

GODFREY FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

On September 25, 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.

Attending the meeting were Trustees Horn, Leonard, and Fischer. Fire Chief Cranmer; Fire Commissioners Clemons, Cox, and Sowders; NorthStar Management Representative Wojtkowski; Andrew Allen of the Steck Cooper Insurance Agency; Fire Department members Hamburg, Estes, and Wills; and legal counsel for the District were also present.

The Chair first called for the annual insurance review by Andrew Allen of the Steck Cooper Agency. Mr. Allen first presented and reviewed a written summary of coverages for the District's property and casualty insurance. He noted that there is a November 1, 2023 renewal date, but as yet he does not have a quote for the renewal premium. There was discussion regarding the insureds under the coverage including the Board of Fire Commissioners and the Retired Godfrey firefighters Association. Mr. Allen indicated that he would check on those two items. There was a discussion regarding the builder's risk coverage on the new station construction and the coming need for contents coverage for the new station. Coverages for the side by side unit which was recently been acquired by the Foreign Fire Insurance Board and put in service was discussed as was the trailer for hauling that unit. Mr. Allen indicated that mine subsidence coverage now has a \$750,000 mandatory coverage limit which can be increased, but only with limited availability. With regard to the new station, approximately \$7 million in additional coverage would be needed to provide for mine subsidence and the cost of that coverage would be greater than the District's total current insurance premium at this time. Mr. Wojtkowski noted that a report had been obtained for mine subsidence in connection with the construction of the new station and he indicated that he would provide that. Mr. Allen noted

that flood insurance is included in the coverage package. There was discussion regarding coverages for the radio tower which will be installed at the new station and the completion date for that item. It was noted that this would be a separate structure and may have to be scheduled separately for insurance purposes. There was discussion regarding the discontinuance of builder's risk coverage and when the new station would be covered under the District's property insurance package would occur. Mr. Wojtkowski indicated that January 1 would be his suggested target date and that the District would then likely have a certificate of substantial completion. Furnishing of the building would go forward after that date. It was noted that the contents of the new station will need to be added to the coverage. There was discussion regarding separate insurance for the building's emergency generator. There was further discussion regarding insuring the side by side and liability coverage for that unit. It was noted that the new station will have an above ground petroleum tank which will need to be added to the coverage. Mr. Allen next turned to the other coverages in the package including the property coverage extensions; the crime coverage; the portable equipment coverage; the vehicle liability and physical damage coverages; the general liability and professional health care liability coverage; and the management liability and cyber liability coverages. He noted that the District also maintains excess liability coverage at the highest limits available of \$10 million for each occurrence and \$20 million for an annual aggregate. He again noted that the premium for the renewal is not yet available and that as soon as it become available, he will circulate it to the District. Mr. Allen then reviewed briefly the accident and sickness program and policy coverages. He noted that this has a renewal date of October 7 and that the premium for this program has declined approximately \$1,000 on an annual basis. He discussed the number of personnel covered and the off duty coverages. There was a brief discussion regarding the coverage for the Pension Fund Board members and the District Treasurer as the treasurer of

the Pension Fund, and it was agreed that this coverage would be maintained even though the assets of the Fund have largely been moved to the State Investment Fund. Thereafter, Mr. Allen departed the meeting with the thanks of the Board.

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 September 25, 2023 in the usual manner and reviewed it with the Board. He discussed the recent activities in connection with construction and design matters involving the new station as well as prospective work and other activities associated with the project. Mr. Wojtkowski related that he had prepared an Occupancy Action Item Log and Time line. He reviewed this with the Board and those in attendance. He suggested that as the project moves to completion toward the end of 2023 and into early 2024 this log will assist in that process. He noted that the log identifies the party primarily responsible for each item of work on the log as well as a due date for each item. The log covers the process of moving from the old stations to the new station. Mr. Wojtkowski requested that he be informed of any additional items which should be logged. He next reviewed the Budget Report for the project which reflected that the project should have an underrun of approximately \$240,000. He noted that the additional financing for the project will likely not be needed based upon pay requests submitted until January 2024. He next discussed the addition of an epoxy coating to the bay floor and advised that he had reviewed various alternatives. To add this feature would likely cost in the range of \$100,000 for material and installation. The cost depends, in part, on the moisture mitigation which would be required before installation. Discussion followed regarding alternatives with the Sherwin Williams product being put forward as the least expensive product of a quality that would be suitable. After further discussion, a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to move forward with procurement of bids for the provision and the

installation of an epoxy coating on the bay area floor. Mr. Wojtkowski advised that Pay Request #7 from SM Wilson had been received and that he had reviewed same and is recommending approval. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve Pay Request #7 as presented. It was noted that no action regarding the additional station financing was required at this time. Mr. Wojtkowski indicated that landscaping is pending with nothing new to report or act on. The Board next returned to discussion of installation of an additional exhaust system in the bay area. It was noted that the current system which is designed in the building has detection sensors in the bay area which will activate the system to remove exhaust fumes. The Chair advised that the Board would be tabling the question of installing an additional exhaust system at this time and would possibly consider it at a later date after the building is in operation. The Chief was requested to look into grants for such a system.

The meeting next turned to the minutes of the meetings of the Board held on August 28, 2023 and September 6, 2023. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the minutes as presented.

The meeting next turned to the Treasurer's Report. Mr. Leonard presented his report in the usual manner. He reported that at August 1, 2023 the General-Emergency & Rescue-FICA-Medicare Fund had a balance of \$1,848,957.60, receipts during the month of August of \$69,354.54, and disbursements during the month of \$127,993.97 leaving a balance at August 31, 2023 of \$1,790,318.17. He reported that the Audit Fund had a balance at August 1, 2023 of \$90,434.38 and receipts during the month of \$31.07 with no disbursements leaving a balance at August 31, 2023 of \$90,465.45. He reported that the Insurance Fund had a balance of \$691,803.29 at August 1, 2023, receipts during the month of \$11,408.97, and disbursements of \$5,996.00 leaving a balance at August 31, 2023 of \$697,216.26. He also reported that the

Bond Fund had a combined balance of \$4,468,894.72 at August 1, 2023 and receipts during the month of \$36,724.14 from real estate taxes and \$2,608.47 in interest. Disbursements during the month of August totaled \$539,179.65 leaving an overall balance at August 31, 2023 of \$3,969,047.68 in the Bond Fund. He noted that Liberty Bank holds \$3,689,544.30 in the Bond Proceeds account; \$279,403.38 in the Debt Service account; and \$100.00 in the Project Payment account. It was noted for record purposes that the Treasurer's Report submitted to the Board also contained the Financial Statement at August 31, 2023 on a Budget vs. Actual and Year To Date Basis for the General-Emergency & Rescue-FICA/Medicare Fund; the August 2023 Expenditure Report by Budget Line Item; the Audit Fund Financial Statement as of August 31, 2023; the Insurance Fund Financial Statement as of August 31, 2023; the Pension Fund Financial Statement as of August 31, 2023; the Agency Fund Financial Statement as of August 31, 2023; the Tax Receipts Summary and Disbursements Report through August 23, 2023; the Receipts & Disbursements YTD Comparison Report for August 2023; and the Detail-Receipts & Disbursements Report for August 2023. It was also noted that the Warrant Report dated September 25, 2023 was presented to the Board. 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 normal course of business in accordance with the usual bill payment procedure of the District.

The meeting next turned to the President's Report. The President called attention to the financial status of the District and the efforts by the Board to establish a stronger financial base for the District.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written fashion in the usual manner and highlighted items from it.

Under Personnel, the Chief noted that firefighter Hubbs is currently attending the academy at the Illinois Fire Service Institute and that promotional testing has been completed and a new Promotional List approved by the Board of Fire Commissioners.

Under Grants/Revenues/Donations, the Chief advised that an application had been made for the Illinois American Water Company Grant in the amount of \$1,000 which will be used to purchase chain tips for the Hurst spreaders at a cost of approximately \$1,048. He reported that the Small Equipment Grant remains pending.

Under Stations/Apparatus/Equipment he noted that the new rescue truck should be completed within the next 2 weeks. The Chief requested approval for payment of the truck upon completion and acceptance after inspection by the Department and a motion to that effect was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved. The Chief also requested approval for travel expenses associated with the delivery of truck to the District and a motion to that effect was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved. He advised that a Truck Committee is being put together following the completion of promotional testing. He advised that hose testing has been completed with approximately 13,000 feet of hose having been tested. The Chief advised that the current waiting time for a new fire apparatus is in the range of 48 months from the time of order. He reported that the side by side is now operational with some lighting yet to be installed and that the trailer to transport the side by side is operational.

Under Training matters, the Chief advised that training at the Madison Fire Tower is ongoing. He advised that Lieutenant Farmer is in the process of completing training for his CPR

Instructor licensing. He reported that Lieutenant Elder is requesting approval to attend an Incident Safety Training Program. The class will be held in Freeburg.

The Chief under items for action and consideration requested that red truck items be addressed. He indicated that Unit 1452 is badly in need of tires and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the tire replacements on Unit 1452.

The meeting next turned to the Board of Fire Commissioners' Report and Mr. Sowders reported that the Promotional Eligibility List had been finalized by the Commission and that it is posted.

The meeting next turned to public comments. The Board received comments from Assistant Chief Wills in appreciation for the work of the Board on behalf of the Fire Department.

The meeting next turned to Other Business.

A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve a Mutual Aid Agreement with Survival Flight Ground EMS.

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

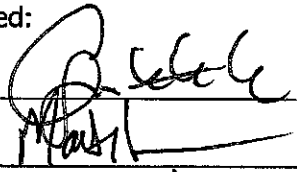
The meeting next turned to Decennial Committee matters. It was noted that the Decennial Committee had met prior to the commencement of the Board's regular meeting. The next meeting of the Committee will be in conjunction with the October Board of Trustees meeting.


Thereafter, there being no further, or other, business to come before the meeting, upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the meeting was adjourned.



Secretary

Approved:





John E. Leonard

Being All of The Trustees of the
Godfrey Fire Protection District