

**GLENSIDE FIRE PROTECTION DISTRICT
MINUTES OF THE REGULAR MEETING
NOVEMBER 8, 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 5:30 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, Deputy Chief Buccola, 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 October 11, 2022 were presented for review and acceptance.

Trustee Olsen motioned to accept, approve and file the regular meeting minutes of October 11, 2022 as presented and to accept, approve, file and release to the public the closed meeting minutes of October 11, 2022. The motion was seconded 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 covered the past month of the fiscal year ending October, 2022, noting that 50% of the fiscal year has been completed. He highlighted all revenue lines, noting the revenue received from DuPage County in taxes 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 Olsen 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 \$357,901.04. The motion was seconded by Trustee Kosiara.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Olsen – aye

Trustee Osborn – aye

Motion carried.

B. Tax Levy Review

Mr. O’Sullivan reviewed that highlights of materials provided at the last meeting to the board, noting that the proposed tax levy will yield 4.96% over the previous year. This will provide the District with approximately \$264,000 in new money with \$242,000 going to the operational fund and \$22,000 to the Pension fund. It was noted that the Pension Fund request letter requested \$887,000 from the District for the 2022 year.

C. Other Items from the Controller

There were none.

Trustee Kosiara asked to move to the new agenda item A. Annual Financial Audit 2022 Presentation and asked Brian LeFevre of Sikich LLP to make his presentation.

Brian LeFevre, managing partner of Sikich LLP, addressed the District Board and presented the audit ending April 30, 2022 for The Glenside Fire Protection District. Mr. LeFevre noted that the GASB rules were all followed through to the completion of the audit. The MD&A executive summary was highlighted for the board members, noting that the auditors included their “clean opinion” on the financial statements. Mr. LeFevre reviewed the District’s funds including the Pension Fund. It was noted that the Pension Fund assets had been moved to the State mandated plans in late 2021. Trustee Kosiara asked when the 100% funded goal for the Pension Fund was extended to. Mr. LeFevre informed him that while the District is well funded today and fluctuating between 70 and 80%, the goal is to be fully funded by the year 2040. The annual schedule of property tax levies and collections was reviewed for the last ten years as presented in the audit.

Trustee Kosiara motioned to accept and file the Annual Financial Report as of April 30, 2022 for the District as presented. The motion was seconded by Trustee Kosiara.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Olsen – aye

Trustee Osborn – aye

Motion carried.

The legal publication notifying the public that the annual audit is completed will be advertised as required by law.

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

Chief Cassady said the last meeting took place on October 20th. A certificate of appointment was signed for newly sworn in firefighter David Zielinski. A meeting is not anticipated to be needed until 2023. The Lieutenant's list will be expiring in 2023 and an assessment center will be required.

B. Foreign Fire Insurance Board

Chief Cassady said the board met yesterday on November 7, 2022. Items approved for future purchase include a cordless vacuum, Yeti coolers for the vehicles, shower towels, a new day room television. The board is considering assisting with training costs for employees, particularly for lodging and travel expenses related to outside training. We are anticipating a request for proposal for the new lockers to be presented at the next meeting.

C. DuComm Report

Chief Cassady noted that no final decision has been made on a new director for DuComm.

D. Other Announcements

Chief Cassady said that all staff are helping with the preparations for the ISO inspection coming up later this month.

The gear reimbursement for the sets of personal protective equipment donated to Ukraine was received.

A special operations drill took place at the old General Mills facility. The training included ingrain dryer and simultaneous rescue in lower confined space was completed with area departments. Additional training at our house next door with SCBA was completed as well as propane gas tank training at Addison. Training overall is going very well. Leading IT, new IT company, held a meeting with Glenside staff. A new phone system is being investigated.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Chief Cassady noted that the offer on the 2010 Ferrara engine for sale is being processed via a transfer of funds. A punch list of items and replacement of tires will complete the agreed upon conditions of the sale.

Deputy Chief Buccola reported the status of various vehicles for the board members. Ambulances have gone through their bi-annual safety lane checks with the State of Illinois. All ladders have been annually tested and passed. The new Expedition was received and will now be equipped with lights, radios and command box to complete the vehicle and put it into service. The new engine is running great and a non-priority list of items is being made for when it receives its first preventive maintenance service.

No new information on the ordered ambulance at this time, but it was confirmed that receipt will not be expected until 2024. The box design specs will begin at the start of the new year.

In regards to facilities, DC Buccola noted that employees are willing to do minor repair work themselves when needed.

B. Battalion Chief Rank

Chief Cassady noted that after the ISO inspection they will get back to the memorandum of understanding between the District and the firefighters local.

C. Other Old Business

Chief Cassady shared a letter from a resident in regards to a recent carbon monoxide investigation call. Acting Officer Brian Hauser and his crew were recognized for their efforts as the resident conveyed her appreciation for their time, knowledge and thoroughness.

IX. NEW BUSINESS

A. Annual Financial Audit 2022 Presentation

This agenda item was covered earlier in the meeting.

B. Resolution 2022-004 MABAS IL Agreement

Chief Cassady informed the board that a new MABAS IL Agreement had been received and needs to be implemented by January 1, 2024. A copy of the agreement and corresponding Resolution were provided to the board for their review and acceptance. Chief Cassady noted that there was no reason to wait until next year to sign the agreement.

Trustee Kosiara motioned to adopt Resolution 2022-004 A Resolution Authorizing an Intergovernmental Agreement for

Participation in the Mutual Aid Box Alarm System. The motion was seconded by Trustee Olsen.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Olsen – aye

Trustee Osborn – aye

Motion carried.

C. Insurance Renewal Benefits 2023

Chief Cassady informed the Board that the annual health insurance coverage for employees will be renewing as of January 1, 2023. The average increase across all plans was 5.6%. Open enrollment will take place for employees in early December.

D. SCBA Purchase

Chief Cassady notified the Board that the SCBA bottles used by the firefighters will be coming up on 15 years of age and expiring in 2023. The District has attempted several times for grants to cover the cost of the purchase, but they have not been received. Two different models, Scott and MSA, were reviewed and tested by employees over the past several weeks. The grant application for the fill-station, related to those SCBA bottles, is still being evaluated by the AFG process.

Trustee Kosiara motioned to approve the purchase for Scott SCBA bottles and accessories per the quote presented by Municipal Emergency Services in the amount of \$169,495.00 and a not to exceed cost of \$180,000 for additional incidental costs. The motion was seconded by Trustee Olsen.

Roll Call Vote:

Trustee Kosiara – aye

Trustee Olsen – aye

Trustee Osborn – aye

Motion carried.

E. Other New Business

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

X. PUBLIC COMMENTS/QUESTIONS

There were none.

XI. ADJOURNMENT

The next regularly scheduled meeting of December 13, 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 7:02 P.M. The motion was seconded 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 13TH DAY OF DECEMBER, 2022

/s/ Nicholas Kosiara, President