

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
MAY 10, 2022
OF THE BOARD OF TRUSTEES AT 5:30 P.M.**

- I. CALL TO ORDER:
President Kosiara called to order the regular meeting for Glenside Fire Protection District Board of Trustee's at 5:31 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 Assistant Haiden.
- III. ROLL CALL:
Present were Trustee Kosiara, Trustee Osborn and Trustee Olsen. Trustee Kosiara requested that the meeting minutes reflect that Chief Cassady, Deputy Chief Kolarik, Bradley O'Sullivan for Comptroller James Howard and Administrative Assistant 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 April 12, 2022 were presented for review and acceptance.

Trustee Kosiara motioned to accept, approve and file the regular meeting minutes of April 12, 2022 as presented and he motioned to accept, approve, and file the special meeting minutes of April 25, 2022 as presented. The motion was seconded by Trustee Olsen. 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 covered the past month of the fiscal year ending April, 2022, noting the fiscal year is now completed. He also highlighted all revenue lines and operating expenses for the year along with comparisons to this time last year. There were no questions or concerns.

There was conversation regarding the upcoming end of fiscal year audit for the completion of the 2021-2022 fiscal year. Discussion regarding the engine purchased in the previous fiscal year, but not yet received was discussed

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for April in the amount of \$440,703.38. The motion was seconded by Trustee Olsen.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Olsen – aye

Trustee Osborn – aye

Motion carried.

B. Other Items from the Controller

There were no other items from the Controller.

VI. LEGAL ISSUES

A. Attorney Report

Chief Cassady noted there were no legal issues to discuss.

B. Other items from the Attorney

Chief Cassady noted there were no other items.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Deputy Chief Kolarik said the Board of Commissioners did meet in April and there was discussion regarding the hiring and testing process. The board also received direction from the Board of Trustees to fill the firefighter vacancy.

B. Foreign Fire Insurance Board

Chief Cassady said the board met on May 9th for their quarterly meeting. Agenda topics regarding the change in treadmill brand, additional workout equipment, fans for the bunkroom and knife sharpening service were discussed. Heart scans for all employees is being coordinated through AMITA at Glen Oaks Hospital. Continued talks regarding gear lockers, bar stools and a 40" Smart TV for the upstairs kitchen were held.

C. DuComm Report

Chief Cassady noted that call volume is up 6% from the previous year. A thank you for the items dropped off for Telecommunicator's Week was received.

Executive Director Brian Tegtmeyer retired from DuComm to move on to the National Highway Traffic Safety organization. Bill Aldwin will be the acting Executive Director until the vacancy is filled.

Trustee Kosiara noted that the DuComm Executive Board asked about emergency operations updates. Chief Cassady explained that for training purposes, DuComm has been simulating emergency operations (old storm manual mode) to keep their staff familiar with the process in the event it is needed to be used. It seemed more frequent, because it was covering all DuComm shifts for a period of time. This also benefitted our staff and responders for when the events take place.

D. Other Announcements

Chief Cassady noted that the LARPA Grant was submitted to the County for consideration. The grant was for a reimbursement request of \$70,000 in capital equipment and \$64,000 in payroll expenses related to COVID illnesses and incurred overtime.

The District's annual audit will officially begin on May 20th when preliminary fieldwork will begin.

The "Humbler" is a new forcible entry prop and was purchased and received by the District. It is a great new addition to the District's training tools and will be used in joint training in June. The purchase will replace the borrowing of Elmhurst FD's door in the future.

New mannequins have been purchased for training purposes. They consist of a man, woman and child for training purposes.

The old vending machine will be sold via silent auction, with the auction ending on 5/24.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Chief Cassady reported that the new fire engine at Ferrara was not ready at final inspection. There is a remaining checklist of items that needs to be completed.

DC Kolarik noted that Fleet Safety Supply will be outfitting the new officer vehicle with lights, command setup and other items once received from Friendly Ford. He also been in contact with Foster Coach for review and preparation for the scheduled new ambulance purchase.

Deputy Chief Kolarik reported on facilities for the District noting that garage door openers and sensors have been breaking and either can't be services or replaced. Replacement is needed and will be administered through the bid process.

B. Firefighter Hiring

DC Kolarik spoke to the schedule for the current Eligibility List and testing for full-time firefighters. The written exam takes place this week on Sunday at the Glenside Library from 1- 3PM. There were 49 applications received.

Chief Cassady reported that the current eligibility list is now exhausted.

C. Strategic Planning Meeting Follow-up

Chief Cassady held discussion regarding the strategic planning meeting held on April 25th and recommended to continue with a follow-up meeting. Trustee Osborn noted that another special meeting should be held.

D. Other Old Business

There was no other old business.

IX. NEW BUSINESS

A. Resolution 2022-002 Proxy for Voting at IAFFPD Annual Meeting

There was a brief discussion regarding the need for a Proxy at the Illinois Alliance of Fire Protection Districts annual upcoming meeting on June 25, 2022. It was determined that with President Kosiara attending the conference, that he would be designated as the Proxy for The Glenside Fire Protection District for all voting purposes.

Trustee Kosiara motioned to adopt Resolution 2022-002 – A Resolution of the Glenside Fire Protection District, DuPage County, Illinois for 2022. The motion was seconded by Trustee Kosiara.

Roll Call Vote:

Trustee Olsen – aye

Trustee Kosiara – aye

Trustee Osborn – aye

Motion carried.

The proxy notification will be forwarded to the IAFFPD for recognition before the annual meeting.

B. IT Contract

Trustee Kosiara reviewed the one year contract submitted for IT contract services to the fire district from Leading IT as provided by Chief Cassady.

Trustee Kosiara motioned to enter into a contract with Leading IT per the contract received for IT services in the amount of \$2,300 per month. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Osborn – aye

Trustee Olsen – aye

Motion carried.

C. GH Charity Golf Classic

Chief Cassady requested that the board consider a sponsorship for the Glendale Heights Charity Golf Classic as has been done in the past.

Trustee Olsen motioned to sponsor the Glendale Heights Charity Golf Classic amount of \$1,250. The motion was seconded by Trustee Osborn.

Roll Call Vote:

Trustee Olsen – aye

Trustee Osborn – aye

*Trustee Kosiara – aye
Motion carried.*

D. 2022-2023 Draft Budget Presentation

Mr. O'Sullivan reviewed the details of the draft budget presented to the board for the 2022-2023 fiscal year. He noted that overall revenues were increased by nine percent from the previous year and ambulance fees end of year transfer to the capital fund was increased accordingly. In addition, several new grants are anticipated to be received. Expenses are anticipated to increase by approximately four percent with the majority occurring in the wages and benefits accounts.

Overall, a 5.7 million dollar operating budget for fiscal year 2022-2023 is being recommended, which includes an estimated \$1.1 million in estimated surplus dollars.

E. Administrative Wages and Benefits

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

F. 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 6:42 P.M. The motion was seconded by Trustee Olsen.

XII. RETURN TO RECESSED MEETING

Trustee Kosiara motioned to return from closed session at 7:39 P.M. The motion was seconded by Trustee Olsen. 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 provide cost of living increases to Administrative personnel, part-time firefighters positions and 7G rates as well as new stipends for part-time firefighters in the following manner:

Part-time employees (probationary rate) increased to \$15 per hour; all other part-time employee pay levels to increase by 2%, longevity rates increase by \$0.25 for each level, additional stipends will be administered based on completion of OSFM training:

<i>Fire Investigator</i>	<i>\$1.00 / hour</i>
<i>Vehicle Machinery Tech</i>	<i>\$0.50/hour</i>
<i>Rope Technician</i>	<i>\$0.25/hour</i>
<i>Trench Rescue Tech</i>	<i>\$0.25/hour</i>
<i>Confined Space Tech</i>	<i>\$0.25/hour</i>

Fire Marshal to receive a 2% base increase and \$10,000 base merit increase;

Administrative Assistant to receive a 2% base increase and additional 2% added to the 457 plan;

Secretary to receive a 2% base increase and 2% added to the 457 plan, upon 10 year anniversary will also receive a \$500 longevity increase and one additional week of vacation. The motion was seconded by Trustee Olsen.

Roll Call Vote:

Trustee Olsen – aye

Trustee Kosiara – aye

Trustee Osborn – aye

Motion carried.

XIII. ADJOURNMENT

The next regularly scheduled meeting of June 14, 2022 will take place at the regular time of 5:30 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

Trustee Olsen motioned to adjourn the meeting at 7:43 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 14TH DAY OF MAY, 2022

/s/ Nicholas Kosiara, President