

GODFREY FIRE PROTECTION DISTRICT
MINUTES OF THE BOARD OF TRUSTEES

On August 29, 2022, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held at 5:00 p.m. in the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois.

Attending the meeting were Trustees Horn, Ford, and Fischer. Also present were Fire Commissioners Clemons, Cox, and Sherman; Fire Chief Cranmer; members of the Fire Department; NorthStar Representative Don Wojtkowski; FGM Representative Brennan Hartin; members of the public, and legal counsel for the District.

The meeting first turned to announcements and presentations. The Chair first called upon Chief Cranmer to make a presentation to the family of Assistant Chief Ed McBride. Chief Cranmer called forward members of the McBride family as well as Rodney and Gretchen Cook. The Chief introduced Mr. and Mrs. Cook who following Mr. McBride's untimely passing made a wooden American Flag Plaque in honor of Mr. McBride. This was presented to the family. The Chief thanked the Cooks for creating the plaque in honor of Mr. McBride.

The meeting next turned to a presentation by First State Insurance Agency Representative Brock Hendricks. Mr. Hendricks began his presentation by explaining the background of his agency and he then presented a proposal for worker's compensation insurance for the District through Benchmark Insurance. He explained the background of Benchmark as a supplier of worker's compensation coverage for fire and EMS personnel in both Missouri and Illinois. He noted that the coverage would include statutory limits for the worker's compensation coverage as well as employer liability of \$2 million per claim and \$2 million in the aggregate. In addition, he indicated that the District's umbrella coverage if purchased would apply over and above the employer liability coverage. There followed questions from the Board as well as discussion regarding conversion from the current carrier, IPRF to Benchmark should the District elect to take that step. Thereafter, Mr. Hendricks departed the meeting with the thanks of the Board.

The Chair next called upon Matt Rankey, of FeatherShark IT Services regarding the provision of IT services for the District and the new Fire Station. Information regarding background of the firm including the number fire and EMS clients served by it was presented. This including 185 clients. There was discussion of the fees charged by FeatherShark and the services that would be provided including an email platform which would replace the current g-

mail method currently utilized. Additionally, the firm would consult on the IT needs of the new station as it is developed. Mr. Wojtkowski explained that there will be a need to build a new system for the new Fire Station, and it will not be possible to salvage the existing systems from the current fire stations. It will be essential that the system be operational at the time of the move to the new station. Mr. Rankey indicated that hardware would be provided to the District at cost by FeatherShark and that FeatherShark would work on IT vendor management and procurement for the District. The work proposed by FeatherShark would include the telephone system and an inventory of existing hardware and warranties. Thereafter, Mr. Rankey departed the meeting with the thanks of the Board.

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The meeting next turned to new Fire Station project matters.

The Board first heard from Mr. Wojtkowski regarding the NorthStar Management Report to the Board. Mr. Wojtkowski presented a written report for the August 2022 Board Meeting which reflected recent activities, look ahead activities, scheduling, and minutes of a meeting held on August 4, 2022 for the purpose of determining cost savings which could be undertaken to reduce the overall cost of the project. These items were reviewed with the Board. Mr. Wojtkowski indicated that there would be a report from Mr. Hartin from FGM, but that the design work is expected to be 90% complete during the current week which will then allow SM Wilson, the Construction Manager, to commence preparation of bid documents. The goal is to have all of the design documents completed by September 16, 2022. Mr. Wojtkowski then discussed with the Board the installation of the radio tower at the new station and noted that three locations are currently being considered. A diagram of the potential locations was presented with a cost estimate for the installation at each location. It was noted that the bidding documents will include the tower installation as an alternate. The work would include only the footings and foundations, with the actual purchase of the tower and its installation to be accomplished by a separate contract. There then followed a discussion regarding information from Madison County indicating that it would be utilizing ARPA funds to convert to an entirely digital system using the Starcom System. Were this to occur, the tower could be eliminated entirely from the project. An extensive discussion regarding the conversion to the digital system ensued. Views were expressed regarding the possible temporary use of a tower located at Lewis & Clark Community College or other towers located within the District. There was discussion regarding having the District's vendor for radio services, Datatronics, review this

approach. Following the discussion regarding the radio tower, Mr. Wojtkowski reviewed the cost savings list with the Board and noted that this had been vetted with the Fire Chief and it is now in position for Board review. He indicated that communication with the Illinois Department of Transportation was contemplated to address curb cut issues. The meeting next heard from Mr. Hartin from FGM who reviewed the scheduling for the project. He also presented new renderings of the building. Mr. Hartin endorsed the FeatherShark IT services firm and indicated that engaging that firm would be of assistance to the Electrical Engineering Consultant on the project. With regard to the bidding on the project, the contemplation is that this could occur following the preparation of bid documents in about the middle of September. Mr. Hartin confirmed that FGM is working on cost savings for the project. He also advised that FGM had met with Village of Godfrey representatives regarding the project and the requirements of the Village regarding the structure. He also confirmed that consultation with IDOT was being undertaken by the Civil Engineering Consultant. It was noted by Mr. Wojtkowski and Mr. Hartin that it may be necessary to have a special meeting of the Board prior to the next regular meeting in order to meet with SM Wilson regarding the bid documents. There was discussion regarding the grade change from Godfrey Road to the station and the need to verify that the District's fire apparatus would be able to negotiate that grade change. It was suggested that truck specifications be provided to the consulting Civil Engineer for this purpose. Finally, Mr. Wojtkowski indicated that FGM is reviewing its fee for the project and that it is anticipated that a memorandum would be forthcoming regarding the adjustment of the FGM fee based upon significant increase in materials expense associated with the project.

The Board next took up the need for additional financing for the project and Mr. Horn confirmed that his consultation with Carrollton Bank, Liberty Bank, and CNB Bank & Trust had resulted in an agreement of the three institutions to enter into a participation lending to the District. Carrollton Bank would be the lead bank. It was noted that the current debt service estimate would be \$90,000.00 per year for ten years, however, that number is not a hard proposal from the institutions at this point. The range of shortfall in the bond financing is estimated to be between \$400,000 and \$1 million. There followed an extensive discussion regarding the impact of the additional debt service on the District's budget and its ability to hire additional personnel or purchase additional apparatus if the additional debt service is to be funded. After further discussion, it was agreed that a decision would be made once the bids have been received on the station and the shortfall in bond funding ascertained more definitely.

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

The meeting next turned to the approval of the minutes of the meeting held on July 25, 2022 and upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the minutes were approved 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 as of July 31, 2022 in the usual manner. This report reflected cash on hand at July 1, 2022 of \$1,559,718.87 broken down into \$859,236.90 in the General-Emergency & Rescue-FICA/Medicare portion of the funds; \$99,804.89 in the Audit Fund; and \$600,667.08 in the insurance fund. Receipts during the month of July totaled \$591,784.35 and disbursements during the month were \$171,715.52 leaving a cash balance at July 31, 2022 of \$1,979,787.70 broken down among the three funds as \$1,236,092.16 in the General-Emergency & Rescue-FICA/Medicare; \$100,103.98 in the Audit Fund; and \$643,591.56 in the Insurance Fund. The Treasurer also reported that the District holds \$1,944,424.01 at the Illinois Funds and \$35,363.69 in Liberty Bank. He provided the Fund Designation Report showing the allocation of the General Fund, Audit Fund, and Insurance Fund. The Treasurer also reported regarding the Bond Funds and advised that on July 1, 2022, total Bond Funds were \$7,175,271.59 and that the receipts of real estate taxes in the amount of \$111,008.90 and interest earned of \$3,973.91 for total receipts of cash on hand of \$7,290,255.40. He reported that there were construction expenses of \$4,300.50 leaving a balance at July 31, 2022 of \$7,285,954.90. He provided the breakdown among the three institutions holding the funds from the Bond Issue including \$1,919,165.43 in Liberty Bank; \$2,573,525.41 in Carrollton Bank; and \$2,572,952.76 in CNB Bank & Trust for a total bond proceeds of \$7,065,643.60. The Debt Service Account with Liberty Bank has a balance of \$220,211.30. The Project Payment Account with Liberty Bank had a balance of \$100.00. The Treasurer noted that the Board packet contained the General-Emergency & Rescue-FICA/Medicare Funds Balance Sheet with monthly and year to date receipts and disbursements as of July 31, 2022; the July 2022 Expenditures Report by budget line item and remaining budget balance; the Audit Fund Financial Report as of July 31, 2022; the Insurance Fund Financial Statement as of July 31, 2022; the Pension Fund Financial Statement as of July 31, 2022; the Agency Fund Financial Statement as of July 31, 2022; the Tax Receipts Summary and Disbursement Report through July 12, 2022; the Receipts & Disbursements YTD Comparison Report for July 2022; the Detail-Receipts & Disbursements

Report for July 2022; and the Warrant Report as of August 29, 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 upon motion of Mr. Horn, seconded by Mr. Fischer, the bills were approved for payment in the usual course of business in accordance with the bill payment procedure of the District. The motion was unanimously approved.

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 in the usual manner which he then orally reviewed with the Board.

The Chief reported that probationary firefighter Bryce Parish had successfully passed his streets test. He advised that Firefighter Naylor is on light duty due to a non-duty related back injury. He informed the Board that he would have some scheduled vacation time in September which would be subject to adjustment as determined during the month. He noted that Department vacations in October, November, and December would be extensive and would likely lead to some adjustments and overtime in order to maintain staffing requirements.

Turning to Grants/Revenue/Donations matters, the Chief indicated that he continues to await word on federal AFG funding. He reported that the tools being purchased through a grant from Edwardsville Community Foundation have been ordered. He advised that the OSFM Small Equipment Grant Program and the Zero Percent Revolving Loan Program through OSFM are now open. The Chief intends to apply for a gear extractor under the Small Equipment Grant Program. He also noted that the grant application period is open through Illinois American Water Company and that an application for water related fire equipment would be submitted. The grant limit is \$1,000.

The Chief next reported regarding Stations/Apparatus/Equipment. He noted that pump and ladder testing is being arranged through a third party. He advised the Unit 1410 is nearing completion of rehabilitation work on that unit. He reported that Unit 1420 had been placed out of service due to brake issues and an air leak which were repaired at Mike's. He reported that Unit 1422 had been returned from Mac's Fire Equipment when Unit 1420 went out of service. He noted that there is long list of issues still remaining with regard to Unit 1422, and he reported that a representative of Mac's had been at the District that day and had agreed to pay to have a body shop repaint the damaged areas of the Unit without charge to the District. He also reported that new roll up doors would be ordered for the unit as a result of damage to the

finish while at Mac's for accident repairs. The Chief noted that thus far this unit had been out of service for approximately one-half of the time it has been with the District.

The Chief next reported regarding training matters and noted that extrication training using the former 1400 unit had been successful. He advised that training on the ESO System is going well.

Under action items, the Chief suggested that the Board consider engaging the FeatherShark firm for IT needs. He also reported that it had recently been determined that of the four gas meters only one is operable for CO checks at this time. The Chief advised that it would cost \$1,319.00 each to replace these units. He noted that the District also has CO detection units on its EMS bags. The total to replace the current units and the units on the EMS bags is estimated at \$6,821.00. The Chief also advised that it had been recently determined that a chainsaw replacement is needed with a cost of approximately \$1,500.00. The Chief stated that purchasing a new laptop for the Chief's office could be deferred at this time. The Board next took up the purchase of the gas meters and related equipment and upon motion of Mr. Horn, seconded by Mr. Fischer, and unanimously approved, the replacement at a cost of approximately \$6,821.00 was approved. The Chief was requested to obtain quotations for a replacement saw for presentation at the next meeting. The Board next turned to the engagement of FeatherShark IT and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to proceed with an engagement of FeatherShark subject to review of the contract with the vendor by legal counsel.

The meeting next turned to the Attorney's Report. The attorney reported regarding the status of efforts to adopt the Property Tax Extension Limitation Law in Madison County by referendum. He relayed the recent action of the Madison County Board to create a subcommittee to study the question and its presentation to the voters at the April 2023 election. The attorney also reported regarding a new requirement for a decennial study by all units of local government regarding the justification for their continued existence.

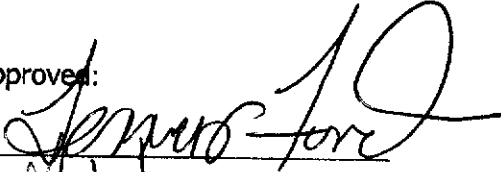
The meeting next turned to public comments. There were no public comments.

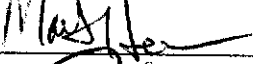
The meeting next turned to other business. There was no other business to come before the meeting.

The meeting next turned to personnel matters. There were no personnel matters to come before the Board.

Thereafter, there being no further, or other, business to come before the meeting, upon motion duly made, seconded, and unanimously approved, the meeting adjourned at 6:35 PM.

Approved:







Being All of The Trustees of the
Godfrey Fire Protection District

Secretary

