

GODFREY FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING

On March 28, 2022, the regular meeting of the Godfrey Fire Protection District Board of Trustees was held in the Community Room of Liberty Bank located at 3112 Godfrey Road, Godfrey, Illinois pursuant to the Board's 2022 meeting schedule.

In attendance were Trustees Ford, Fischer, and Horn. Also present for the meeting were Fire Chief Cranmer; Mr. Don Wojtkowski of NorthStar Management; members of the Board of Fire Commissioners; Mr. Brennan Hartin of FGM Architects; Mayor Mike McCormick and Linda McCormick from the Village of Godfrey; Fire Department members Estes and Hamburg; and legal counsel for the District.

The Chair first called for announcements and presentations. The Honorable Michael McCormick, Mayor of the Village of Godfrey was recognized and presented President Ford with the deed from the Village of Godfrey to the District for the property at 3023 Godfrey Road which will be the site of the District's new Fire Station. Mr. Ford thanked the Mayor for the Village's assistance in connection with the procurement of this site for the new station pursuant to an Intergovernmental Agreement between the Village and the District. Thereafter, the Mayor and Mrs. McCormick departed the meeting with the thanks of the Board.

The meeting next turned to new station project matters and the Chair recognized Mr. Don Wojtkowski from North Star Management to present that firm's report to the Board. Mr. Wojtkowski circulated the written report dated March 28, 2022 detailing the status of the project including reports regarding the status of construction manager arrangements; design; and furnishings. He also reported regarding the commencement of design development and noted that the Board would be hearing from FGM Architects later in the meeting regarding the schematic design. A revised schedule was reviewed which reflected the commencement of construction in October of 2022 and substantial completion by December 2023. The proposed project budget breakdown was presented with cost alternatives and a project alternative being added to the budget for consideration. Mr. Wojtkowski indicated that the estimated goal for the project is a square footage cost of \$400.00 which would include obtaining the additional bay for the station. The Board thanked Mr. Wojtkowski for his report.

The Chair next recognized Mr. Brennan Hartin of FGM Architects to discuss the schematic design which had been prepared after collaboration with Mr. Wojtkowski, the Fire

Chief, and interested parties regarding the station. The schematic design was reviewed with the Board members including a conceptual site plan; conceptual floor plan; exterior elevations; and comparable stations of other communities provided "design inspiration". He also reviewed with the Board the next phase of the project which will be design development and outlined the timetable which is proposed for that process. He noted that additional consultants will be brought into the design phase, including structural engineers. He indicated that the construction team is attempting to address long lead time times for various materials for the project such as steel. He noted that the site survey and soil studies had been completed and that, after studying those, the conclusion was to recommend siting to the northern side of the parcel to achieve the best ingress and egress to and from Godfrey Road. He indicated that the schematic design is approximately 385 square feet less than the original concept design and this will generate a savings of approximately \$150,000.00. Mr. Hartin confirmed that the soil borings disclosed that there is unsuitable soil at multiple locations on the site and that this would likely lead to the use of stone aggregate piers for the support of the building. He noted that to avoid the poor soil conditions the station would have to be moved southward which would have an adverse effect on access. The design team, after considering that alternative concluded that siting the station where it makes the most sense for ingress and egress would be the more appropriate location. Mr. Hardin indicated that FGM had met with Code personnel from the Village of Godfrey to obtain that Department's interpretation of various code matters. The conclusion is that the station will be viewed as a business use occupancy. He indicated that the mezzanine area in the design of the station would be used as an exercise room which would not be available to the public. He did, however, note that space would be allocated for the installation of a platform lift if, at some future point, that is needed. He also advised that shelter space would be built into the design in order to meet FEMA storm shelter requirements would be located under the mezzanine. This involves a hardening of space to provide shelter, however, since it is anticipated that the Fire Department would be dispatched in the event of a storm, it is not anticipated making this a community type of shelter which would then involve additional mechanical and electrical service. The design team expects to request a variance from the Village regarding this. The design currently provides for full sprinklering of the building. Mr. Hardin indicated that the team is looking at exterior surfaces which will focus on durability and minimal maintenance following construction. He indicated that the design team will next start on the preparation of room data sheets which will be updated as planning

proceeds. In response to a question, the estimated cost of stone aggregate piers for the foundation will be in the range of \$50,000.00 to \$100,000.00. He noted the cost control will be of paramount concern throughout the project development and construction due to current market conditions. Following Mr. Hartin's presentation, upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the schematic design presented by FGM Architects was approved as presented.

There was next discussion regarding revising the meeting schedule of the Board going forward to allow for additional time to be devoted to project matters and it was the consensus that the meeting schedule be revised to begin the meeting at 5:00 p.m. The attorney will have a notice published to that effect.

Thereafter, Mr. Wojtkowski and Mr. Hartin departed the meeting with the thanks of the Board.

The meeting next turned to discussion and action regarding the transfer to title to the station site from the Village of Godfrey to the District. The attorney noted that with the delivery of the deed from the Village earlier in the meeting, the District should now proceed to procure title insurance with regard to the conveyance and ownership of the property. There was discussion regarding the cost of the title insurance and the attorney noted that it would be in the range of \$10,000.00 for insurance in the amount of \$4.5 million. The attorney indicated that he would deliver the deed to Serenity Title & Escrow for recording and issuance of the title policy upon the approval of the Board. Thereafter, a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to proceed with procurement of title insurance in the amount of \$4.5 million through Serenity Title & Escrow and to direct the attorney to deliver the deed to Serenity for recording and issuance of the title insurance policy. The motion was unanimously approved.

The meeting next turned to presentation and approval of minutes of prior meetings which included the January 2022 minutes as revised and the February minutes as previously circulated. A motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to approve the minutes as presented.

The meeting next turned to the Treasurer's Report. Mr. Fischer presented the Financial Statement for the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Funds. The total balance at February 1, 2022 was \$2,138,116.90, receipts during the month were \$9,136.91, and disbursements were \$164,745.18 leaving a balance at February 28, 2022 of

\$1,982,508.63 of which \$1,242,996.48 was held in the General-Emergency & Rescue-FICA-Medicare Fund; \$99,484.56 was held in the Audit Fund; and \$640,027.59 was held in the Insurance Fund. The Treasurer also presented the Cash on Hand Distribution Report reflecting the funds held by the District in the Illinois Fund Program and Liberty Bank. He also presented the Fund Designation Report. The Treasurer noted that the Board packet contained the Financial Statement for the General-Emergency & Rescue-FICA/Medicare Funds as of February 28, 2022 reflecting January, February and year to date amounts; the February 2022 Expenditure Report by budget line item; the Audit Fund Financial Statement as of February 28, 2022; the Insurance Fund Financial Statement as of February 28, 2022; the Pension Fund Financial Statement as of February 28, 2022; the Bond Project Fund as of February 28, 2022; the Agency Fund Financial Statement as of February 28, 2022; the Tax Receipts & Disbursement Summary through February 11, 2022; the Receipts & Disbursements YTD Comparison Report for February 2022; and the Detail-Receipts & Disbursements Report for February 2022. Thereafter, upon motion of Mr. Horn, seconded by Mr. Fischer, and unanimously approved, the Treasurer's Report was accepted as presented.

The meeting next turned to payment of bills and a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to pay the District's bills as same come due during the regular course of business in accordance with the bill payment procedure of the District. The motion was unanimously approved.

The meeting next turned to the report of the Board of Fire Commissioners. Mr. Sherman advised there was no report.

The meeting next turned to the President's Report. The President indicated there was no report.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form in the usual manner and also gave an oral summary of the report.

Turning first to personnel, he reported to the Board that Retired Assistant Chief Ed McBride would be discharged from the Hospital to return home for hospice care. He requested thoughts and prayers for Mr. McBride by members of the Department and District community.

The Chief reported that the Department had responded to 152 calls in February.

Turning to personnel matters, the Chief advised that Firefighter Bryce Parish is doing well at the Fire Academy based on reports that the Chief has been receiving from the Fire Service Institute. The Chief advised that an oral reprimand had been issued with regard to an

incident involving Unit 1422 on Ron Drive. He advised there were no new reports to be made regarding COVID-19 matters.

Turning to Grants/Revenue/Donations, the Chief first reported that the District had received a \$300.00 donation from an individual expressing gratitude in connection with an EMS call. The donation was designated to provide lunch to the members of the Fire Department.

The Chief next reported regarding pending grants which the District has applied for.

Turning to Stations/Apparatus/Equipment, the Chief reported that Unit 1410 is continuing to receive rehabilitation work. Old Unit 1400 has been stripped and Captain Hamburg is researching the best salvage options for the unit. There was discussion regarding the title and a bill of sale for the unit. The attorney indicated that a bill of sale could be prepared at the time it is needed. The Chief advised that Unit 1422 was involved in an accident in which it struck a pole on a narrow driveway with minimal damage to the unit. He advised that Unit 1412 was at Mike's with frontend issues which had been repaired, but there is now a foam system issue with the unit. The Chief advised that additional foam is needed. He reported that Lakeside Roofing is awaiting roofing materials and is planning on a May or June start date for the installation of the new roof at Station No. 2. The Chief reported that 5 sets of gear have been ordered, but there are delays in delivery due to reflective striping shortages.

The Chief advised that the cost of replacement software for the District's reporting system will be approximately \$7,300.00 annually in contrast to the current cost of \$4,500.00. It will be necessary to replace the current system due to its discontinuance by the vendor.

The Chief discussed plans for replacement of Unit 1450. There was discussion regarding the sale of one of the District's brush trucks to reduce the cost of the replacement. It was expressed that there is a need for a dedicated rescue truck for the Department. The Chief indicated that he had presented various options to the Board including the purchase of a custom built unit which would be in the range of \$200,000.00 in cost and would require a lead time of up to 2 years. It was noted that the current reserve unit is mechanically okay but is an aged unit which will need to be replaced.

The Chief reported that business inspections are going to commence in April.

Under training, the Chief reported that annual training is underway. A fire investigation class is scheduled for O'Fallon, Illinois for weekends in August, September, and October. The class is free and Lieutenant Elder has expressed interest in attending the course which would bolster the Department's fire investigation capability as it currently has no certified fire

investigators. The Chief advised that the Department had participated in a training drill at Lewis & Clark Community College regarding a hazmat incident. The Chief indicated that he would be contacting the owners of the Halloran property to ascertain if the vacant buildings on the site could be used for training by the Fire Department prior to their demolition for a future development.

The Chief requested that all red items regarding apparatus and equipment be addressed. He indicated that the \$300.00 donation would be put forward for a lunch for the firefighters. He requested that the Board approve the purchase of foam at a cost of \$570.00 for six 5 gallon containers.

The Board next considered the request for the purchase of additional foam consisting of six 5 gallon containers at a cost of \$570.00. Mr. Horn made such a motion, it was seconded by Mr. Fischer, and unanimously approved.

The Board next took up the request of Lieutenant Elder to attend the Fire Investigation class and a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to approve that request.

The Board next discussed the rescue truck replacement and it was agreed that one of the brush trucks would be listed as available for sale to ascertain the market for that unit.

The meeting next turned to the Attorney's Report. There was none.

The meeting next turned to public comments. There were no public comments.

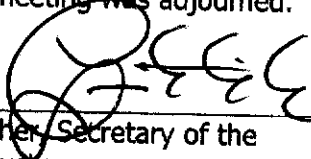
The meeting next turned to Other Business.

The Chair recognized Mr. Fischer who noted that he had raised the possibility of increasing the umbrella insurance coverage of the District from \$5 million to \$10 million at a cost of approximately \$2,500 per year. After discussion a motion was made by Mr. Horn, seconded by Mr. Ford, and unanimously approved to approve the increase. Mr. Fischer was requested to notify the insurance broker.

The meeting next turned to a discussion regarding procurement of Builder's Risk insurance coverage for the new project. The attorney advised that he had not received a proposal from the broker at this time.

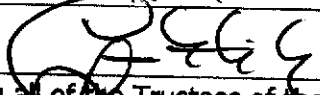
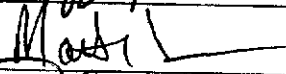
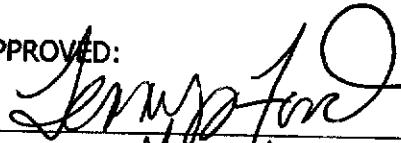
The meeting next turned to personnel matters. There were no personnel matters to take up.

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