

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
OCTOBER 12, 2021
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 5:30 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 Olsen and Trustee Osborn. Trustee Osborn requested that the meeting minutes reflect that Chief Cassady, Bradley O'Sullivan representing the Controller 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 September 14, 2021 were presented for review and acceptance.

Trustee Kosiara motioned to accept, approve and file the regular meeting minutes of September 14, 2021 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.

Trustee Kosiara motioned to accept, approve, file and release to the public the closed session meeting minutes of September 14, 2021. 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 September, 2021. He noted that 98% of anticipated property taxes from DuPage County had been received thus far and ambulance fees collected in September put the District at 88% anticipated budget for the year. All expenses are under budget for the year so far with the exception of the Audit fund which is almost complete for this year. He also noted that operational expenses were averaging around 42% and noted the surplus dollars for the District.

A final review of investments and accounts was provided to the board. Chief Cassady noted that ambulance transport numbers are also up this year and we are already equivalent to last year's numbers with the last quarter of the year still remaining. There were no questions or concerns from the board.

Trustee Kosiara motioned to accept and file the Controller's Report as presented and pay all accounts payables and payroll as presented for September in the amount of \$361,994.89. 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

The Controller noted that the annual tax levy ordinance will be reviewed and submitted for approval at the November board meeting.

Trustee Kosiara requested that the board move to New Business – Agenda Item A. Annual Audit 202-2021 Presentation.

Brian LeFevre, managing partner for Sikich LLP addressed the board and reported on the 2020-2021 annual audit for the Glenside Fire Protection District.

He began by reviewing the Annual Financial Report handout. He highlighted the MD&A - Management, Discussion and Analysis as prepared for the District by Controller James Howard. It was recognized that all assets were reported as required by GASB (Governmental Accounting Standards Board) and that the Pension plan now included in the District's reportings, were well funded. He then reviewed the fund balances for the District overall, focusing on the major governmental funds. It was also noted that the pension fund was structurally balanced with the phase of consolidation into the state fund coming up next month or two. The Pension Fund for the District is currently funded at 76.10% and noted that most pension funds average between 50-55%. Trustee Kosiara asked about the mandatory funding date. Mr. LeFevre replied that currently the mandate is to be 100% funded by 2040. The last ten years of levied taxes were then noted and reviewed. It was recognized that the District can rely on the tax extensions from the County as 98-99% have been collected each year.

Mr. LeFevre then reviewed the second handout, the Auditor's Communication to the Board of Trustees. This communication is from the auditor's and highlights any recommendations, improvements to the board

and any special notations for consideration as well as year end accrual journal entries.

Mr. LeFevre thanked administration members for their participation and efforts with providing the information required to complete the annual audit. Mr. LeFevre then thanked the board and noted that the terms of the current contract with the District were now fulfilled. A new contract would be submitted for their review for subsequent years.

President Kosiara thanked Mr. LeFevre for his time and efforts to keep the District compliant with their annual audit process.

Trustee Olsen motioned to accept the audit as presented by Brian LeFevre on behalf of Sikich LLP for the District's annual audit for year ending April 30, 2021. The motion was seconded by Trustee Olsen.

Roll Call Vote:

Trustee Olsen – aye

Trustee Kosiara – aye

Trustee Osborn – aye

Motion carried.

VI. LEGAL ISSUES

A. Attorney Report

Chief Cassady noted there were no legal issues to discuss.

B. Other items from the Attorney

Chief Cassady stated that there were none.

VII. ANNOUNCEMENTS

A. Fire Commissioners

Chief Cassady stated that a Fire Commissioner meeting was held on September 16, 2021. Commissioner Tautkus was elected as Chairman and Commissioner Guzman as Secretary. Two certificates for new firefighters were recognized and signed by the board. It is anticipated that only one more meeting will be held for the remainder of the year.

B. Foreign Fire Insurance Board

Chief Cassady reported that the annual funding for the board was received from the state in the amount of \$42,865.16, a nice increase from the previous year's amount. The District will deposit the check and then turn the money over to Foreign Fire for their fund. The next Foreign Fire board meeting will be held on November 8, 2021.

C. DuComm Report

Chief Cassady noted that the ETSB – Emergency Telephone System Board of DuPage County will be making a large radio purchase in the amount of over \$20 million. The mass purchase of these portables and

vehicles radios will then be provided to police and fire personnel in the County.

DuComm is also decommissioning the COM1 van and maintenance on other fleet vehicles as they are looking to go electric.

Trustee Kosiara noted the old Wall Street building is on the market for sale but said the tower continues to be used and still belongs to DuComm.

D. Other Announcements

Chief Cassady shared information about a recent fatality call in relation to a skateboarder on North Ave.

There is a new Deputy Chief in Hanover Park. There were two new promotions at Bloomingdale Fire who are former Glenside members.

We received word regarding the status of the grant submitted regarding the SCBA tank and bottles for the District. Unfortunately we were rejected, but due to volume of submissions we were not told why. DC Kolarik has grant writing experience and he will be tasked to follow-up with the grant writer on ideas of why we were denied.

The Pension Fund funds are due to be transferred/deposited on November 1, 2021 to the State of IL fund. Four months of estimated expenses and contribution will be held for bills and payments.

A letter from Glendale Heights was received thanking us for the participation in the 21st charity golf classic.

Chief Cassady noted that an American Rescue Plan Act was set into motion for additional COVID relief dollars, but it was only made available to fire departments/villages and not districts. DuPage County Fire Chiefs board will be addressing the concern and there is potential for something to come to us in the future.

The Hundred Club of DuPage Valor Dinner will take place on October 27, 2021 at the Double Tree Hilton in Lisle. There are no fire recipients this year, only three police recognitions. The District will not attend this year.

The District has received their grant from the Illinois Public Risk Fund Safety Award in the amount of \$18,661. The money will be spent specifically on safety related expenses for our employees.

Chief Cassady noted that Executive Chief James Grady for the Illinois Fire Chiefs Association recognized our own Administrative Assistant Laura Haiden for her efforts with the Chicagoland Memorial Stair Climb this year. This went out on the hot sheets to all fire chiefs in Illinois.

We also received a letter from the National Fallen Firefighters Foundation thanking the District for their support this year.

A letter from the Glenside Fire Pension Board under the hand of President Joe Taylor was received, requesting the tax levy amount of \$934,000. Chief Cassady noted this was only \$648 more than the previous year.

Trustee Kosiara said a fire district representative seat had been added to the IPIF board and was being filled by John Perry from Lisle FPD. A permanent seat can only be accomplished through caucus representation.

The NIAFPD – Northern Illinois Alliance of Fire Protection Districts was represented at the annual fire luncheon by President Kosiara. The fall seminar for the NIAFPD is taking place later this month if you are interested you can still register. And the annual conference is scheduled for January 21 and 22, 2022 – two days only in Oak Brook Hills. Registration information will be out shortly.

Chief Cassady said a thank you certification from the Village of Glendale Heights was received for the donation of our raffle prize for the 38th Show and Shine Car Show/Swap Meet. The District was represented by Acting Officer Hauser and FF Debelevich who performed and trained on Hands Only CPR for attendees. They also demonstrated the new virtual fire extinguisher system that was donated by Illinois Public Risk Fund, with a value of \$10-12,000. It will be useful and utilized in the future for Health & Safety Fair, business training and other public education events. A demonstration was held for the board members.

There was an extrication call on October 6, 2021 that utilized the new battery powered extrication equipment that had been previously demonstrated to the board earlier in the year. The equipment proves to be safe and effective and notably quiet compared to the old extrication equipment. It was noted that this contributed to a smoother response call because everyone could hear the officers and each other. The response time was also more immediate due to the ease of setting up the equipment which provided better efficiency for the call response.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Chief Cassady said a dumpster had been purchased and placed in our parking lot for cleaning of the training house and any unnecessary training materials. The furnace room in the station will also be gone through for unneeded materials and overall consideration during cleaning efforts.

The new engine is ahead of schedule so far. A few pictures were shared with the board members. It was noted that no production delays are anticipated for the vehicle.

B. Vaccination and Testing Policy

Chief Cassady noted that the policy had been finalized and that testing would be required on a weekly basis for those not vaccinated. A negative test will need to be provided by the employee in order to work shifts. He said the process was going well so far. He is continuing to look at testing at the station internally to offer the services to our employees. Roselle

and Bloomingdale fire stations currently have programs in place that would be modeled after.

C. Other Old Business

The new agreement for Chief Cassady, approved at the previous meeting, was signed by the Board of Trustees.

The swearing-in for Chief Cassady and Deputy Chief Kolarik will be together and take place on Friday, October 15th at 4:00 P.M. Refreshments will be served.

IX. NEW BUSINESS

A. Annual Audit 2020-2021 Presentation

This agenda item was completed earlier in the meeting.

B. Re-appointment of Commissioners

Chief Cassady noted that Commissioners Guzman and Tautkus have submitted letters of intent to continue in their current positions as Commissioners.

Trustee Kosiara motioned to re-appoint Commissioner Guzman to a two year term and Commissioner Tautkus to a three year term. The motion was seconded by Trustee Olsen.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Olsen – aye

Trustee Osborn – aye

Motion carried.

C. Swearing-in of Chief Officers

To be held on October 15th in the recessed meeting.

D. Other New Business

Chief Cassady stated that a service awards feedback survey went out to personnel and the results showed that a dinner over brunch was requested the most. There was discussion regarding dates and to try and complete this in the calendar year, we will see if Friday, December 3rd is available at Glendale Lakes Golf Club. Other input gathered from the survey was also shared with the board. Special recognition awards were discussed in more detail and will be considered to be added as part of the ceremony. Some criteria and measurements will need to be established first.

Water bottles have been received with the new logo and label for the District.

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 7:12 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.

XIII. RECESS

The meeting will be recessed until Friday, October 15th at 4:00 P.M.
The next regularly scheduled meeting of November 9, 2021 will take place at the regular time of 5:30 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

Trustee Olsen motioned to recess the meeting at 7:40 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.

XIV. RETURN TO RECESSED MEETING

Trustee Kosiara motioned to return to the recessed meeting at 4:00 P.M. on October 15, 2021. 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.

Present were Trustee Kosiara and Trustee Olsen, and Trustee Osborn. Trustee Osborn requested that the meeting minutes reflect that Acting Chief Cassady and Deputy Chief Kolarik was also in attendance.

Trustee Kosiara noted that the swearing-in of chief officers was taking place today and was pleased to see the response in attendance.

XV. ADJOURNMENT

The next regularly scheduled meeting of November 9, 2021 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 4:17 P.M. The motion was seconded by Trustee Olsen. 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 NOVEMBER, 2021

/s/ Nicholas Kosiara, President