

**GLENSIDE FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING  
MARCH 14, 2023  
OF THE BOARD OF TRUSTEES AT 4:30 P.M.**

- I. CALL TO ORDER:  
President Kosiara called to order the regular meeting for Glenside Fire Protection District Board of Trustees at 4:30 P.M.
- II. PLEDGE TO THE FLAG:  
The pledge of allegiance to the flag of the United States of America was recited.
- III. ROLL CALL:  
Present were Trustee Kosiara, Trustee Osborn and Trustee Foss. Trustee Kosiara requested that the meeting minutes reflect that Chief Cassady, Deputy Chief Buccola, Attorney Shawn Flaherty and Administrative Assistant Laura Haiden 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 March 14, 2023 were presented for review and acceptance.

*Trustee Kosiara motioned to accept, approve and file the regular meeting minutes of March 14, 2023 as presented and to approve, file and release to the public the closed session meeting minutes of March 14, 2023. The motion was second by Trustee Osborn. 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  
The report will be held.
- B. Other Items from the Controller  
The report will be held.
- VI. LEGAL ISSUES
- A. Attorney Report  
Attorney Flaherty reported on recent legislation in Illinois pertaining to the District. He noted that the paid leave bill that recently passed is for both private and public entities and was signed into law taking effect on January 1, 2024. He reviewed the hours of leave that employers will need to make available to their employees, noting that it will not override current policies, and will most likely only affect the part-time firefighters who do not receive any of these benefits today.

Some changes have taken effect regarding the Foreign Fire Insurance Tax Board with recent dispute to arbitration in another department. The FFITB now has express authority to hire legal counsel, an auditor, etc. as needed. It is not expected that this will impact Glenside.

There is a new requisite that will require the District to pass an ordinance recognizing the establishment of a new board coming from the general assembly. It will require that the District create a separate committee to evaluate efficiencies for the District every ten years. The first requirement is due in May, 2023 to establish the committee board. Three meetings will need to be held with separate agendas and minutes kept with a poll of questions and a variety of topics including but not limited to intergovernmental agreements, vehicle replacement schedules, and other District area to be evaluated. A report is then due to DuPage County 18 months later.

- B. Other items from the Attorney  
Chief Cassady noted there were no other items.

## VII. ANNOUNCEMENTS

- A. Fire Commissioners  
Chief Cassady noted the monthly meeting will take place this week and the board will meet again in April, 2023. The board will be preparing to post a notice for the upcoming Lieutenant testing with the exam taking place sometime around August 10, 2023.
- B. Foreign Fire Insurance Board  
Foreign Fire Board's next meeting will take place on April 8, 2023.
- C. DuComm Report  
Chief Cassady noted that there was no meeting this month. Chief noted that DuComm has been recently performing routine maintenance on the StarComm system.
- D. Other Announcements  
Chief Cassady announced that Firefighter Chris Wallin was recognized for his 30th service anniversary with the District.  
Live fire training is taking place in Carol Stream at the burn tower. Lieutenants are scheduled to shadow the incident commanders on scene during the training exercises.  
The OSHA response was received and is included in the board book materials. There were three items noted that have since been taken care of and two remaining non-safety related items that still need to be addressed.  
Chief Cassady referred to a handout in the board books, providing information on a future design addition to the training room. An example of a wall mural recognizing the District's history, personnel, vehicles and

possibly incidents scenes. The mural would be a collage vinyl with matte finish to go on the wall where the current personnel pictures are located in the training room. The quote received was for between \$1,500 and \$1,700. Another draft with the District's data will be worked on.

## VIII. OLD BUSINESS

### A. Apparatus and Facilities

Deputy Chief Buccola reported that the MES Scott air packs are scheduled for receipt at the end of April. Part-time new hires are being processed with one starting in house with ride-alongs and two others in the fire academy.

DC Buccola notes that the new engine is having its first preventive maintenance and punch list items cared for. The other engine has experienced some broken brackets and required an emergency call to be repaired. It will be out for a while.

Chief Cassady added that the Quint is out again and has been unreliable as a reserve engine. We may have to look at forming an apparatus committee sooner than later due to the estimated build time for new engines, which can be two years plus.

All ambulances are in house and in service as some recent repairs were completed in house. Recognition of Paramedic/FF Guevara was noted along with his helpers to install a new liner in the back of the ambulance. The personnel went above and beyond and DC Buccola extended the District's thank you and appreciation to them.

Nothing new to report on facilities.

Comptroller James Howard attended the meeting at 5:10 PM. He provided his report to the board.

Controller Howard covered the past month of the fiscal year ending February noting that 84% of the fiscal year has been completed. He highlighted all revenue lines, noting the revenue from ambulance fees this year is up over last year. He then reviewed the operating expenses for the year along with comparisons to this time last year as well as capital expenditures for the year so far. It was noted that transfers to the capital fund will take place at the April board meeting. A final overview of the District's cash and investments was also completed. There were no questions or concerns.

Banks are a hot topic these days and it was noted that the District is secure with its funds, covered by FDIC and appropriate pledged securities from all its banking associations.

*Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for February in the amount of \$442,454.28. The motion was second by Trustee Osborn.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Foss – aye*

*Motion carried.*

Other Items from the Controller

The required CMS Study cost report will be worked on by Mr. Howard's office on behalf of the District. The report is required to continue the additional medicare/medicaid payments received by the District.

B. Battalion Chief Rank

Chief Cassady noted that this agenda item will be held for closed session.

C. Other Old Business

Chief Cassady noted that the new phone system will be installed and operational for cutover on April 6th.

IX. NEW BUSINESS

A. Request for Bid Review – Gear Lockers

Chief Cassady noted that only one competitive bid was received. It was opened on March 6th. Prevailing wage was included in the bid.

*Trustee Kosiara motioned to accept the bid proposal from Feld Fire and not to exceed an amount of \$16,000. The motion was second by Trustee Foss.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Foss – aye*

*Trustee Osborn – aye*

*Motion carried.*

B. Job Descriptions Approval

Chief Cassady presented to the board revised and new job descriptions for all officer positions.

*Trustee Kosiara motioned to approve and replace the job descriptions as presented for the positions of Fire Chief, Deputy Chief, Battalion Chief and Lieutenant and to replace and include in*

*the current Board of Trustees Policies and Procedures. The motion was second by Trustee Osborn.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Foss – aye*

*Motion carried.*

C. Other New Business

Chief Cassady stated there was no other new business to discuss.

X. PUBLIC COMMENTS/QUESTIONS

There were none.

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)(8) of the Act (pending, probable or imminent litigation) at 5:46 PM. The motion was second by Trustee Osborn.*

XII. RETURN TO RECESSED MEETING

*Trustee Kosiara motioned to return from closed session at 6:35 P.M. The motion was second by Trustee Osborn. 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 April 11, 2023 will take place at the regular time of 4:30 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

*Trustee Kosiara motioned to adjourn the meeting at 6:37 P.M. The motion was second 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 11TH DAY OF APRIL, 2023

/s/ Nicholas Kosiara, President