

Posted Date: 5/29/24
Removal Date: _____
Approved By: EC

GODFREY FIRE PROTECTION DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

On April 22, 2024, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held at the Fire Station, 3023 Godfrey Road, Godfrey, Illinois at 5:00 p.m. pursuant to the regular meeting schedule of the Board.

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

The Chair first called for announcements and presentation. There were none.

The meeting next turned to New Station Matters and the Chair called upon Mr. Wojtkowski for his Wrap Up Report on the station project which was presented utilizing the audio visual equipment in the new Station's training room. Mr. Wojtkowski included a review of the timeline for the project which commenced on May 3, 2021 and was completed by the firehouse occupancy on March 1, 2024. He reviewed the various steps along the timeline. Mr. Wojtkowski next reviewed the cost and budget recap for the firehouse which consists of a 15,822 square foot structure. He noted that the original August 2022 budget for the project was \$8,630,830.00 which was revised in January 2023 to \$8,560,430.00 and which had a final total actual project cost of \$8,359,457.00 and computed to a cost of \$529.00 per square foot. By reason of the adjustments made to the project budget, there was a budget underrun of \$190,973.00 consisting of construction savings of \$151,000.00; reduced professional fees of \$4,000.00; reduced expenditures for furniture, fixtures, and equipment of \$30,000.00; and a reduction in owners contingency of \$6,000.00. Mr. Wojtkowski gave a breakdown of the owner contingency spending which totaled \$104,000.00 on the project. He provided a construction contract summary which reflected an initial contract amount of \$7,591,915.00 which was

subsequently revised to remove sidewalk construction saving \$26,994.00 and an additional \$150,837.00 by Change Order No. 2 based on a construction cost under-run bringing a final closeout cost on the project of \$7,414,874.00 or \$469.00 per square foot. Mr. Wojtkowski reviewed the contract under-run overview which explained the composition of the under-run amount of \$151,000.00 and included reductions in the construction credits as applied to the contract contingency and the contingency spending by the District in connection with the project. Mr. Wojtkowski closed his comments by explaining how the Godfrey design and construction delivery method utilized for the project compared to the traditional form of general contractor hard bid approach and resulted in approximately \$906,026.00 or \$57.00 per square foot in lower construction and project costs. Those present thanked and complimented Mr. Wojtkowski and his firm NorthStar Management for its efforts on behalf of the District and its taxpayers in bringing the project to fruition in light of significant cost increases in materials post-COVID. Mr. Wojtkowski related to the meeting some small items of additional work which need to be finished up and he suggested to the Department that any construction deficiencies which might be discovered be listed and relayed to him for communication to the Construction Manager for rectification.

There was a brief discussion regarding the glass in the bay doors and the possibility of applying some sort of tint or UV film to cut down the amount of sunlight coming through the glass which may, at some point, cause paint on the apparatus to fade. It was agreed that this would be explored.

There was discussion regarding the additional construction loan and Mr. Fischer confirmed that the amount of the loan at this point stands at \$400,000.00. Mr. Wojtkowski indicated there are invoices in the range of \$3,000.00 to \$4,000.00 still to be paid which could be funded through the General Fund of the District rather than increasing the loan.

Mr. Fischer advised that there was a pay request from SM Wilson in the amount of \$307,670.51 pending approval. A motion was then made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the pay request.

The minutes of the meeting held on March 26, 2024 were presented and upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the minutes were approved as presented.

The meeting next turned to the Treasurer's Report. Mr. Leonard reported that the General-Emergency & Rescue-FICA-Medicare Fund had a balance at March 1, 2024 \$2,245,580.59, receipts during the month of \$103,819.86, and disbursements of \$320,263.40 leaving a balance at March 31, 2024 of \$2,029,137.05. The Audit Fund balance at March 31, 2024 stood at \$80,122.70 and the Insurance Fund balance at that date was \$385,833.11 which reflected a \$300,000.00 transfer from the Insurance Fund to the General Fund for new station safety and risk reduction expenditures. The total funds of the District at March 31, 2024 stood at \$2,495,092.86. The Treasurer's Report included in the Board packet the Cash on Hand Distribution Report between Illinois Fund and Liberty Bank and the Fund Designation Report. Mr. Leonard reported that at March 31, 2024 the Bond Proceeds held at Liberty Bank stood at \$3,607.92 and the Debt Service Account had a balance of \$205,033.69. The Project Payment Account at Liberty Bank had a balance of \$100.00. It was noted for record that the Treasurer's Report contained in the bid packet for the meeting included the Financial Statement for the General-Emergency & Rescue-FICA/Medicare Funds at March 31, 2024 by budget, monthly, and year to date breakdown; the March 2024 Expenditure Report by budget line item; the Audit Fund Financial Statement at March 31, 2024; the Insurance Fund Financial Statement as of March 31, 2024; the Pension Fund Financial Statement as of March 31, 2024; the Agency Fund Financial Statement as of March 31, 2024; the Tax Receipts Summary and Disbursements

Report through March 19, 2024; the Receipts & Disbursements YTD Comparison Report for March 2024; and the Detail-Receipts & Disbursements Report for March 2024. Upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the Treasurer's Report was accepted as presented.

The meeting next to payment of bills and a motion was made by Mr. Leonard, seconded by Horn, and unanimously approved to pay the District's 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 thanked those in attendance for the efforts put forth in connection with the Ribbon Cutting Ceremony for the new Fire Station. He deemed the event to be a great success. The President also inquired regarding changes in the upcoming meeting schedule for the Illinois Association of Fire Protection Districts and the attorney related those calendaring matters to the meeting for the Annual IAFFPD Conference and training opportunities.

The meeting next turned to the Fire Chief's Report which was presented in written form and orally commented on by the Chief.

The Chief indicated that a substantial amount of his time had been devoted since the last meeting to radio communication matters, specifically, the adoption of the StarCom System in Madison County. He indicated that the projected cost for that system in the County is now estimated to be \$7.5 million. Funding is planned to be provided by ARPA funds in the amount of \$4 million; a \$1 million contribution from the Emergency Telephone System Board; and a \$2.5 million appropriation from Madison County. The plan at this time is to order the system by the end of 2024.

The Chief advised that there were no structure fires shown on his report, however, there was a recent apartment fire on Humbert Road subsequent to the preparation of the report.

Under Personnel, the Chief advised that Assistant Chief Bloemker had returned to service on April 8 and that Probationary Firefighter Hubbs is progressing. The Chief advised that the two POC members who were the subject of prior discussion by the Board previously have increased their participation level and duty service. They will be reevaluated prospectively.

Under Grants/Revenue/Donations, the Chief advised that the OSFM Small Equipment Grant application by the District was denied, but that the AFG Grant application remains pending.

Under Stations/Apparatus/Equipment, the Chief advised that Sisk Lawn Service has begun work at the new station and is performing satisfactorily. The Chief reported that the SCBA Air Compressor from Station No. 2 has been delivered to the buyer and payment has been made by the buyer. He reported that Unit 1450 is still being used for moving contents between the station facilities, but that it will soon be listed for sale. He noted that there may be a need to do a subsequent bid process for the disposal of some additional station contents. Currently, all of the surplus contents are located at Station No. 2. The Chief reiterated his earlier comment regarding tinting of the bay door glass. The Chief advised that FGM would be doing a photo shoot in the near term and that copies of the photos would be made available to the District.

The Chief advised that business inspections would commence during April.

The Chief reported that 2024 training is on schedule and underway.

Under Special Notes and Other Items, the Chief advised that Unit 1450 will soon be placed for sale. The Chief reported that he went to the FDIC meeting the prior week and that formation of a truck committee for the District is in process. Delivery of a new apparatus would

be in the range of 36 to 48 months. The Chief advised that Unit 1412 is beginning to require frequent repairs, and it will be the next pumper apparatus needing replacement.

The President noted that he had received a budget worksheet from the attorney to be used in connection with the preparation of the Tentative Budget and Appropriation Ordinance for the 2024-2025 fiscal year.

The meeting next turned to the Board of Fire Commissioners Report. Mr. Sowders reported that the Commissioners had met prior to the District Trustees' meeting and had handled all business pending. There was no further report from the Board.

The meeting next turned to the Attorney's Report. The attorney advised that a draft Decennial Efficiencies Committee Report had been prepared and was submitted to the Committee for its consideration. The attorney suggested that a meeting of the Committee be scheduled in conjunction with the next Trustees' meeting in May to review the report and finalize it. The attorney noted that information had been submitted to Mr. Fischer regarding the 2024-2025 budget preparation. The meeting was reminded that the closing on the Station No. 1 sale was set for April 26 at 4:00 p.m. and he requested that the President and Secretary authorized to act for the District at the closing of the sale. Without objections the request was approved as set out in a Certificate of Resolution for the transaction. Mr. Fischer will be in attendance. Mr. Horn will be available to sign any documentation as required by the title company the day before the closing. The attorney concluded his report by discussing with the Board the pending Federal OSHA Regulations involving the Fire Service.

The meeting next turned to public comments. There was comment regarding the possibility of including a mechanical skills qualification requirement for new hires by the District to employ new personnel to assist Mr. Hamberg in connection with truck service work. This precipitated a discussion regarding the requirement of paramedic licensure for new hires. Mr.

Sowers commented regarding the procedures allowed under state law concerning the selection from the Eligibility List.

The meeting next turned to Other Business.


Mr. Fischer noted that the Board had already discussed matters relating to the disposition of 1611 Godfrey Road.

He likewise indicated that the Board had already discussed the matter of transferring Station No. 2 to the Village of Godfrey. It was noted that there is hard date for the transfer of June 1, 2024 and that the station will need to be emptied by that date of all contents.

It was noted that the attorney covered the Decennial Efficiencies Committee Report during his report.


The meeting next turned to Personnel Matters. There were no personnel matters to be taken up, however, the Chief commented that the two paid on call members are now pulling duties and will be reevaluated at a later date.

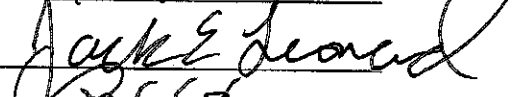
There being no further, or other, business to come before the meeting, upon motion duly made, seconded and unanimously approved, the meeting was adjourned.




Secretary

Approved:







Being All of The Trustees of the
Godfrey Fire Protection District