

**GLENSIDE FIRE PROTECTION DISTRICT  
MINUTES OF THE REGULAR MEETING  
DECEMBER 12, 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 4:34 P.M.
- II. PLEDGE TO THE FLAG:  
The pledge of allegiance to the flag was recited and led by Chief Cassady.
- III. ROLL CALL:  
Present were Trustee Kosiara, Trustee Osborn and Trustee Foss. Trustee Osborn requested that the meeting minutes reflect that Chief Cassady, Deputy Chief Buccola, Comptroller James Howard, and Secretary Alex Galanopulos were also in attendance.

Trustee Kosiara requested that the board move to New Business agenda item A. Swearing in of New Firefighters - Oath of Office.

Three new full-time firefighters were sworn in by President Nick Kosiara on behalf of the Glenside Board of Trustees and welcomed to Glenside Fire Protection District. The new firefighters welcomed were Michael Guevara, Steven Gutierrez and Nicole Maslowski. Each new member had chosen a family member or Chief Cassady for the ceremonial pinning of the badge on his or her uniform.

Trustee Kosiara moved to recess the meeting at 4:48 PM for refreshments and photo opportunities with the new firefighters and their families.

Trustees Kosiara moved to reconvene the meeting at 5:09 PM.

- IV. MINUTES OF PREVIOUS TRUSTEES MEETINGS  
The regular and closed session meeting minutes for the Board of Trustees meeting held on November 14, 2023 were presented for review and acceptance.

*Trustee Kosiara motioned to accept, approve and file the regular meeting minutes of November 14, 2023 as presented. The motion was second by Trustee Foss. 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

Controller Howard covered the past month of the fiscal year ending November, 2023. 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. Approximately 98 percent of revenues related to taxes have been collected thus far. He then reviewed the operating expenses for the first half of the year and capital expenditures for the year so far. A final overview of the District's cash and investments was also completed. The GEMT invoice received covers July, 2022 through July, 2023 in the amount of \$353,000 and is due January 31, 2024. 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 October in the amount of \$408,444.66. The motion was second by Trustee Osborn.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Foss – 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 provided an update for the tax objection rate of 2020/2021. Negotiations are underway to have the objections removed from the books. Chief informed the board we received another tax objection for 2022.

- B. Other items from the Attorney  
There were no other items.

## VII. ANNOUNCEMENTS

### A. Fire Commissioners

Chief Cassady noted that Commissioners met last month and posted the final firefighters eligibility list. No meetings scheduled for December or January. The Commissioners will meet February 15, 2024.

### B. Foreign Fire Insurance Board

Chief Cassady noted that did not meet this month. No actions taken or purchases made. They will meet February 12, 2024.

C. Decennial Committee

The Chief informed the board that a final draft would be completed in the upcoming weeks for review before the final meeting in February, 2024. Chief Cassidy noted that he has been incorporating several recommendations provided by the Decennial members.

D. DuComm Report

Trustee Kosiara reported there is special meeting of the DuComm board of directors on 12/13/23 to discuss several items.

The first topic: a contract with a company that provides temporary employees. The company will be providing co-executive director to assist the current director due to a medical condition. The original contract was not to exceed \$20,000. They want to add another \$100,000 to the contract for an undetermined time. She is the former Director of Communication of Woodridge Police Department.

The second topic: DuPage Sheriff's Department has made an official request to join DuComm. There is a shortage of dispatchers and call takers and the concern is the volume of calls may be too much for them. Chief Cassidy reported DuComm is authorized to have 89 tele-communicators and there are currently 60 on staff. There are 8 tele-communicators in training and applications are up.

E. Other Announcements

Chief Cassidy announced the holiday gifts have arrived and are to be distributed in the coming weeks.

The Glenside Family Outing is happening tomorrow, December 13, 2023 at Dave & Busters from 7pm-9 pm. Attendance may be low due to illnesses going on.

Chief Cassidy is to be sworn in as the next president of the DuPage Fire Chiefs Association, on January 20, 2024 at their installation meeting.

VIII. OLD BUSINESS

A. Apparatus and Facilities

Deputy Chief Buccola reported an application for a grant through the State Fire Marshal's Office for small equipment is being submitted. Glenside has two new stair chairs to replace the current chairs, which are approximately 15-18 years old. The value of the grant is \$26,000.

Deputy Chief Buccola announced the Chief's new vehicle arrived earlier than anticipated. The vehicle will be picked up before the end of the week. Lights, sirens and radios have been ordered. This will help in moving forward toward the preparation of the Battalion Chief's vehicle. No update on the receipt of the ambulance as of yet.

A request for bid was created and advertised last month for the Fire Marshal vehicle. Received pricing for a gasoline vehicle and a hybrid as well. We received one proposal from Friendly Ford for a 2024 Ford

Escape Hybrid with a base price of \$38,000-\$40,000. Optional extended warranty is an additional \$4370/ 7 years or \$3500 / 6 years or \$3000/ 5 years.

The 2024 Ford Escape non-hybrid standard package price \$29,000. The optional extended warranty is an additional \$1800 for 6 years. Estimated delivery is between 4-6 months from date of order. The new engine should be back today from EVS.

*Trustee Kosiara motioned to approve the purchase a new vehicle through Friendly Ford not to exceed \$40,000.00.*

*The motion was second by Trustee Osborn.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Foss – aye*

*Motion carried.*

B. Other Old Business

Chief Cassady noted the compressor was delivered and installed. Glen Ellyn Fire Department has been over several times to use the system; their system is out of order.

Chief Cassady announced that Deputy Chief Buccola is setting up an apparatus committee to investigate the selling of the Quint and possible purchase of something else. Deputy Chief Buccola has a preliminary meeting on December 20, 2023 to talk about the expectations the committee will be tasked. Chief Cassady talked about upcoming significant repair bills for the Quint, which have been backed logged. Currently getting a quote for new carpeting for the training room.

IX. NEW BUSINESS

A. Swearing-in of New Firefighters

This agenda item was covered earlier in the meeting.

B. 2024 Calendar of Board Meetings

Chief Cassady presented the 2024 calendar of meetings to the Board of Trustees for approval.

*Trustee Kosiara motioned to adopt the 2024 calendar for all Glenside Fire Protection board as presented.*

*Trustee Kosiara asked the record to reflect that there was a unanimous approval of the motion with all members in attendance voting.*

C. Policy Update: Paid Leave Workers Act

Chief Cassady presented the new policy, effective January 1, 2024 for the recognition of the new Paid Leave Workers Act. This will affect our part-time personnel. Part-timers will accrue 1 hour paid time leave for every 40 hours worked for a maximum accrual of 40 hours per year. Hours not used can be rolled over and banked. Administrative Assistant Laura Haiden and Acting officer Kyle Lipponeur are looking into automating the process. There are two types of leave for scheduled work hours; foreseeable leave (planned time off) and unforeseeable leave (unplanned time off). Requests for paid leave are to be made 72 hours in advance. Paid leave cannot be used for holidays or during Summerfest. The attorneys have reviewed the policy and it will go into the existing policy. Glenside currently has 3 part-timers who have assigned shifts; they will benefit from this policy.

*Trustee Kosiara motioned to adopt the new Paid Leave Workers Act into the existing Glenside Policy Manual, as presented.*

*The motion was second by Trustee Osborn.*

*Roll Call Vote:*

*Trustee Kosiara – aye*

*Trustee Osborn – aye*

*Trustee Foss – aye*

*Motion carried.*

D. Other New Business

Chief Cassady stated he received a quote from Sikich: a proposal for a 2024 3-year contract for the annual financial report/audit for \$12,398.00. The price will increase \$600 each year after. Chief will discuss further with Administrative Assistant Laura Haiden. It is up for discussion to look for another firm or stay with Sikich. GASB report is an additional \$1500.00 for 3 years.

Update in changes of staffing and promotions: Over the next several weeks, the three new full-time firefighters will be training. Promotions to be determined because of staff shortage. We still have two fire fighters out on injury. January 10, 2024 will be a go/no go evaluation as to the progress of all personnel including injured personnel. Best-case scenario; January 22, 2024 is the date the new Battalion Chiefs and new Lieutenants assume their ranks. Their training will culminate on February 9, 2024, which will be the promotional ceremony for all officers. Chief has contacted the Senior Center for use of their community room for February 9, 2024. The swearing in ceremony would take place at the Trustees Board Meeting on February 13, 2024.

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 6:08 PM. The motion was second by Trustee Osborn.*

XII. RETURN TO RECESSED MEETING

*Trustee Kosiara motioned to return from closed session at 6:19 P.M. The motion was second by Trustee Foss. 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 January 9, 2024 will take place at the regular time of 4:30 PM at 1608 Bloomingdale Road, Glendale Heights, Illinois.

*Trustee Foss motioned to adjourn the meeting at 6:20 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 9TH DAY OF JANUARY, 2024

/s/ Nicholas Kosiara, President