Information will be provided by the end of the year and the district will go out for new bids.

D. NIAFPD Conference

Chief Wood stated that registration for the conference has been completed.

E. Other Old Business

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

IX. NEW BUSINESS

A. Meeting Schedule for 2019

A copy of the 2019 schedule for all board meetings of the Glenside Fire Protection District was made available to everyone present at the meeting. The list will be placed in the District's vestibule for public acknowledgement, placed on the District's website and provided to any and all written requests received by the District.

B. Part-time Fire/Medic Program

Chief Wood informed the board that a revised part time program is being written for the future hiring of part time fire fighters. Chief Wood anticipated the new program will begin in February 2019. The attorney has reviewed all contracts and noted no concern for the new program.

C. Sikich Auditor Proposal 2019-2021

Chief Wood presented the proposal received from Sikich Auditing LLP as the board had directed at the October, 2018 board meeting. They are as follows:

2019	\$10,200
2020	\$10,500
2021	\$10,800

Trustee Kosiara motioned to accept the new proposal from Sikich Auditing LLP for the years 2019-2021. The motion was seconded by Trustee Christopher.

Roll Call Vote:

*Trustee Kosiara – aye
Trustee Christopher – aye
Trustee Osborn - aye*

Motion carried.

D. Other New Business

Chief Wood said the annual summary for the current employee assistance program with Perspectives has been received. Chief Wood summarized the amount of cases and noted that 32% of the current work force has utilized the program. The board noted their delight that the program is continuing to be used.

X. PUBLIC COMMENTS/QUESTIONS

There were no public comments.

XI. ADJOURNMENT

The next regularly scheduled meeting of January 8, 2019 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 6:56 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 8TH DAY OF JANUARY, 2019

/s/ Nicholas Kosiara, President