

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

On August 28, 2023, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held in the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois at 5:00 p.m. pursuant to the regular meeting schedule of the Board.

In attendance were Trustees Leonard, Fischer, and Horn. Fire Chief Cranmer; Fire Commissioners Sowders, Cox, and Clemons; NorthStar Management Representative Wojtkowski; Trustee Emeritus Terry Ford; members of the Fire Department; and legal counsel for the District were also present.

The Chair first called announcements and presentations. Chief Cranmer thanked those in attendance for their expressions of sympathy upon the passing of the Chief's mother.

The Chair next recognized Mr. Brock Hendricks. Mr. Hendricks presented a proposal to the District for the provision of the District's liability, property, and vehicle insurance coverages. He noted that his agency has over 100 public agency clients and that it offers programs from multiple carriers including VFIS, ESIP, Selective, and Provident, among others. He is requesting an opportunity to bid on the coverage if the District intends to seek proposals prior to the current November 1, 2023 renewal date. It was noted by Mr. Fischer that it will be necessary to review the District's property coverages during the next policy period when the 2 existing fire station buildings are removed from the District's ownership and transferred to the Village of Godfrey and the new fire station is online. Thereafter, Mr. Fischer thanked Mr. Hendricks for his presentation and Mr. Hendricks departed the meeting.

The meeting next turned to new station matters and the Chair called upon Mr. Wojtkowski for his report. Mr. Wojtkowski presented his written report dated August 28, 2023 in which he covered recent activities including a design issue which had arisen. He noted that there is no irrigation system in the current design for grassed areas at the station. He

presented a diagram of areas that would benefit from irrigation. There is an allowance of \$88,000.00 in the construction budget for irrigation and NorthStar has obtained a proposal for landscaping in the range of \$35,000.00 which would leave sufficient funding to install an irrigation system. Mr. Wojtkowski indicated that 4 Sugar Maple trees which had been included in the landscape plan had been eliminated. He indicated that no bids have yet been requested for irrigation, but he suggested that, due to pending concrete work, the Board authorize the installation of 4 inch PVC conduit which could be used for irrigation installation if the Board would subsequently determine to take that step. Mr. Wojtkowski also reported that Ameren will have permanent power in place at the new station on September 5, 2023 with the transfer switch work to be deferred until December of this year when the switch becomes available. Mr. Wojtkowski indicated that there no compliant bids for the radio tower, but that a revision of the Datatronics bid has been submitted. He reported that appliance bids had been obtained with a bid of \$17,816.00 from CME which NorthStar is recommending as the low quote. It was noted that a local firm, Metro Supply, had quote of \$22,000.00 but could not provide all of the appliances needed and that its quote was higher than the CME quote. Accordingly, NorthStar is recommending the CME quote for acceptance. Mr. Wojtkowski indicated that quotes had been obtained from Williams Office Products for a color printer in the amount of \$2,489.00 and from FS for a fuel island at a cost of \$9,600.00. Thereafter, upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the recommendations of NorthStar Management for the purchase of appliances, color printer, and fuel island as outlined by Mr. Wojtkowski were approved. There next followed a motion by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to go forward with the installation of PVC piping for an irrigation system and for the installation of an irrigation system so long as the cost is \$10,000.00 or less. Mr. Wojtkowski next presented an update of the construction budget and cash flow projection. He

indicated that the next payment would be in the range of \$1.5 million and that the District should move additional bond funds to the Liberty Bank project payment account. There next followed a discussion regarding bay ventilation at the new station. Former Trustee Ford inquired regarding the installation of a Plimovent system to remove carcinogenic diesel toxins from the bay area. Mr. Wojtkowski responded that the architects had determined that the positive ventilation system in the bay area would be sufficient to provide adequate protection against toxins. Mr. Ford suggested that Plimovent system or equivalent be explored further. Mr. Wojtkowski indicated that installing such a system would be a "belts and suspenders" approach and that it was not included in the basic construction budget or scope of work. He noted that an initial proposal in the range of \$60,000.00 had been obtained for this type of equipment, but that did not include installation. Mr. Ford reiterated his opinion that the best system available should be installed for firefighter safety. Mr. Fischer indicated that the Board would look into this further.

Thereafter, the Board turned to consideration of Pay Request No. 6 from SM Wilson in the amount of \$824,832.65, Mr. Wojtkowski indicated that NorthStar had reviewed this pay request and approved it. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve Pay Request No. 6.

The Board next took up a request of NorthStar Management for additional compensation as the result of work on the project which exceeded the initial expected timeline. The Board reviewed the NorthStar request and, thereafter, upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, approve the request of NorthStar for \$20,000.00 in additional compensation for its work as the District's owner's representative.

The meeting next turned to the additional financing needed for the new station and Mr. Horn indicated that he would follow up with Steve Thompson of Carrollton Bank, as the lead

lender, to finalize the terms of the loan and to lock the interest rate. There was some further discussion regarding the mechanics required for this loan for disbursement of funds.

The meeting next turned to the opening of bids for furniture for the new fire station. Mr. Leonard was designated by the Board to open the bids and announce them. He did so with bids as follows:

KI	\$64,257.44
Loar Facility	\$65,854.57
New Space	\$67,089.25

Mr. Wojtkowski indicated that \$67,000.00 had been budgeted for furniture for the new station. The Chair directed the bids to be referred to NorthStar Management and Chief Cranmer for review and with approval by the Board to be taken up following that review upon the recommendation of the reviewers.

The meeting next turned to the consideration and approval of the minutes of the meeting of the Board of Trustees held on July 24, 2023 and upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the minutes were approved as presented.

The meeting next turned to the Treasurer's Report. Mr. Leonard reported that on July 1, 2023 the General-Emergency & Rescue-FICA-Medicare Fund had a balance of \$1,433,697.38. Receipts totaled \$542,942.64 during the month and disbursements totaled \$127,682.42 leaving a balance at July 31, 2023 of \$1,848,957.60. The Audit Fund had a balance of \$90,434.38 at July 31, 2023 and the Insurance Fund had a balance of \$691,803.29 at that same date making the total funds on hand at July 31, 2023 of \$2,631,195.27. The Treasurer also presented the Cash on Hand Distribution Report and the Fund Designation Report. He advised that the District had a Bond Project/Debt Service Fund balance at July 1, 2023 of \$4,892,345.96 with receipts during the month of \$105,246.86 from tax reserves and \$10,129.04 in interest and

disbursements during the month for construction payments of \$538,827.14 leaving a balance at July 31, 2023 of \$4,468,894.72. Of the foregoing amount, \$1,593,739.36 was held in the Liberty Bank proceeds account and \$2,632,376.127 was held in the Carrollton Bank proceeds account. The Debt Service account at Liberty Bank had a balance of \$242,679.24 and the Project Payment account at Liberty Bank had a balance of \$100.00. It was noted for record that the Treasurer's Report also contained the Financial Statement for the General-Emergency & Rescue-FICA/Medicare funds at July 31, 2023; the July 2023 Budget Line Item Expenditure Report; the Audit Fund Financial Statement at July 31, 2023; the Insurance Fund Financial Statement at July 31, 2023; the Pension Fund Financial Statement at July 31, 2023; the Agency Fund Financial Statement at July 31, 2023; the Tax Receipts Summary and Disbursements Report through July 13, 2023; the Receipts & Disbursements TTD Comparison Report for July 2023; and the Detail-Receipts & Disbursements Report for July 2023. Thereafter, upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved the Treasurer's Report was accepted as presented.

A motion was next made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the payment of the District's bills as same come due in the ordinary course of business in accordance with the usual bill payment procedure of the District.

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

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form along with oral comments regarding same.

The Chief reported there were a total of 204 calls in July 2023 of which 139 were rescue/EMS calls.

Under personnel, the Chief advised that probationary Firefighter Westerhold had completed his first milestone test on streets. The Chief noted that the Board of Fire

Commissioners had completed work on the promotional and eligibility testing processes with new lists being generated or pending for those categories.

Under Grants, the Chief advised that nothing had been heard from FEMA regarding the AFG Grant Application. Likewise, there had been no report regarding the Revolving Truck Loan Application.

Under Stations/Apparatus/Equipment, the Chief reported that the rescue body work continues and is nearly complete. The truck has been titled and registered with new license plates issued. The Chief advised that he will be assembling the Truck Committee shortly. He noted that hose testing is scheduled for the week of September 4, 2023. He advised that the side by side brush/rescue unit is currently located at Station 1 and is near completion. He also reported that the Foreign Fire Insurance Board had purchased a trailer to transport that unit. Lights and a radio are still needed for the unit.

The Chief reported that cadaver training had been taken by members of the Department at St. Louis University. The Chief requested approval for payment of a \$1,500.00 fee for use of the Madison Fire Tower for live fire training. The Chief noted that Bowers Towing had facilitated training on the District's rescue jacks. He advised that Lieutenant Farmer is planning to take an online CPR training class to become an instructor at a cost of \$40.00. The Chief advised that he would be scheduling vacation time during the month of September with dates to be determined. He reported that a member of the Department is requesting to take a VMO class which is free with only the cost of transportation to be incurred by the District. The Chief discussed with the Board the cost of lodging for a new firefighter, if hired, to attend the training academy. The cost would be approximately \$4,673.50 if the first person on the eligibility list takes the position. A room rate of \$65.00 per day has been obtained. Thereafter, a motion

was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to pay up to \$1,500.00 for the Madison Fire Tower Training.

The meeting next turned to the Board of Fire Commissioners report. Mr. Sowders reported that the Commissioners had met prior to the regular Board meeting and approved the final eligibility list. He also reported that the preliminary promotional list had been completed following the examinations held the prior weekend. The initial promotional list has been posted for the submittal of preference points and a special meeting will be held to approve the final promotional list following the submission and application of any preference points.

The meeting next turned to the Attorney's Report. There was no report.

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

The meeting next turned to Other Business.

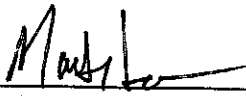
There was discussion regarding the Decennial Committee and it was noted that Mr. Wojtkowski and Firefighter Brian Estes had been suggested for appointment to the Decennial Committee at a prior meeting of the Board. This was confirmed by a motion by Mr. Horn, seconded by Mr. Leonard, and unanimously approved. It was agreed that the committee process will commence at the next regular Board meeting.

The meeting next heard from Trustee Emeritus Terry Ford on behalf of the Godfrey Retired Firefighters Group which is offering to pay all costs for the removal of the District Dedication Plaques currently located at the current fire stations of the District and the installation of those plaques in the new fire station. There was discussion regarding the best location for the plaques and Mr. Wojtkowski suggested that the vestibule which is a public area of the station would likely be appropriate for consideration. It was agreed that Mr. Ford and the Retired Firefighters Group would work with the Fire Chief, Mr. Wojtkowski, and the architect


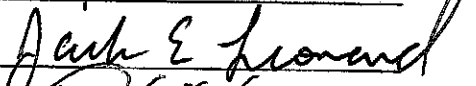
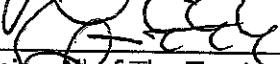
on location and design of the installations. A motion to that effect was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved.

The meeting next turned to Personnel Matters. The Board took up consideration of hiring an additional full time firefighter following the completion of the new eligibility list and a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to hire an additional career firefighter from the eligibility list at this time.

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