

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
APRIL 11, 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 Trustee's at 4:32 P.M.
- II. PLEDGE TO THE FLAG:
The pledge of allegiance to the flag of the United States of America was recited and led by Administrative Haiden.
- 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, Bradley O'Sullivan for Comptroller James Howard, 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

Mr. O'Sullivan introduced himself and his accounting firm for the benefit of new Trustee Foss. He covered the past month of the fiscal year ending March 2023, noting that 92% of the fiscal year has been completed. He highlighted all revenue lines, noting the revenue from taxes received from DuPage County as well as interest income and ambulance fees collected so far this 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. A final overview of the District's cash and investments was also completed. There were no questions or concerns.

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented

for March in the amount of \$542,251.45. The motion was second by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Foss – aye

Motion carried.

B. Budget 2023-2024

Chief Cassady noted that a draft for the upcoming fiscal year 2023-2024 will be presented to the board at the May board meeting.

C. Year End Capital Transfer Authorization 2022-2023

Chief Cassady asked Mr. O'Sullivan if he was aware of the legislation regarding surplus funds being reviewed down state and how that might affect the District's funds. Our Capital Fund policy is our protection to establish the reason for surplus funds for the District

Trustee Kosiara motioned to transfer the budgeted amount of \$499,857 from the Ambulance Fund to the Capital Fund for the end of fiscal year transfer for 2023 and for better than expected results. And to transfer an additional \$150,000 from the Corporate Fund and \$500,000 from the Ambulance Fund to the Capital Fund in the total amount of \$650,000. The motion was second by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Foss – aye

Motion carried.

VI. LEGAL ISSUES

A. Attorney Report

Chief Cassady noted that the only legal activity is in regards to the Decennial Committee and the Resolution to be passed at the next board meeting.

D. Other items from the Attorney

There were no other items.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Chief Cassady said the next meeting to be held will be next Thursday on April 20, 2023. The Board will post notice for the Lieutenant Testing exam, currently scheduled for August 10, 2023.

B. Foreign Fire Insurance Board

Chief Cassidy said the board will meet next month on May 8, 2023.

C. DuComm Report

Chief Cassidy noted that John Lozar will be retiring from DuComm on April 21st. The DuComm operations chief meeting was held today after the DuPage Fire Chiefs meeting. There was discussion regarding the Village of Des Plaines application to Addison Central Dispatch Center after the application was declined by NorthWest Central Dispatch Center, who could not accommodate the request for both police and fire.

D. Other Announcements

Chief Cassidy announced that official groundbreaking for the Queen Bee District 16 new administration building will take place at the end of the month.

With some surplus funds in EMS, Stop the Bleed Training Kits were purchased for mass casualty situations. It is an unfortunate progression of our society but being able to Stop the Bleed is being recognized by law enforcement and schools as an additional need to be trained on.

The canvas results of the April election for the open position of Trustee for the Glenside Fire Protection District will be received from DuPage County on April 25th and will be recognized at the May Board Meeting.

DC Buccola shared some succession planning worksheets that have been created and are being reviewed with personnel. The goal is to provide personnel with the necessary training and pathways for their future and for the District succession planning goals. DC Buccola hopes that the District will never have to hire from the outside again. A new Battalion Chief book is also being created and worked on as a “road map” for the firefighter’s careers.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Buccola noted that it was a decent month for vehicles and most repair work was covered by warranties.

Chief Cassidy noted that we are beginning to look at state contracts for the replacement of the bureau car.

DC Buccola noted that landscaping upkeep is being worked on and other annual maintenance is scheduled.

B. Battalion Chief Rank

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

C. Other Old Business

Chief Cassady noted that the new phone system was installed last week and everyone is learning the operations of the technology.

IX. NEW BUSINESS

A. RES 2023-001 Decennial Committee Formation

Hold until legal counsel can advise Chief Cassady. Anticipate passing at the May board meeting.

B. SCBA Fill Station Purchase

Chief Cassady noted that the FEMA grant was awarded and \$50,200 has been deposited into the Glenside checking account. The vendor, Air One Equipment, is honoring the original quote provided from 2021 in the amount of \$55,220. The awardee is responsible for 10% of the cost of the item.

Trustee Foss motioned to pay Air One Equipment the agreed amount in the quote for \$50,220, recognizing the amount of \$5,020 was the District's portion towards the awarded grant for the new fill station. The motion was second by Trustee Osborn.

Roll Call Vote:

Trustee Foss – aye

Trustee Osborn – aye

Trustee Kosiara – aye

Motion carried.

C. Chief Admin Contract

Hold for closed session.

D. Administration Wages

Hold for closed session.

E. 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 5:31 PM. The motion was second by Trustee Osborn.

XII. RETURN TO RECESSED MEETING

Trustee Kosiara motioned to return from closed session at 6:58 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.

Trustee Osborn motioned to give a 3.5% base salary increase to administrative staff and part-time personnel, and to award Deputy Chief Buccola (in lieu of the increase), a \$5,000 stipend. The motion was second by Trustee Foss.

Roll Call Vote:

Trustee Osborn – aye

Trustee Foss – aye

Trustee Kosiara – aye

Motion carried.

Trustee Kosiara motioned to extend Chief Cassidy's contract for three years (36 months). The motion was second by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Foss – aye

Motion carried.

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 Osborn motioned to adjourn the meeting at 7:06 P.M. The motion was second by Trustee Kosiara. 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 9TH DAY OF MAY, 2023

/s/ Nicholas Kosiara, President