

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

On October 23, 2023, the Board of Trustees of the Godfrey Fire Protection District held its regular meeting at 5:00 p.m. in the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois pursuant to the regular meeting schedule of the Board.

In attendance were Trustees Fischer, Leonard, and Horn. Also present were members of the Board of Fire Commissioners, Sowders, Cox and Clemons; Fire Chief Cranmer; Fire Department Members Estes, and Hamberg; NorthStar Management Representative Donald Wojtkowski; and legal counsel for the District.

The Chair first called for announcements and presentations and recognized Mr. Brock Hendricks of First State Insurance Agency. Mr. Hendricks presented a proposal to the Board to provide a package insurance policy for the District based on the November 1, 2023 renewal date for the District's insurance program. Mr. Hendricks reviewed the proposal with the Board and responded to questions regarding the proposal. He noted that the new Fire Station is not included in the proposal and that it would be added at a later date when placed in operation and when the Builders Risk Coverage is terminated. There were questions regarding the Inland Marine Coverage under the program as well as the Medical Malpractice Coverage. Various other questions were covered including the question of an agreed value for vehicle coverage. After further discussion, the Chair thanked Mr. Hendricks for his presentation and the meeting moved forward with other matters.

The meeting next turned to new Fire Station project matters and initially received the report of Mr. Wojtkowski in written form. Mr. Wojtkowski reviewed his report with the Board which included a report of recent activities involved in the construction and design process. The status of various items of work as set out in the report were reviewed with the Board and those in attendance. Mr. Wojtkowski noted that he had required the landscaping contractor to

include a spring seeding and fertilizing in the scope of work following the completion of construction in the spring of 2024. Mr. Wojtkowski reviewed other forward-looking activities in connection with the new Station. He noted that the rooftop unit will be started shortly and that he has arranged with the contractor and vendor of that unit to extend the warranty for a full year from the date of substantial completion rather than from the date of startup. He reported that gas and water service will shortly be billed to the District and that until the point of substantial completion, those billings will be referred to S.M. Wilson. There was discussion regarding the status of flooring and case work. Mr. Wojtkowski indicated that there has been a further delay in delivery of the automatic transfer switch for the building generator until January 4, 2024, but that a work around has been developed to allow occupancy of the Station prior to installation of the automatic transfer switch if that becomes necessary. Mr. Wojtkowski indicated that further investigation of applying an epoxy coating to the bay floor has been investigated using the Sherwin Williams product. An inspection of the Highland, Illinois Fire Station was made where such an installation has occurred. Based on that, Mr. Wojtkowski will proceed with a bid solicitation. He noted that moisture mitigation will need to be included in the bid package in order to assure warranty of the coating by the manufacturer. He reported that the Highland facility had also created a "cove base" using the Sherwin Williams product, however, he is not recommending that for Godfrey as it would involve an additional \$5,000.00 in cost and has only an aesthetic effect. Mr. Wojtkowski indicated that FGM Architects has requested a fee addition of \$7,000.00. Mr. Wojtkowski is recommending that the Board not act on this request at this time and that it be considered at a later date when there is further information about the status of the project upon completion. He reviewed with the Board the Phase II fee to the Architect and noted that this relates primarily to construction administration involving review of submittals and correction of drawings. Mr. Wojtkowski reviewed the budget

tracking table and indicated that the project is still on track for an underrun of approximately \$200,000.00. He noted that the project remains on schedule with the exception of the automatic transfer switch for the generator.

The meeting next turned to a discussion of the additional loan for the construction of the Station. It was noted that the Bank had indicated a 60-day lead time and Mr. Horn advised that he would contact Steve Thompson of Carrollton Bank in preparation for a loan draw at the end of December.

Mr. Wojtkowski advised that a Pay Request (No. 8) had been submitted by S.M. Wilson and upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, payment of Pay Request No. 8 was approved.

Thereafter, the Board thanked Mr. Wojtkowski for his report and his efforts in connection with the construction of the new Station.

The meeting next turned to presentation of approval of the minutes of the meeting held on September 25, 2023. A motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to approve the minutes as presented.

The meeting next turned to the Treasurer's Report. Mr. Leonard presented the Treasurer's Report in written form in the usual fashion and noted that in the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Fund as of September 30, 2023, the balance for all funds stood at \$2,932,675.05 comprised of \$2,135,888.62 in the General-Emergency & Rescue-FICA/Medicare Fund; \$90,681.70 in the Audit Fund; and \$706,104.73 in the Insurance Fund. He also reported regarding the Bond Funds and advised that as of September 30, 2023 the balance of Bond Funds stood at \$3,540,531.59 consisting of \$3,184,726.68 in the Proceeds Account held at Liberty Bank; \$355,704.91 held in the Debt Service Account at Liberty Bank; and \$100.00 in the Project Payment Account at Liberty Bank.

As a matter of record, it was also noted that the Board Packet contained the September, 2023 Expenditure Report By Budget Line Item; the Audit Fund Financial Statement as of September 30, 2023; the General-Emergency & Rescue-FICA/Medicare Fund Financial Statement as of September 30, 2023; the Pension Fund Financial Statement as of September 30, 2023; the Agency Fund Financial Statement as of September 30, 2023; the Tax Receipts and Disbursement Summary through September 26, 2023; the Receipts & Disbursements YTD Comparison Report for September, 2023; and the Detail-Receipts & Disbursements Report for September, 2023. He also noted that the Warrant Report dated October 23, 2023 was included in the Board Packet. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to accept the Treasurer's Report as presented and to pay the District's bills as same come due in the ordinary course of business in accordance with the bill payment procedure of the District.

The meeting next turned to the President's Report. Mr. Fischer took up a discussion of the insurance coverage and its renewal. He noted that there were some items in the proposal presented by Mr. Hendricks of First State Insurance Agency which would make it difficult to consider that proposal at this point. He suggested that the District remain with the current coverage through VFIS until clarification of the First State proposal is made available since the renewal date is November 1, 2023. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to move forward with renewal of the VFIS Insurance Package unless the President receives information from Mr. Hendricks which would suggest a reconsideration of that decision at this time. The motion was unanimously approved.

The meeting next turned to the Fire Chief's Report.

The Chief presented his report in written form in the usual manner.

He reported under Meetings that in late September he had had a meeting with representatives of Alton Memorial Hospital regarding ambulance service in Godfrey. He clarified with that organization that the District is not attempting to keep Alton Memorial from providing such service, but rather, is concerned about the response time of the EMS providers serving Godfrey, generally, including Alton Memorial.

The Chief advised that he had met with the furniture vendor and that orders had been placed for furnishings of the new Station with a projected mid-January 2024 installation date. He noted some changes had been made to certain items based upon the need of the District and the construction of the Station.

The Chief advised that he had travelled to Iowa to take delivery of the new rescue truck. He noted that the truck is waiting radio and other equipment to be installed before the unit is placed in service.

The Chief reported under Personnel Matters that firefighter Payne Hubbs would be graduating from the Illinois Fire Service Institute Academy on October 27. He will commence work on the following Monday.

Under Grants/Revenues/Donations, the Chief advised that the Illinois American Water Company Grant in the amount of \$1,000 had been awarded and that the equipment to be purchased with that grant as previously approved by the Board has been ordered. The Chief advised that a Small Equipment Grant Application will be submitted and that he expects to seek an additional CPR device or turnout gear. With regard to Station/Apparatus/Equipment, he noted again that the new rescue truck is awaiting radio installation and striping. Brackets have been ordered for equipment in that unit as well. He reported that the side-by-side brush/rescue unit trailer has arrived and is available for use as needed. He reported that Firefighter Hubbs will need to have a new set of bunker gear and that the gear of some firefighters that is used

as backup to their primary gear is now out of date. He suggested that the District purchase four sets of turnout gear to address this. This would be paid out of the Firefighter Equipment Line Item in the Budget at a cost of approximately \$3,400.00 per set. The Chief advised that he will likely seek an additional six or eight turnout gear sets as part of the Small Equipment Grant Application and he requested that the Board approve disposal of old gear which is no longer needed by the District.

Under Training Matters, the Chief advised that training at the Madison Fire Tower has been completed for all three shifts. Under Special Notes, the Chief advised that he would be taking vacation in the period October 24 through 27 and October 30. He also reported that he had been asked to join a Radio Committee at the County level and that he hopes this will be beneficial to the District in obtaining radio units for the Starcom System.

Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to authorize the purchase of four sets of turnout gear as requested by the Fire Chief. A motion was also made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to expend up to \$2,000.00 for brackets for the new rescue unit.

A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to authorize the Chief to dispose of unneeded and out of date turnout gear as requested by the Chief.

The meeting next turned to the Report of the Board of Fire Commissioners. Mr. Sowders reported that the Board had met prior to the District Board Meeting, but that there were no matters to report to the Board at this time.

The meeting next turned to the Attorney's Report. The Attorney noted that he had learned that Starcom Radios had been purchased for some Fire Protection Districts by action of the County Board in the prior week. He also reported that a submission had been made to the

County with regard to the ARPA Funds being supplied by the County to the District for use in funding the radio tower at the new Fire Station.

The meeting next turned to public comments. There were not public comments.

The meeting next turned to Other Business.

The Board next took up a review and acceptance of the 2022-2023 Fiscal Year Audit Report. It was noted that this Report was delivered to the Board at the last regular Board meeting for the review of the Trustees. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to accept the Audit as presented.

The meeting next turned to the 2023 Tax Levy. The Attorney advised that he is awaiting a pension levy recommendation from the Nyhart Firm based upon an actuarial analysis of the funding requirements under state law. The adoption of the 2023 Tax Levy will be planned for the November meeting. The Attorney reviewed with the Board briefly the Memorandum which had been issued previously regarding the 2023 Tax Levy.

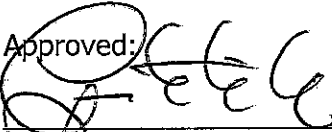
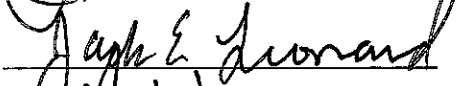

The meeting next turned to a discussion regarding a proposed amendment of the Intergovernmental Agreement with the Village of Godfrey as it pertains to the disposition of Station No. 1. The Attorney advised that the Village Attorney had submitted to him a proposed amendment of that Agreement to allow the Village to take title directly from the District rather than requiring the District to sell the property and provide the funds to the Village. There was discussion about the proposed amendment. The Attorney reviewed with the Board the requirements for sale of real estate by the District under the Fire Protection District Act. It was the consensus that the District should obtain an appraisal of the property prior to making any determination regarding the amendment and the request of the Village. It was noted that the Village Board had deferred any action with regard to the property for sixty days. The President was authorized to proceed with obtaining an appraisal.

The meeting next turned to a discussion regarding financial reporting of affiliated insured entities. Mr. Horn indicated his opinion that any entity which is insured by the District should provide a financial report not less often than annually to the District reflecting its financial affairs. It was noted that at this time, only the Foreign Fire Insurance Board is included in the Audit and there is no report from the Firefighter's Association or the Retired Firefighter's Association. It was noted that the Retired Firefighter's Association is pending approval by the insurance carrier for inclusion in the District's insurance program. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to require all affiliated entities which are part of the District's insurance package to provide an annual financial report to the Board of Trustees.

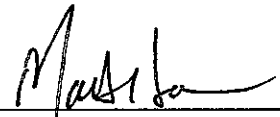
The meeting next turned to personnel matters. There were no personnel matters to be taken up.

The Chair next noted that the meeting of the Decennial Efficiency Committee had been held prior to the commencement of the District Board meeting earlier in the evening.

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.

Approved:   
  


Being All of The Trustees of the  
Godfrey Fire Protection District

  
Secretary