

GODFREY FIRE PROTECTION DISTRICT

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES

On February 26, 2024, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held at the Fire Station located at 3023 Godfrey Road, Godfrey, Illinois at 5:00 p.m. pursuant to the regular meeting schedule of the Board.

In attendance were District Trustees Fischer, Horn, and Leonard. Also present were Fire Commissioners Sowders, Cox, and Clemons; Godfrey Mayor Michael McCormick and Linda McCormick; NorthStar Management Representative Donald Wojtkowski; members of the Fire Department; members of the Public, including the family of Probationary Firefighter Nick Westerhold; and legal counsel for the District.

The Chair first called for announcements and presentations and recognized the Fire Chief for that purpose.

Chief Cranmer called forward Mr. Donald Wojtkowski of NorthStar Management and presented him with a commemorative Plaque of Gratitude for his efforts on behalf of the District in connection with the construction of the new fire station. Chief Cranmer, as well as members of the Board, expressed their deep gratitude to Mr. Wojtkowski for his assistance, which included not only the successful and timely completion of the project, but also multiple costs savings which brought the project in below budget. Chief Cranmer also presented Mr. Wojtkowski with an autographed fire helmet in recognition of his service to the District and the Fire Department. The Chair next recognized the Honorable Michael McCormick, Mayor of the Village of Godfrey, who presented and read a Proclamation of the Board of Trustees of the Village of Godfrey recognizing Mr. Wojtkowski and proclaiming February 26, 2024 as Donald Wojtkowski Day in the Village of Godfrey in recognition of his service to the entire Godfrey Community and the Taxpayers of Godfrey in connection with the construction of the new Fire Station. Mr. Wojtkowski then expressed his appreciation to the District, the Fire Department,

and the Village of Godfrey for the recognition of his service. Mr. Wojtkowski received a standing ovation from those in attendance for his recognition.

The Chief next called forward Probationary Firefighter Nick Westerhold. The Chief informed those present that Mr. Westerhold had completed his probationary period successfully and was, accordingly, qualified to be made a full fledged member of the Fire Department. There followed the badge pinning ceremony and the administration of the oath of office by Board of Fire Commissioners Chair and Chief Emeritus John Sowders. Thereafter, Mr. Westerhold received a standing ovation and congratulations from those in attendance for his accomplishment.

The meeting next turned to consideration of the minutes of the Board meeting held on January 22, 2024, and upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the minutes were approved as presented.

The Chair next recognized Mr. Wojtkowski of NorthStar Management for his report. Mr. Wojtkowski presented his report for February 26, 2024 in written form and orally reviewed it with the Board and those in attendance. He noted that the project had achieved substantial completion on February 15, 2024 and that a Certificate of Substantial Completion is in the process of issuance. He indicated that the insurance coverage had been transferred from the Builder's Risk coverage to the District's standard property and casualty coverage by notification to the Steck-Cooper Agency. Mr. Wojtkowski indicated that the "Go Live" transition to the new station from Stations 1 and 2 would occur on Friday, March 1, 2024. He advised that the epoxy flooring had been installed in the bay area. Mr. Wojtkowski indicated that the repair had been made to the building generator and that it had been tested under load. An extended warranty will also be provided to the District on the generator. He advised that furniture had been moved and installed in the new station, and that the hose dryer had been moved to the new

station along with the SCBA air compressor. He confirmed that the Village of Godfrey had issued a Certificate of Occupancy on February 23, 2024 for the new station. He indicated that a few small items remain to be completed including some lettering. Mr. Wojtkowski noted that the logo on the front of the building needs to be lighted at night, and he is currently working with the construction manager and Pyramid Electric for a proposal to install flood lighting to the front of the building. He suggested that SM Wilson will be preparing a closeout for the next monthly meeting which will include the transfer of manuals, warranties, and drawings to the District from the construction manager. He expects a February pay request to be forthcoming with a substantial amount of the retention being held by the District to be requested release at that time. He expects that there will be one additional pay request following the February request. He noted that, overall, the project is \$185,000.00 under budget, and he advised that a final change order will be entered to reflect that reduction in the project cost. Mr. Wojtkowski indicated that he had a Project Budget Cost Summary in his written report as of February 26, 2024. In closing comments, Mr. Wojtkowski indicated that on the whole, the station construction was a good project and was performed in a fiscally sound manner. He extended credit to the Fire Chief and to the Fire Department for their distinction between "necessary" and "nice" in connection with decisions made regarding the station.

The Chair noted that there is a pending pay request from SM Wilson in the amount of approximately \$362,000.00 and a motion was made, seconded, and unanimously approved to pay the request.

The meeting next turned to the Treasurer's Report. Mr. Leonard presented his report in written form in the usual manner and reviewed the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Funds Statement as of January 31, 2024 which reflected a cash on hand balance at January 1, 2024 of \$2,394,332.63 in the General-Emergency & Rescue-

FICA/Medicare Fund; receipts during the month of \$72,520.16; and disbursements for the month of \$119,384.53, leaving a balance at January 31, 2024 of \$2,347,468.26. Mr. Leonard also reported that the Audit Fund had a balance at December 31, 2023 of \$80,095.99 and that the Insurance Fund had a balance at that date of \$696,243.95. The total funds of the District at January 31, 2024 stood at \$3,123,808.20, not including bond proceeds. The report also contained the Cash on Hand Distribution Report and the Fund Designation Report. Mr. Leonard reported that at January 31, 2024 the District held Bond Proceeds with Liberty Bank in the amount of \$481,365.27; Debt Service in the Liberty Bank Debt Service account in the \$195,585.77; and \$100.00 in the Liberty Bank Project Payment account. He also advised that the Board Packet contained the Financial Statement for the General-Emergency & Rescue-FICA/Medicare Funds at January 31, 2024 on a budgetary, monthly, actual, and year to date actual basis reflecting receipts and disbursements; the January 2024 Expenditure Report by Budget Line Item; the Audit Fund Financial Statement as of January 31, 2024; the Insurance Fund Financial Statement as of January 31, 2024; the Pension Fund Financial Statement as of January 31, 2024; the Agency Fund Financial Statement as of January 31, 2024; the Tax Receipts and Disbursements Summary through January 10, 2024; the Receipts & Disbursements YTD Comparison Report for January 2024; and the Detail-Receipts & Disbursements Report for January 2024. 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 approve the bills in the normal course of business as same come due in accordance with the bill payment procedure of the District.

The meeting next turned to the President's Report. Mr. Fischer advised that he had no separate report to make.

The meeting next turned to the Fire Chief's Report. The Fire Chief presented his report in written form and commented orally on it to the Board.

The Chief noted there were 215 calls for the month of January 2024 of which 170 constituted EMS or rescue calls. There were 2 fire calls both of which were mutual aid calls outside the District.

Under Personnel, the Chief confirmed that Firefighter Nick Westerhold had completed his probationary period on February 7, 2024, and he reminded the Board that Assistant Chief Bloemker is on medical leave at this time following surgery.

Under Grants/Revenues/Donations, the Chief advised that the Small Equipment Grant application had been submitted to the Office of the State Fire Marshal and that he is in the process of completing the Federal Grant application under the Assistance to Firefighters Grant Program through FEMA.

With regard to Stations/Apparatus/Equipment, the Chief reported that Unit 1451 will go into service on March 1, 2024. He requested approval for the purchase of a street mapping software program at a cost of \$609.00. He indicated that disposition of old unit 1450 needs to be made and suggested placing it on the MABAS listing. He requested approval to dispose of surplus SCBA equipment to the Village of East Alton Fire Department. He advised that the Department is proposing to purchase a shed for storage at the new station.

The Chief advised that business inspections will be commencing in April.

The Chief reported that 2024 training is underway.

Under Special Notes, the Chief noted that March 5, 2024 will mark the five year anniversary of Captain Jack Ringering's death and that a flag ceremony will be held at 1700

hours at the new fire station. The Chief advised that he has no vacation time scheduled at this point.

The Board next turned to the Chief's request for donation of SCBA gear to the Village of East Alton, and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to make the donation.

The Board next turned to the Chief's request to purchase a mapping program and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve the Chief's request to purchase a mapping program at a cost of \$610.00.

In response to a question, the Chief advised that no bids had been submitted as yet on Station No. 1.

The Chief reported that Illinois American Water Company is installing a hydrant at the location of the new fire station. There will be no cost to the District.

The meeting next turned to the Board of Fire Commissioners Report. Mr. Sowders advised that the Commissioners had no report.

The meeting next turned to the Attorney's Report, the attorney advised that there was no specific report, but in response to a question the attorney advised that the 2022 Tax Levy Confirmation Report had been received from Madison County. The extension report on the Levy will come at a later date.

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

The meeting next turned to Other Business.

The Board next took up the Fire Chief's request for the acquisition of a storage shed at the new fire station. The Chief presented 2 alternatives and noted that the Fire Department had looked at several possibilities. An estimate of \$12,000.00 had been received from Country Builders for a 16 by 20 foot wooden structure with a 50 year warranty and a quote for a metal

building had been received from another supplier for a 20 by 20 building. There was discussion regarding the 2 alternatives and the Board heard from Mr. Estes regarding the 2 proposals and his recommendation for purchase of the metal structure. There was then discussion regarding a realistic budget for the shed purchase and it was the consensus that \$16,000.00 should be allocated for the procurement. A motion was then made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to purchase a metal building for storage at a cost of up to \$16,000.00 to be placed at the new fire station.

The meeting next turned to disposition of Unit 1450. There was discussion regarding the likely value of the unit with it being expressed that it would be between \$3,000 and \$4,000. There was a suggestion that it be placed on the MABAS website. A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to sell old Unit 1450 by advertising on the MABAS website.

The meeting next turned to consideration of rug service for the new fire station. The Chief advised that he had obtained 3 quotes for this service. One quote came from Clean at a cost of \$26.00 per week for a 72 month contract; a second came from Centas at a cost of \$45 per week; and the third from St. Louis Rug at a cost of \$41.50 per week for a 36 month contract. The Chief advised that he desires to have service for only 39 of the 52 weeks in the year based upon the need for rug replacement by time of year. After further discussion, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to proceed with the Clean proposal provided that it will meet the Chief's stipulation of a 39 week service at \$26.00 per week.

The meeting next turned to the question of hiring a lawn service or purchasing a lawnmower for the new fire station. There was discussion regarding the condition of the existing lawnmower equipment. Members of the Fire Department advised that the current

equipment is insufficient to mow the lawn at the new station. There was discussion regarding hiring a mowing service. It was agreed that the matter would be tabled to obtain quotes for a lawn service.

The meeting next turned to discussion of Personnel Matters. There was discussion initiated by the Fire Chief regarding the qualifications for paid on call members. The Chief suggested that some current POCs are not meeting their duty time commitment and they are not completing required training. After discussion, the Chief was requested to review the District's current policy regarding POC members with a decision to then be made concerning the compliance of current members with the policy as well as any proposed changes in the policy.

There next followed a brief discussion regarding obtaining a dumpster in connection with the move from the existing stations to the new station. Mr. Horn volunteered to handle procurement of a dumpster.

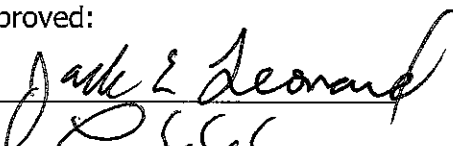
There was a brief discussion regarding the painting of the hose dryer.

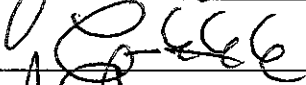
Thereafter, there being no further, or other, business to come before the meeting, upon motion of Mr. Leonard, seconded by Mr. Horn, and unanimously approved, the meeting was adjourned.




Secretary

Approved:







Being All of The Trustees of the
Godfrey Fire Protection District