

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
NOVEMBER 13, 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 Controller James Howard were also in attendance.
- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS
The regular meeting minutes for the Board of Trustee's meeting held on October 9, 2018 were presented for review and acceptance.

Trustee Kosiara motioned to approve and file the regular meeting minutes of October 9, 2018 and to approve, file and release the closed session minutes of October 9, 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
Controller James Howard provided the financial report for the month of October 2018.
Mr. Howard highlighted activity during the month and noted that 50% of the fiscal year has been completed so far. Revenues compared with last year's numbers reflected minor differences.
Mr. Howard 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.

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for October in the amount of \$282,600.54. 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.

President Kosiara requested that the board move to New Business, Agenda item A. Ordinance 186 – Levy Assessing Taxes to complete the Controller's obligation to the District.

Controller Howard referred to the tax levy preparation handout provided to the members of the board. He reviewed the Consumer Price Index of 2.1% for the designated timeframe and overall increase in designated dollars. He also noted that the increase being requested by the District from the County is below the 5% maximum total and explained that is why a black box for the levy and public hearing were not required. There is a slight increase for the Pension Fund being requested, and is approximately \$30,000 above the amount requested by the Pension Fund for this year. Overall the District will see a \$100,000 increase from the previous tax levy.

Trustee Kosiara asked when the TIF Districts were expiring. Chief Wood answered, noting that 2020 or 2021 was the earliest.

Trustee Christopher asked if there was an update on the tax objections. Chief Wood answered, noting that there was no update at this time.

Trustee Kosiara motioned to adopt and file Ordinance 186 and Ordinance Levying and Assessing Taxes of Glenside Fire Protection District, DuPage County, Illinois for 2018. The motion was seconded by Trustee Christopher.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn - aye

Motion carried.

Copies of the Ordinance were signed as well as the Certificate of Compliance. Documentation will be filed as required with DuPage County.

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 Cassady stated that the final meeting for the Board of Commissioners had occurred in October, 2018 and that the next scheduled meeting will take place in early January to fulfill the quarterly meeting requirement of the Board.

Commissioner Guzman completed the last required training module through the Illinois Police and Fire Commissioners organization to complete the Commissioner certified training modules.

B. Foreign Fire Insurance Board

Chief Wood stated that the annual check was received in the mail today in the amount of \$32,526. The last meeting took place on Monday, November 1, 2018 where the dates for meetings in 2019 were set. The board is looking at replacing the recliners in the upstairs day room for the firefighters. The chairs are getting older and the last round of cost for repairs were more than expected. Replacement will be needed. The board will also be creating a separate kitty amount for replacement of pots, pans, dishware, etc. There are still allocated funds set aside for the new work out room.

C. DuComm Report

Chief Wood stated that there was no DuPage Chiefs meeting this month. Deputy Chief Cassady noted that the new date for completion for the DuComm CAD System is anticipated in 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.

D. Other Announcements

Chief Wood updated the board members noting that a meeting had been held with Illinois Public Risk Fund (IPRF) regarding the annual worker's compensation premiums. Rates have declined this year and the 2019 premium will be approximately \$146,000. The safety grant provided by IPRF was slightly increased to \$16,892. Trustee Osborn asked how the safety grant money will be spent. Chief Wood provided a variety of possible examples, noting that funds will be expensed in the area of promoting safety for our personnel.

Family in Faith Food Pantry is now open as of November 10th.

Trick or treating at Safety Town was very busy this year. There were two representatives from the District that assisted with handing out candy that evening and were located in the Safety Town firehouse location. The number of attendees was not yet available.

The Village of Glendale Heights Show and Shine Car Show took place on September 16th and the Village recognized the Fire District with a certificate.

There was discussion regarding recent incidents and an overturned semi-truck and trailer from the previous week.

On December 6th, the Senior Center Holiday Luncheon will take place at the Glendale Lakes Golf Club from 11AM – 2PM. Administrative representatives from the Glenside Fire District will assist with serving the seniors their lunches.

The annual Veteran's Day Ceremony was decently attended, according to Chief Wood. The Glenside ceremonial bell was used and the Village appreciated our presence at the ceremony.

Fire Marshal Shires will be retiring in April of 2019. Chief Wood informed the board that replacement staffing procedures will start to take place in early 2019.

Administrative Assistant Haiden will be out of the office at the end of the year for an extended time frame for personal reasons.

III. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Cassady reported that all apparatus is in the building and operational at this time. New tires have been purchased and installed on the Quint and one of the Engines. DC Cassady noted that ambulance invoices were recently received for repairs that took place over the last 6-9 months. Although the ambulance is working well right now, exploration into options for replacement are still taking place.

Deputy Chief Cassady reported that the training house is being reconfigured for future training. Acting Officer Hammond has spear-headed the project and is mentoring younger firefighters in tool use as they are working on building new internal design configurations.

Trustee Osborn asked about the driver's training simulator. Chief Wood noted that it will be returning to our station in December.

B. 50th Anniversary

The final patch selection and sample was reviewed by the Board of Trustees and approved to move forward as the new patch for the Glenside Fire District effective January, 2019 to kick-off the District's anniversary year.

Chief Wood also noted that the uniform company will be changing as well with the beginning of the year.

C. HVAC Project Bids

Deputy Chief Cassady reported that FGM Architects should be providing a bid specification to be tied into the architectural drawings for the District. They will be used for the HVAC project taking place.

D. NIAFPD Conference

Chief Wood stated that Administrative Haiden will be processing the registration for attendees to the NIAFPD conference taking place in late January of 2019.

E. Other Old Business

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

IX. NEW BUSINESS

A. Ordinance 186 – Levy Assessing Taxes

This agenda item was already addressed earlier in the meeting.

B. Resolution 2018-005 Sale or Donation of Personal Property

There was a brief discussion regarding the items on the surplus list within the Resolution contents. Some of the surplus hose will be donated to either the Village of Glendale Heights or College of DuPage and will require hold harmless signed forms for the donations.

Trustee Kosiara motioned to adopt and file Resolution 2018-005 A Resolution Authorizing the Sale or Donation of Personal Surplus Property of The Glenside Fire Protection District. The motion was seconded by Trustee Christopher.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Christopher – aye

Trustee Osborn - aye

Motion carried.

C. Administrative Benefits

To be addressed in closed session per Chief Wood.

D. Other New Business

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

Chief Wood did want to mention that Autumn Hamilton, the teenager burned in the outdoor recreational fire in May was now home in Lombard. She will require additional travel trips to Galveston, TX for more surgery but is doing well. Trustee Osborn added that she has an excellent support basis between family and friends.

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 6:53 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 7:48 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.

Trustee Kosiara motioned to increase the administrative assistant's base pay to a percentage amount equal to \$150.00 per month to cover health insurance costs beginning January 1, 2019. This change will also be taken into consideration for 2019 wages. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn– aye

Trustee Christopher - aye

Motion carried.

XIII. ADJOURNMENT

The next regularly scheduled meeting of December 11, 2018 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 7:49 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 11TH DAY OF DECEMBER, 2018

/s/ Nicholas Kosiara, President