

GODFREY FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING

On January 12, 2022, a special meeting of the Board of Trustees of the Godfrey Fire Protection District was held by video conference using Zoom at 2 PM. Attending the meeting by video conference were Trustees Fischer, Horn, and Ford. Also present were Fire Chief Cranmer, NorthStar Management representative Wojtkowski, members of the Fire Department, and legal counsel for the District.

Chief Cranmer was present at the #1 Fire Station to accommodate any members of the public who appeared for the meeting.

The meeting commenced with the President's statement of his determination that due to the COVID-19 omicron pandemic, it was prudent to hold the meeting by video conference pursuant of section 7 (e) of the Open Meetings Act. He noted that the notice of the meeting provided information regarding the means by which the public could join the meeting through Zoom.

The meeting next turned to a report from Mr. Wojtkowski in which he presented a summary of NorthStar Management's review of the three proposals which had been submitted for construction management services in connection with the construction of the new fire station. He indicated that four proposals had been received, but one that was rejected due to noncompliance with the requirements for the submission. The three firms which were reviewed were S.M. Wilson, Holland, and Helmkamp Construction. The summary which had been prepared in written form was then discussed with the Board. This included the qualifications and characteristics of each of the applicants, fee structure, and cost estimates which he noted varied widely. He noted that Wilson had the most detailed projected cost breakdown and indicated that the Helmkamp cost figure was likely not on target. The Holland proposal was less detailed. He reviewed the site supervision aspects of each proposal and suggested that Holland and Wilson were adequate while Helmkamp was likely not sufficient in his view. Concluding the presentation, Mr. Wojtkowski recommended that the Board interview SM Wilson and Holland.

Mr. Wojtkowski indicated that he would prepare sample questions for the interview process as well as a scoring matrix. He gave examples of items which should be the subject of inquiry such as billing rate versus cost rate.

Mr. Wojtkowski suggested that with the range of cost projections between \$6 and \$6.5 Million it may be necessary to reduce the scope of the project in order to retain sufficient funding from the Bond Issue proceeds for equipment purchases using the Bond. He noted that the original project budget had been pegged between \$2.5 Million and \$5.5 Million, but increases due to supply chain and other conditions including COVID had caused an inflation in material and labor pricing, He also noted that radio equipment, IT equipment, and furnishings would need to be considered in the overall cost of the project. There was discussion regarding including the advisory committee in the interview meeting.

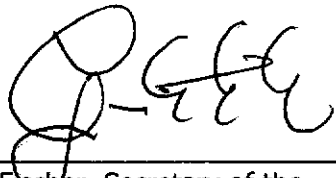
A motion was then made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to proceed with interviews with the Holland and Wilson firms. Mr. Wojtkowski was also requested to provide information the advisory committee from these two firms. Mr. Wojtkowski also indicated that he would notify the firms that were not selected.

The Board next discussed logistics for the interviews and it was suggested that a special meeting be held on Wednesday, January 19, 2022 at 2 PM in the Liberty Bank Community Room on Godfrey Rd. if the room is available. The Chief was requested to ascertain the availability of that location. Mr. Wojtkowski indicated that he would provide an interview schedule for the meeting.

The meeting next took up the approval of the minutes of the Board meeting held on December 27, 2021, and upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the minutes were approved as presented.

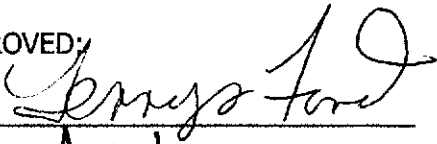
The chair next called for public comments. There were no public comments.

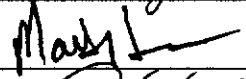
There being no further, or other, business to come before the meeting, upon motion duly made, seconded, and unanimously approved, the meeting was adjourned.



Gerard Fischer, Secretary of the
Board of Trustees

APPROVED:







Being all of the Trustees of the
Godfrey Fire Protection District