

GODFREY FIRE PROTECTION DISTRICT

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES

On November 27, 2023, 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 pursuant to the regular meeting schedule of the Board.

Present for the meeting were Trustees Fischer, Horn, and Leonard. Also present were Fire Commissioners, Sowders, Clemons, and Cox; Fire Chief Cranmer; Mr. Don Wojtkowski of NorthStar Management; Trustee Emeritus Terry Ford; members of the Fire Department; and legal counsel for the District.

The first item of business to come before the meeting was the Truth in Tax hearing for the 2023 tax levy. The Chair opened the public hearing at 5:00 p.m. No comments were made with regard to the proposed 2023 tax levy and, accordingly, the Chair closed the public hearing.

The meeting next turned to announcements and presentations. There were none.

The meeting next turned to New Station Project matters. The Chair called upon Mr. Wojtkowski for his report. Mr. Wojtkowski presented his report in written form in the usual manner and elucidated regarding its contents. Mr. Wojtkowski indicated that the only significant issue remaining with regard to the timely completion of the station is the delivery and installation of the transfer switch for the generator system. The latest information from the supplier is that this item will ship at the end of December. The generator has been installed. Fuel tanks should be installed in the current or following week. Electrical work is somewhat behind due to manpower shortages. Finish work on the interior of the station is wrapping up. The radio tower installation is scheduled for the following Monday and Datatronics will then install the wiring from the tower to the station and place the antennae on the tower. The antennae have been received. Concrete panels should be installed on the outside of the building in the following week. Lockers are scheduled to be delivered on December 4, however,

the delivery may be held up to facilitate finish work in the station. The extractor is to be delivered on December 18. That delivery can be accepted as the extractor will be located on a pad. Appliances are scheduled for delivery on December 4, but that may also be held up to allow finish work to go forward. The latest pay request is No. 9 which was previously reviewed and there has been no subsequent request. The project budget currently includes the epoxy flooring work and all costs for the new station construction have been accounted for. Mr. Wojtkowski indicated that there should be some underruns in the general conditions and allowances which will adjust the total cost of the project downward. He noted that a log of paid invoices is included in the report. He will be meeting with the District accountants to reconcile the invoices to actual payments. He suggested that the cash flow for the project should be good through the end of December.

The meeting next turned to the opening of bids for epoxy flooring for the bay and gear room areas. Mr. Leonard opened the bid and referred it to Mr. Wojtkowski who advised that the total bid is \$66,508.00 from All American Painting Co. The bid includes moisture penetration prevention. There was one bid only. Thereafter, a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to accept the epoxy flooring bid from All American Painting Co.

The Board next turned to consideration of the SM Wilson pay request No. 9 and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved, to approve Pay Request No. 9.

The meeting next turned to the minutes of the meeting held on October 23, 2023 and 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 the report in the usual fashion including the Financial Statement for the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Funds as of October 31, 2023 which reflected a total cash balance of \$2,932,675.05 at October 1, 2023; receipts during the month of \$422,935.59; and disbursements during the month of \$203,170.61, leaving a balance at October 31, 2023 of \$3,152,440.03. Of the foregoing amount, \$2,337,966.36 was held in General-Emergency & Rescue-FICA-Medicare account; \$90,895.99 was held in the Audit Fund; and \$723,577.68 was held in the Insurance Fund. The Treasurer noted that the Cash on Hand Distribution Report and the Fund Designation Breakdown was also included in the Financial Statement. Mr. Leonard advised that the Bond Project/Debt Service Fund had a balance at October 1, 2023 of \$3,540,531.59; receipts during the month of \$75,620.70 and \$6,601.18, making the total receipts and cash on hand for the month \$3,622,753.47. Disbursements during the month including \$1,016,334.79 for construction expense and \$323,950.00 for Debt Service left a balance at October 31, 2023 of \$2,282,468.68. The Bond Proceeds Account at Liberty Bank currently has a balance at October 31, 2023 of \$2,174,993.07 and the Debt Service Account at Liberty Bank has a balance of \$107,375.61. The Project Payment Account at October 31, 2023 had a balance of \$100.00. It was also noted for record that the Treasurer's Report included the Year to Date and Monthly Financial Report for the General-Emergency & Rescue-FICA/Medicare Fund through October 31, 2023; the October 2023 Expenditure Report by Budget Line Item; the Audit Fund Financial Statement as of October 31, 2023; the Insurance Fund Financial Statement as of October 31, 2023; the Pension Fund Financial Statement as of October 31, 2023; the Agency Fund Financial Statement as of October 31, 2023; the Receipts & Disbursement YTD Comparison Report for October 2023; the Tax Receipts & Disbursements Summary Through October 19, 2023; and the Detail-Receipts & Disbursements Report for October 2023.

Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved, to accept the Treasurer's Report as presented.

The meeting next turned to payment of bills and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to pay the bills as same come due in the usual course of business in accordance with the 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 and highlighted parts of the report for the Board.

The Chief advised there were 184 calls during September 2023 of which 147 were in the EMS/Rescue category.

Under personnel, the Chief advised that Firefighter Hubbs will serve as the vacation breaker during December and that he will be working under Assistant Chief Hamburg. Based on his qualifications/certifications, Mr. Hubbs is able to drive a fire apparatus. He is doing well and is eager to learn the District and Department protocols and operations. The Chief advised that Assistant Chief Bloemker is having surgery and will likely be out of service for approximately 12 weeks. The Chief indicated that Mr. Blackford will be moved to Mr. Bloemker's shift during that period of time.

Under Grants, the Chief advised that a Small Equipment Grant application is being submitted for turnout gear and thermal imaging cameras.

Under Station Matters, the Chief advised that he had prepared a revised Smoking Policy to prohibit vaping. He advised that the new rescue truck is currently awaiting radio installation and striping. Brackets have been ordered for equipment storage in the truck. Four sets of turnout gear have been ordered and the fuel tanks for the new fire station have been ordered.

Business Inspections in the Village of Godfrey are in progress.

Under Training, an auto stabilization extrication class was held on November 18 at Bowers' Towing and was a successful training effort. Firefighter Parish has requested approval to attend an active shooter training in Champaign. The cost will be \$375.00 for the class. The room may be provided. The Chief will inform the Board on that point subsequently. Other training for 2023 is ongoing.

The Chief advised that the District would be sponsoring the Madison County Firefighters Association meeting on December 21. Help is need for that event. The hall has been rented and the food order is pending.

The Chief will have vacation days on December 22 and December 26 through 29.

The Chief advised there is no new information regarding the Madison County Radio Committee.

Under action items, the Chief requested approval for the cost of the Madison County Firefighters Association meeting and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the payment of the expenses associated with hosting the meeting.

The Chief requested approval of the new Smoking Policy. He noted that it had been revised after his initial submission to remove outside smoking and vaping. After discussion, a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the new No Smoking/No Vaping/No Chewing Policy anywhere on District premises.

The meeting next turned to the Board of Fire Commissioners' Report. Mr. Sowders indicated there was no report.

The meeting next turned to the Attorney's Report. The attorney first addressed the Board regarding the adoption of an Ordinance related to the Paid Leave for All Workers Act. A proposed Ordinance which would exempt the District from the application of the Act by

providing for a one day of paid leave per year for all employees with the provision of that leave to be part of the District's current vacation policy in effect was presented. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the Ordinance as presented with the paid leave provided in the ordinance to be incorporated as part of the District's current vacation policy.

The attorney mentioned briefly the need for the Fire Chief to file the names of the paid on call firefighters who would qualify for the Illinois Income Tax Credit.

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

The meeting next turned to Other Business.

The first item of other business to be taken up by the Board was the 2023 Tax Levy. A proposed tax levy in the total amount of \$3,080,081.00 was presented and upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the 2023 Tax Levy Ordinance was approved as presented.

The meeting next turned to the approval of the supplemental loan to complete construction of the new fire station. The attorney indicated that a loan commitment had been received from Carrollton Bank for a participation loan with Carrollton Bank, Liberty Bank, and CNB Bank & Trust. The proposal was circulated and reviewed. Thereafter, a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the loan proposal as presented. The attorney was requested to advise Mr. Stephen Thompson of Carrollton Bank of the District's acceptance of the loan proposal.

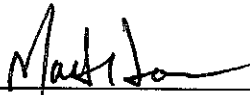
The meeting next turned to discussion regarding the sale of Station No. 1. Mr. Fischer indicated that an appraisal had been obtained setting the value of the building at \$220,000.00. It was noted that the Survival Flight organization is interested in the building. The matter was referred to Mr. Horn to discuss with the potential buyer as well as any other buyers who may

have an interest in the property. The attorney noted that any sale of the property by means other than a public auction or sealed bid procedure would have to be a price which is no less than 80% of the appraised value.

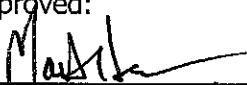
The meeting next turned to Personnel Matters. The Chair noted that the Fire Chief's contract was up for renewal, and he requested a motion to enter closed session pursuant to Section 2 (c) (1) of the Open Meetings Act. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to enter closed session.

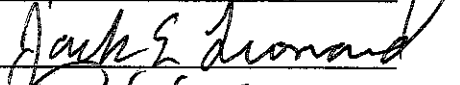
Following the conclusion of the closed session, the Chair noted that discussions had been held by the Board with the Fire Chief regarding the Chief's contract extension and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve a two year extension of the Fire Chief's contract at an annual salary of \$99,000.00.


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