

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

On June 26, 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 in the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois at 5:00 p.m.

In attendance were Trustees Leonard, Horn, and Fischer. Fire Chief Cranmer, Fire Commissioners Sowders, Cox, and Clemons; NorthStar Management Representative Wojtkowski; members of the Fire Department; and legal counsel for the Fire Protection District were also present. Ms. Baily Stewart was present from the office of the District's legal counsel.

The Chair called for announcements and presentations. There were none.

The meeting next turned to New Station matters and the Chair called upon Mr. Wojtkowski for his report. Mr. Wojtkowski presented the report in written form and orally commented on its contents. He noted at the outset that the steel work on the structure is approximately 95% complete and that the District would be putting out bids for the radio tower within the next few days. He reported that quotes had been obtained on the furniture, fixtures, and equipment with approximately a cost of \$67,000.00 for furniture. There was discussion regarding competitively bidding in connection with the FF & E procurement. Mr. Wojtkowski indicated that there is an approximate \$288,000.00 favorable cost variance on the station budget at this time and that the District is doing well on controlling the construction cost of the new station. There was discussion regarding the balance of bond proceeds which remain following the most recent pay request and the payment of an architectural fee bill. Mr. Wojtkowski indicated that there is approximately \$4.7 million left in bond funds, but that with the expected use of funding from the Insurance Fund and procurement of the radio tower paid from the General Fund, the available funds without additional borrowing for the station project will be approximately \$5.3 million. He expects that there will be a cost of approximately \$5.9 million to finish the project, leaving a loan requirement for additional funding in the range of \$600,000.00 to \$700,000.00. Mr. Wojtkowski indicated that he will be meeting with Stacey Eccles of the Hughes firm in the coming days to confirm his figures, however, a \$288,000.00 underfall on the project is making it more likely that a loan of \$500,000.00 or less may be possible, however, he suggested that the District plan for a loan in the range of \$600,000.00 to \$700,000.00. Mr. Wojtkowski recommended that the Construction Manager's No. 4 pay

request be approved. He also recommended that the District Trustees plan to have a lender's representative from the three local banks regarding the needed additional financing for the project at the July Board meeting. Mr. Wojtkowski commented that a \$60,000.00 change order credit had been obtained from Pyramid Electric based upon that item being taken out of the general contract for the project. He also noted that based upon the various adjustments being made, the architectural fees should now be in the range of 6 1/2%. He compared this to an 11% architectural fee quote that a district in the northern part of the state had recently paid in connection with a project that had undertaken.

The meeting next turned to presentation and approval of the minutes of the May 27, 2023 meeting of the Board and upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the minutes were approved as presented.

The meeting next turned to the Treasurer's Report. Mr. Leonard reported that the cash on hand at May 1, 2023 in the General-Emergency & Rescue-FICA-Medicare Fund stood at \$1,456,089.56; that there were receipts during the month of \$9,439.83; and disbursements of \$144,120.33; leaving a balance at May 31, 2023 of \$1,321,409.06. He reported that the Audit Fund had a balance of \$90,045.71 with no receipts or disbursements in that Fund during the month of May and that the Insurance Fund had a balance at May 31, 2023 of \$661,931.57 after making a disbursement of \$5,996.00. Total funds held by the District at May 31, 2023 stood at \$2,073,386.34. Mr. Leonard noted that the breakdown of the Fund holdings of the District was set out in the report by both depository and by fund designation. He specifically referenced to the bond funding which currently has a balance at May 31, 2023 of \$5,775,727.30. These proceeds are held in Liberty Bank in the amount of \$3,051,116.96 and in Carrollton Bank in the amount of \$2,618,979.66 for a total of \$5,670,096.62. The Liberty Bank Debt Service Account stands at \$105,530.68 and the Bond Project Payment Account at Liberty Bank stands at \$100.00 as of May 31, 2023. The Treasurer noted that the funds which had previously been held at CNB Bank from the bond proceeds has been closed and moved to the other two institutions as funds are being used from the bond issue proceeds for construction. The Treasurer also noted that the Board packet contained the Budget vs. Actual Report for the General-Emergency & Rescue-FICA/Medicare Funds as of May 31, 2023; the May 2023 Expenditure Report by budget line item; the Audit Fund Financial Statement as of May 31, 2023; the Insurance Fund Financial Statement as of May 31, 2023; the Pension Fund Financial Statement as of May 31, 2023; the Agency Fund Financial Statement as of May 31, 2023; the

Receipts & Disbursements YTD Comparison Report for May 2023; and the Detail-Receipts Report for May 2023. Thereafter, upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the Treasurer's Report was accepted as presented.

The meeting next turned to payment of bills and upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the bills of the District were approved for payment in accordance with the usual bill payment procedures of the District as same come due in the normal course of business.

The Board next discussed the 2023-2024 Budget preparation and the Trustees indicated that work will continue on that independently with final changes to be addressed at the July meeting when the hearing on the budget is conducted.

There was a motion by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve Pay Request No. 4 from SM Wilson for the construction of the new fire station.

There was discussion regarding the Agency Fund Account and a motion was made by Mr. Leonard, seconded by Mr. Horn, to proceed with liquidation of that fund.

The meeting next turned to the President's Report. The President reported regarding attendance by the Trustees at the Illinois Association of Fire Protection Districts Annual Conference in Peoria. There was particular discussion regarding the program which Mr. Wojtkowski presented regarding fire station construction. The President noted that the program he presented was very well received and professionally presented by Mr. Wojtkowski.

The meeting next turned to the Fire Chief's Report. The Fire Chief reported regarding calls during the month of May which totaled 206 and consisted primarily of EMS calls which totaled 150 for the month.

Regarding personnel matters, the Chief advised that Assistant Chief Hamberg and Captain Estes had attended a one day vehicle extrication class.

Turning to Grants/Revenues/Donations matters, the Chief advised that the District is in a waiting pattern at this point with regard to the pending Federal Grant and the State Revolving Truck Loan applications.

With regard to Stations/Apparatus/Equipment, the Chief reported that a new water heater had to be installed at Station No. 1 when the existing unit failed. The Chief confirmed that Brush Truck 1471 had been sold to the Tracy Fire Department in Tracy, Arkansas. He also reported that Unit 1420 had been sold to the Fosterburg Fire Protection District. Both of these units have been delivered to the buyers. He reported that the Rescue Body had been delivered

for fabrication and that lighting from Datatronics is being shipped for installation at the fabricator. The Chief advised that the Truck Committee is commencing work on requirements for a new truck. He reiterated that hose testing is now scheduled for Labor Day Weekend and that the Side by Side Brush/Rescue Unit is at Station No. 1 and is nearing completion for service. The Foreign Fire Insurance Board is in process of purchasing a trailer for use in transporting the Side by Side vehicle. The Chief has compiled a list of surplus equipment which he desires the District to donate or sell for disposition. The Chief has obtained a quote for the replacement of some damaged hose which would be purchased under line item 29 (Firefighting Tools and Equipment).

The Chief reported that business inspections are in progress.

With regard to training, he reported that Fire Department training is progressing in accordance with the annual schedule. He also noted that it is possible that the District may obtain a paramedic in the event there is a new hire by the District following upcoming eligibility testing. He advised that he would be seeking a renewal of the ALS waiver for the District as he has in the past.

The Chief requested approval of the Stars Agreement which will enable the District to access a database for children with special needs in connection with EMS operations. The Chief also advised that a training opportunity would be available from the Cadaver Lab for EMS personnel of the District in the latter part of August in the form of a one day program at a cost of \$350.00 per person. The Chief proposed that he, Mr. Wills, and one other member of the Department attend that program at a cost of approximately \$1,100.00. The Chief indicated that he has attended this program in the past and found it beneficial in providing hands on training with regard to EMS procedures.

Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to approve the Chief's request for the purchase of replacement hose as presented. The motion was unanimously approved.

A motion was then made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to approve the Chief's request for these members to attend the training event at the Cadaver Lab in August 2023.

The meeting next turned to the report of the Board of Fire Commissioners. Mr. Sowders reported that the Rules of the Board of Fire Commissioners had been amended at a special meeting prior to the District meeting; that a timeline for hiring and eligibility testing had been

established; and that promotional testing had been scheduled. He indicated that based on this scheduling, it should be possible to have a new eligibility list by approximately September 1, 2023.

The meeting next turned to the Attorney's Report. The attorney reported regarding the mandate for the District to prepare and submit the Report from the Decennial Efficiency Committee. Materials were distributed regarding procedures and a potential timeline. It was agreed that the Board would take this up at its July meeting for purposes of establishing a meeting schedule for the Committee and steps be taken to complete the Report.

The meeting next discussed with the attorney the status of the tax deed issue which has arisen with respect to the new station site. The attorney updated the Board regarding steps which are in process with regard to that matter.

The meeting first took up the Stars Program Agreement and a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to approve the Stars Program Agreement. Assistant Chief Wills indicated that he would follow up regarding execution of the document and delivery to the appropriate parties by the District.

The meeting next turned to public comments. There were no public comments other than Assistant Chief Wills' comment regarding the tax deed situation. There was then, again a brief discussion regarding the tax deed issue with regard to the new Station No. 1 location.

The meeting next turned to Other Business.

It was noted that approval of the Stars Program had been previously made by the Board in connection with the Chief's Report.

The attorney next suggested that the Board confirm the sale of the Brush Truck Unit 1471 and the 1998 KME Pumper Unit 1420. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to confirm the sale of the foregoing items of equipment as reported earlier in the meeting.

The Board next took up discussion regarding the Chief's request for the disposal of surplus property, and upon motion duly made, seconded, and unanimously approved, the Chief was authorized to proceed with disposition of that property by sale or donation. It was noted that the Chief's Board packet contained a listing of the items suggested for disposal.

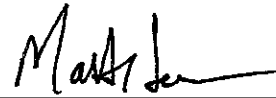
The Chair next noted that equipment purchases had been dealt with earlier in the meeting in connection with the Fire Chief's Report.

The meeting next turned to personnel matters. Mr. Horn was recognized to address the meeting regarding an Overtime Expense Report which he had requested the Chief prepare. This report was presented in written form and there followed discussion about it. There was discussion regarding the burden of overtime work on members of the Fire Department and Mr. Horn indicated that he felt it was a matter of safety for the District to consider hiring an additional firefighter. Mr. Fischer indicated that in his work on the 2023-2024 Budget, he had included compensation for an additional firefighter. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved, to hire an additional full time career firefighter upon the completion of eligibility testing.

There was a brief discussion regarding the Truck Committee and its progress in moving forward on that endeavor. Mr. Hamberg indicated that there has thus far been a lack of interest from the younger members of the Department to serve on this Committee and that he is attempting to encourage participation in that process.

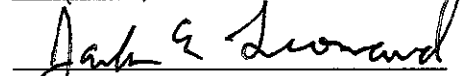
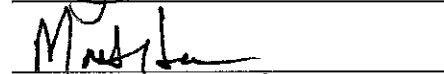

The meeting next turned to appointment of a member to the Board of Fire Commissioners, and it was noted that Mr. Clemons' term is expiring on the Board. A motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved, to reappoint Mr. Clemons to the Board of Fire Commissioners for a three year term.

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



Secretary

Approved:



Being All of The Trustees of the
Godfrey Fire Protection District