

GODFREY FIRE PROTECTION DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

On January 23, 2023, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held pursuant to the regular meeting schedule of the Board at the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois.

Attending the meeting were Trustees Ford, Horn, and Fischer. Also present for the meeting were Fire Chief Cranmer; NorthStar Management Representative Wojtkowski; Fire Commissioners Sowders and Clemons; Trustee Candidate Leonard; members of the Fire Department; and legal counsel for the District.

The meeting first turned to Announcements & Presentations. There were none.

The meeting next turned to New Fire Station Project Matters. Mr. Wojtkowski presented the Project Status Report for January 2023 in written form and related its contents to the meeting. He noted that the Guaranteed Maximum Price Contract Amendment had been executed; that a Request for Waiver of the sidewalk requirement had been submitted to the Village of Godfrey; and that a change order to the contract would be made when the Village of Godfrey approves the Waiver. He reported that the Long Term Stormwater Maintenance Agreement had been submitted to the Village of Godfrey and that a submission to the Illinois Department of Transportation for a curb cut permit is in process of submission. He also advised that the Low Voltage Contract will be removed from the work of SM Wilson based upon the work of FeatherShark. He advised that the low bidder for masonry work on the project, Dieker-Terry, has advised SM Wilson that it may be unable to perform the fire station masonry work. The Construction Manager has moved to the second low bidder who has agreed to match the Dieker-Terry price. The work will be performed by Sangiolo & Baker at the low bid value of \$377,225.00. Northstar has submitted the U.S. Census Bureau Project Tracking Information Report and will continue to do so on a monthly basis. A project sign has been approved and is being prepared. It will be in place prior to the groundbreaking. Builder's Risk Insurance is in process of placement and performance and payment bonding has been ordered by SM Wilson and will also be in place by the end of January. Under design matters, Mr. Wojtkowski indicated that work continues with Madison County with regard to the radio tower for the new station. DataTronics has opined that the District would continue to need an 80 to 90 foot tower to be able to communicate with VHF Paging Radio Communications. DataTronics has submitted

a cost for a tower in that range of \$99,616.00. A concrete pad would also be required for the tower. Other bids are being procured for the tower. The construction budget is being adjusted to include the 80 foot tower alternate. With regard to scheduling, Mr. Wojtkowski reported at site utility work should begin early in February and earth work is anticipated to start on March 1, 2023 with a 10 to 11 month duration expected for substantial completion. A groundbreaking is tentatively scheduled for February 16, 2023 at 10:00 a.m. and details regarding the groundbreaking ceremony are being developed. Future activities will focus on procurement of furnishings, fixtures, and equipment for the building. NorthStar will be working with the Fire Chief to develop a detailed schedule of needs and to identify equipment transfers from the existing stations to the new station. Mr. Wojtkowski indicated that the pay request structure will also be reviewed. The Board thanked Mr. Wojtkowski for his report.

The meeting next turned to presentation and approval of minutes for the prior meeting held on December 27, 2022 and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved, to approve the minutes as presented.

The meeting next turned to the Treasurer's Report. Mr. Fischer presented the Treasurer's Report. He indicated that the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Fund stood at a total balance at December 1, 2022 of \$2,539,416.03 with receipts during the month of \$340,733.70 and disbursements of \$237,694.15 leaving a balance at December 31, 2022 of \$2,642,455.58. The combined total was broken down with a balance of \$1,862,073.04 in the General-Emergency & Rescue-FICA/Medicare Fund; \$89,986.94 in the Audit Fund; and \$690,395.60 in the Insurance Fund. Mr. Horn indicated that the funds of the District are held in Illinois Funds at December 31, 2022 in the amount of \$2,584,637.92 and in Liberty Bank in the amount of \$57,817.66. He also presented the Fund Designation Report and he advised that the Bond Proceeds Funds are held in the amount of \$6,987,463.97 at December 31, 2022 with Liberty Bank holding \$1,627,863.17 in the Bond Project Fund; Carrollton Bank holding \$2,590,304.78; and CNB Bank holding \$2,581,532.28. Liberty Bank also holds the Debt Service Account with a balance in the amount of \$187,663.74 and Project Payment Account which holds \$100.00. Mr. Fischer reported that for 2022, Construction Expense total \$414,497.59 and Debt Service expense totaled \$312,025.00. Mr. Fischer advised that the Board packet also contained the Year to Date Comparison Report for the General-Emergency & Rescue-FICA/Medicare Funds Report; the December 2022 Budget Line Item Expenditure Report showing monthly fiscal year to date; and Budget Line Item Balance Report; the Audit Fund

Financial Statement as of December 31, 2022; the Insurance Fund Financial Statement as of December 31, 2022; the Pension Fund Financial Statement as of December 31, 2022; the Agency Fund Financial Statement as of December 31, 2022; the Tax Receipts and Disbursements Report through December 14, 2022; the Receipts & Disbursements YTD Comparison Report for December 2022; and the Detail-Receipts & Disbursements Report for December 2022. Mr. Fischer also indicated that the Warrant Report was contained in the Board packet. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to accept the Treasurer's Report as presented and to pay the District's bills as same come due in the ordinary course of business in accordance with the District's bill payment procedure.

The meeting next turned to the President's Report. The President had no report.

The meeting next turned to the Fire Chief's Report. The Fire Chief presented his written report in the usual manner and began his report by discussing calls for the year. He noted that the calls for the year were down slightly from the prior year with 65 fire calls and 1,698 EMS calls. There are approximately 5 to 6 calls per shift. There were 196 calls in the month of December.

Under personnel matters, the Chief advised that Nick Westerhold had completed all of his documentation, medical, physical, and background checks as a new employee of the Fire Department and he will begin work on February 7, 2023. He will report to the Fire Academy at the University of Illinois on February 27. The Chief reported that POC Firefighter Zach Botterbush had resigned to accept a full time position with the City of Alton. The Chief reported that SOG9-2 which is the Exposure Control Plan had been revised after review by legal counsel to include a position for a Designated Infection Control Officer.

Turning to grants, the Chief advised that the District will be applying for an AFG Communications Grant.

Under Station/Apparatus/Equipment. He reported that Unit 1410 is nearing completion and Unit 1422 has returned from repainting with a good result. The Department continues to work on the ESO computer reporting system with training being underway. The plan is to commence operation with the system on February 6. The Chief reported that the station bay doors are in need of periodic maintenance and that the cost is approximately \$750.00 per station. Overhead Door Company does the work. He is requesting authorization to have that work performed. The Chief advised that the new email program developed by FeatherShark is

going forward. FeatherShark will be assisting in setting up the email accounts. The Chief advised that he had solicited a quotation for third party fire hose testing in order to have an outside party do the testing of the hose in the same manner as ladders and pump testing. At this point, the Chief is recommending that Fire Catt be hired to perform this function. He explained how that firm does the work. He does not have individual cost figures for the testing of the hoses but there is a rate of 38 cents per foot for a three year contract term. He advised that the Bethalto, Alton, and Carlinville departments use this firm.

The Chief reported that business inspections were completed for 2022 and work is now moving ahead for 2023. A final walk through at the New Creative Kids Day Care has been performed.

Under training, 2022 training has been completed, however, two POC members did not complete training. One of those individuals, Zach Botterbush, has resigned as noted earlier in the meeting.

The meeting next turned to action items requested by the Chief. Regarding bay door periodic maintenance, after discussion, it was agreed that the back doors would not be included in the work at this time. A motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to perform periodic maintenance through Overhead Door Company on the front doors at each station.

A motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to approve a three year contract with Fire Catt for hose testing per the proposal of that firm.

Mr. Ford made a motion to adopt the revised Exposure Control Plan as presented by the Chief. The motion was seconded by Mr. Fischer. The motion was unanimously approved.

The meeting next turned to the Attorney's Report. The attorney advised that he had reviewed the closed session minutes and that, at this time, there should be no release of any additional closed session minutes.

The meeting next turned to public comments. There were none, however, it was noted that Mr. Sowders needs to be provided with a District shirt upon assuming membership on the Board of Fire Commissioners. The Chief advised he would handle this matter promptly.

The meeting next turned to other business.

The first item of business to be taken up was the updated MABAS Master Agreement. Upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the Master

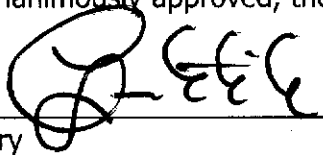
Agreement was approved as presented. A Resolution form requested by the MABAS organization was likewise approved for execution and submittal.

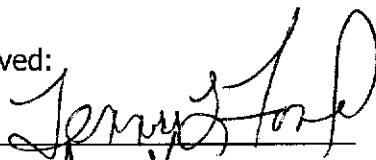


The meeting next turned to the rescue vehicle body acquisition. The Chief advised that a reservation of a cab and chassis at a cost of \$74,082.00 had been made pursuant to the previous approval of the Board. The Chief discussed the need for a lighting package and noted that it could be procured and shipped to the fabricator of the body to be installed at the same time that the body is installed. The Chief is obtaining a quote for the lighting package as well as striping and a radio. The package is expected to be in the range of \$15,000.00. The Chief requested approval to move forward with the purchase of the rescue vehicle body from Alum-Line, Inc. on an emergency basis. The Chief indicated that a second quote was considerably higher for the body. A motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to proceed with the Alum-Line quote.

The meeting next turned to the Subaward Agreement with Madison County with respect to the Corona Virus State and Local Fiscal Recovery Funds Grant through the American Rescue Plan Act (ARPA). A motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to approve the Subaward Agreement.

The meeting next turned to personnel matters. The Chief advised there were no personnel matters to be taken up.

On motion of Mr. Horn, seconded by Mr. Fischer, and unanimously approved, the meeting was adjourned.


Secretary

Approved:




Being All of The Trustees of the
Godfrey Fire Protection District