

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

On December 27, 2022, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held pursuant to the regular meeting schedule of the Board at the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois.

In attendance were Trustees Fischer, Ford, and Horn. Also present for the meeting were Fire Chief Cranmer, NorthStar Management Representative Wojtkowski, Fire Commissioners Clemons, Cox, and Sowders, Mr. Steve Thompson of Carrollton Bank, members of the Fire Department, and legal counsel for the District.

The meeting next turned to New Station Matters.

The Chair first recognized Mr. Steve Thompson of Carrollton Bank regarding supplemental financing for the new station. Mr. Thompson advised that he had reviewed financial information from the District regarding the need for approximately \$1 million in additional funding for the new fire station caused by inflation in building costs since the approval of the District's bond issue. He advised that a borrowing of \$1 million based upon a five year balloon loan with a 5 to 20 year assumed amortization was feasible based upon his review of the District's finances. Using a 15 year assumed amortization, the debt service on a monthly basis would be approximately \$7,900.00 at a tax exempt annual interest rate of 4.875%. There was discussion regarding the timing of the need for the loan and after consultation with Mr. Wojtkowski, it was expected that this would likely occur in the third or fourth quarter of 2023. The loan would be structured with no prepayment penalty so that there could be a refinancing if interest rates decline in the future. Mr. Wojtkowski indicated that he had done a cash flow analysis with regard to the funding of the new station construction and he expects that the timing of the need for the additional supplemental financing would occur in November of 2023. Mr. Thompson indicated that the loan would be intended to be structured as a participation with Liberty Bank and CNB Bank & Trust along with Carrollton as the lead lender. A mortgage on the station property would secure the loan. The Board thanked Mr. Thompson for his presentation.

The meeting next turned to the report of NorthStar Management. Mr. Wojtkowski presented his written report to the Board which he reviewed with the Trustees. He noted that the notice to proceed had been issued to SM Wilson on December 5, 2022. Under design

matters, he indicated that work continues on the question of installing a radio tower at the new station. He advised that the GMP (guaranteed maximum price) documentation had been received from SM Wilson, but that some clarifications and/or modifications of the qualifications placed on that document by the construction manager would be required prior to its execution. He noted that the Village of Godfrey had agreed to eliminate the sidewalk until such time as there are sidewalks on the adjoining properties. He suggested that this should be treated as an adjustment to the project scope at this time rather than as a change order upon approval of the Board of Trustees of the elimination of the sidewalk from the design plans. He advised that FeatherShark had met with him since the last Board meeting and that some cost savings have been identified through a change in some of the technology items to be installed at the station. This will also involve a change in the scope of the project for the construction. It should generate a cost savings in the range of \$20,000.00 to \$30,000.00. Mr. Wojtkowski indicated that he had received a permit application document from the Illinois Department of Transportation which will be required for the curb cuts for the new station to be installed. A \$20,000.00 bond will be required as part of that permitting process. Since the permit remains effective for only six months after it is issued, he will be working with SM Wilson to decide upon the appropriate timing for submission of the request for the permit. Mr. Wojtkowski indicated that the Village of Godfrey requires a Stormwater Maintenance Agreement for the detention system on the new station property. It is in standard form, and he is recommending approval by the Board. He advised that work on identifying furniture, fixtures, and equipment for the new station continues and the timing of those purchases is under consideration.

It was noted that there was no report from FGM, the architect for the project, or the construction manager, SM Wilson.

The Board next turned to the Stormwater Maintenance Agreement with the Village of Godfrey, and a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to approve the Agreement as presented.

The meeting next turned to further discussion regarding the need for a radio tower. Mr. Wojtkowski indicated that the communications consultant has suggested that an eighty foot to ninety foot tall tower would be needed even if Madison County goes to a digital system. The consultant indicates that this tower would be needed for VHF communications with surrounding districts such as QEM and Brighton Betsey Ann which will not have digital communication capability. Mr. Wojtkowski indicated that the matter needed further study to determine if there

is an alternative to using a tower given the cost of a tower. A quote for a tower is being obtained. The Chief confirmed that no information has been received from Madison County regarding the digital transition. The Chief indicated his understanding that the County is currently negotiating the cost of radios for the districts with the manufacturer.

The meeting next turned to consideration and approval of the deletion of sidewalks from the scope of the project and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved, to delete the sidewalk installation as part of the scope of the new station project.

The attorney noted that he and Mr. Wojtkowski had not yet conferred regarding the bonding requirement for subcontractors on the project but that this would be discussed prior to the next Board meeting.

Mr. Horn reported that he had spoken with the other Citizens Advisory Committee members who confirmed their agreement with the decision to proceed current design for the station to include even though this will entail greater than expected cost of construction and require supplemental financing.

There was next discussion regarding a ground breaking ceremony and Mr. Wojtkowski indicated that he would coordinate that with SM Wilson. It was agreed that Mr. Fischer would be the Board representative to work with Mr. Wojtkowski and SM Wilson on this event. There was discussion regarding invitees to the ground breaking event when it occurs.

The meeting next turned to presentation and approval of the minutes of the Board meeting held on November 29, 2022. A motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to approve the minutes as presented.

The meeting next turned to the Treasurer's Report. The Treasurer presented his report in the usual manner in written form. He advised that in the General Emergency & Rescue-FICA-Medicare Fund cash on hand at November 1, 2022 stood at \$1,811,863.15; there were receipts in the month for that fund of \$86,564.29; and disbursements from the fund in the month of \$110,137.05 leaving a balance at November 30, 2022 of \$1,788,290.39. He also reported that from the Audit Fund there was an expenditure of \$10,870.00 during the month and a balance at November 30, 2022 of \$89,820.04. In the Insurance Fund, there was a disbursement of \$10,455.00 during the month and a remaining balance at November 30, 2022 of \$661,305.60. The Fund Designation Report for the General Fund was noted to be \$106,244.96 for the Building Designated Fund and \$195,756.13 for the Equipment Replacement Fund. The total

funds at the end of November held by the District amounted to \$2,539,416.03. The Treasurer noted that in the Bond Fund accounts, the District held \$1,630,556.32 with Liberty Bank; \$2,585,779.93 with Carrollton Bank; and \$2,578,988.62 with CNB Bank & Trust. The Debt Service Account with Liberty Bank had a balance of \$125,722.75. The Treasurer also noted that the Board packet contained other reports, including the General Emergency & Rescue-FICA/Medicare Fund Statement as of November 30, 2022 showing cash on hand, receipts, and total disbursements on a budget vs. actual and year to date basis; the November 2022 Expenditure Report by Budget Lien Item; the Audit Fund Balance Sheet as of November 30, 2022; the Insurance Fund Balance Sheet as of November 30, 2022; Pension Fund Balance Sheet as of November 30, 2022; the Agency Fund Account as of November 30, 2022; the Tax Receipts Summary and Disbursements Report through November 15, 2022; the Receipts & Disbursements YTD Comparison Report for November 2022; and the Detail-Receipts & Disbursements Report for November 2022. The Treasurer also advised that the Warrant Report dated December 27, 2022 was contained in the Board packet. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to accept the Treasurer's Report as presented and to approve the payment of bills as same come due in the normal course of business in accordance with the bill payment procedure of the District.

The meeting next turned to the President's Report. The President advised that the attorney had circulated a proposed Meeting Schedule for 2023. He also noted that he had been in contact with the Office of the State Fire Marshal regarding the District's application for a zero percent interest revolving loan. He was advised that the chances are favorable for the District to receive approval of a loan this year. He noted, however, that the loan would be in the amount of \$350,000.00 which will not cover the cost of a new pumper apparatus. He also the amount of the noted that under the current rules, the Illinois Finance Authority requires loan funds to be expended within one year, however, due to supply chain issues, it will likely extend that time period. If the District should receive a revolving loan approval this year, it would be required to add funds from some other source in order to fund a truck purchase. There was discussion by the Chief regarding the condition of the District's apparatus fleet at this point, and it was noted that due to the repair status of various trucks, the District effectively has no reserve trucks in service at this time. There was discussion regarding Units 1412, 1422, and 1410. Unit 1422 is in Edwardsville being repainted and should return to service in approximately three weeks. Unit 1410 is with Banner Equipment for the installation of a new

pump assembly. There followed discussion regarding the expected timeline for approval of a zero interest loan and the Chief indicated that he anticipated that it would be next February based on when the loan application was submitted, however, it may be somewhat later. It was agreed that the question of accepting a zero interest loan would be put on the agenda for the January meeting. Mr. Ford indicated that in his discussions with OSFM he had learned that if the loan is declined after it has been approved, it would put the District at a disadvantage in future applications. On the other hand, if the application is withdrawn prior to approval, that would not be the case.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form in the usual manner and reported orally on several matters contained in the report.

The Chief reported that call volume had been particularly heavy during the month of November and that it continues into December.

Under Personnel, the Chief advised that Lieutenant Farmer will be returning to full duty the following day.

Under Grants/Revenue/Donations, the Chief advised that a grant of \$1,500.00 had been received from Country Financial; a donation of \$50.00 had been received from the Powell Family; and a grant from Wal-Mart in the amount of \$1,200.00 had been received. The Chief confirmed that the District is awaiting word on its Small Equipment Grant application and the Revolving Loan application as discussed earlier in the meeting.

Under Stations/Apparatus/Equipment, the Chief confirmed that Unit 1410 has been sent to Banner for pump repairs and that Unit 1422 is with Cross Auto Body for painting in Edwardsville. The Chief advised that work continues on the ESO software system with training on that system being underway. It is expected to go live on January 15, 2023. The Chief advised that he continues to seek a vehicle which will be suitable to replace Unit 1450. He confirmed that the FeatherShark firm has been at work and that a new email address system has been set up for the District.

Under Building Inspections, the Chief advised that these continue and will be wrapping up shortly.

Under Training, the Chief reported that 2022 training is finishing at this time.

Under Special Notes, the Chief advised that the PPE supplies are satisfactory at this point and that the two stations are continuing to limit public access in the living quarters of the stations.

Under Action Items, the Chief requested approval for the purchase of a "W-T Tool" entry tool which enables forced entry with less damage to the premises. He is also requesting purchase of a scene lighting system. Both of these expenditures would be covered by grant funding. The expected cost would be in the range of \$2,100.00.

The Chief reported regarding his meeting by telephone with ISO, and he indicated that the rating for the District is likely to move from a 3.3x to a 4.4y and that there appear to be three factors which are causing a lower rating, including personnel; water supply; and communications.

The Chief next requested consideration of the purchase of a cab and chassis for a replacement rescue truck. He indicated that he had obtained a quote from a dealer in Iowa for a Ram vehicle which will be under construction shortly and would be delivered sometime in February. The total price of the truck is \$76,435.00. The Board discussed with the Chief the cost of body work for the box on the truck and the Chief indicated that he had been in contact with a firm which could construct a standardize body from aluminum with an expected cost in the range of \$60,000 to \$65,000 and a six month wait time for production. Discussion then turned to the sale of one of the District's brush trucks and it was speculated that a vehicle could be sold for between \$40,000 and \$60,000. There was discussion regarding the present truck which is being used for rescue calls and Mr. Hamburg reported that repairs in the range of \$3,200 had been incurred recently and that rust continues to be a serious problem with the apparatus and Mr. Hamburg questioned the remaining life of the present vehicle. There was discussion regarding the volume of calls to which this truck responds, and it was noted that by having a vehicle of this type, stress would be removed from the pumper apparatus. He advised that this truck is used on most of the Department's calls. There was then discussion regarding the unavailability of cab and chassis products in the market. After further discussion, upon motion by Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the purchase of a Ram cab and chassis through Kune's Country of Platteville, Inc. in Platteville, Wisconsin at a cost of \$76,435.00 was approved on an emergency basis due to the condition of the District's existing vehicle and supply chain delays and unavailability of product on the market making the use of sealed bidding not feasible.

The Board next discussed the purchase of the extrication tool and lighting requested by the Chief to be funded using grant revenue and after discussion, a motion was made by Mr.

Fischer, seconded by Mr. Horn, and unanimously approved to approve the purchase of the extrication tool and scene lighting system at a total cost of up to \$2,500.00.

The meeting next turned to the Attorney's Report. The attorney advised that his only report item had to do with the proposed 2023 Meeting Schedule which had already been noted by the President in his report.

The meeting next turned to public comments. While there were no public comments, the Board welcomed Chief Emeritus John Sowders as a new member of the Board of Fire Commissioners replacing the late Keith Sherman on the Board.

The Board next turned to other business.

The Board deferred discussion on the updated MABAS Master Agreement. The meeting next turned to personnel matters. The Board discussed with the Chief and members of the Department the expected retirement of David Bellitto from the Department in May of next year. There was discussion regarding filling that position and the timing of the next start date for academy training at the Illinois Fire Service Institute. The current eligibility list contains two candidates, the Chief advised that the next person on the list has an offer outstanding from the City of Alton and the second individual on the list has been taking part in eligibility testing at area departments. He currently works on full time basis at Christian Hospital in the EMS Department. If both of those individuals would decline to take the open position caused by Mr. Bellitto's retirement, the hiring list would be depleted and the Board of Fire Commissioners would have to engage in a new round of eligibility testing. Mr. Clemons advised that the Board of Fire Commissioners intends to take up eligibility and promotional testing at its next meeting in January. In response to a question, the Board of Fire Commissioners noted that the current eligibility list will expire in September. Mr. Hamburg commented that incurring the overtime cost to fill the roster for the Department will exceed the cost of hiring a new firefighter and that hiring a new firefighter would reduce overtime stress on other members of the Department. There was discussion regarding a February 1, 2023 start date for the next hire or, alternatively, the date of qualification of that individual so that the person would be able to join the Department prior to leaving for Academy training during the first week of March 2023. After further discussion, a motion was made by Mr. Fischer, seconded by Mr. Horn, to proceed with offering a position to the next individual on the eligibility list and allowing a response time of five business days from the communication of the offer and in the event that the next individual on the eligibility list declines or fails to respond, to extend an offer to the next individual on the

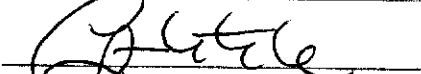
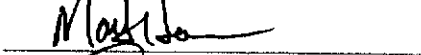
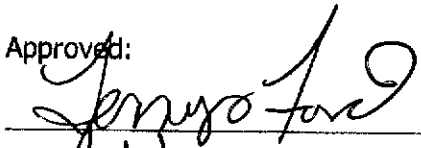
list, who will also be given five business days to respond and, further, in the event that both individuals decline the District's offer or do not respond, the Board of Fire Commissioners is directed to hold a special meeting and commence the eligibility testing process as soon as possible. The motion was unanimously approved.

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



Secretary

Approved:



Being All of The Trustees of the  
Godfrey Fire Protection District