

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

On January 22, 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.

Attending the meeting were Trustees Fischer, Leonard, and Horn. Also present were Fire Commissioners Sowders and Cox; Fire Chief Cranmer; NorthStar Management Representative Wojtkowski; Assistant Fire Chief Hamberg; and legal counsel for the District.

The Chair first called for announcements and presentations.

Chief Cranmer noted the passing of former retired Deputy Chief Steve Kasten recently and called for a moment a silence in his honor.

The Chief next welcomed everyone to the new fire station which was being utilized for the first time for the Board of Fire Commissioners and Board of Trustees meetings.

The Chair next called on Mr. Wojtkowski for his report regarding the status of station construction matters. Mr. Wojtkowski presented his report in written form and presented oral commentary about it to the Board and those in attendance. He advised that the project has essentially achieved substantial completion although a Certificate of Substantial Completion has not yet been issued subject to final permit and occupancy inspections and testing and the installation and testing of the automatic transfer switch and emergency generator. He reported that the transfer switch was shipped on January 18, 2024 and is scheduled to be on site on January 23, 2024. Following the installation of the switch, it will be necessary to install it and then test the operation of the building generator. Mr. Wojtkowski advised that subcontractors are currently completing punch list items and that a final complete cleaning of the station was completed during the week of January 15, 2024 and will be followed by an additional follow-up cleaning prior to the move in date the completion of punch list and other final items. Mr.

Wojtkowski advised that all appliances have been installed and the new furniture has been moved into the station. End user training has been conducted on the plumbing and fire alarm system. Feathershark will begin work on January 23, 2024 to complete installation of the electronic equipment in the building. The epoxy flooring material for the bay and other areas of the station has been ordered and Mr. Wojtkowski believes that installation of the floor should occur around the second week of February. Signage installation is yet to be completed in the interior and on the exterior of the building. The contractor is awaiting the completion of the District logo for that work to be finished. The work on the rear canopy over the patio and some exterior trim items are pending better weather conditions to permit completion of that work. Completion of end user training and all required local and state final inspections with the issuance of occupancy permits is pending. It will be necessary to set up a "Go Live Date" for the actual occupancy and commencement of operations by the Fire Department in the new building. Work remains to be done on installation of the SCBA compressor and a wall penetration may now be necessary for that equipment. Mr. Wojtkowski indicated a small pay request is pending, but that there will be a larger request which will include a request for retention release coming soon from Wilson. He noted that there is approximately \$500,000.00 in remaining bond issue proceeds which will largely be drawn down with the payment of retention amounts. He indicated that Mr. Fischer and he will be meeting with Ms. Eccles of the Hughes firm on the following Thursday to plan out the procedure for the pay out of the supplemental borrowing and for the transfer insurance fund amounts which have been allocated to the risk reduction and safety features of the new station. Mr. Wojtkowski advised that, according to his computations, the project is approximately \$171,000 under budget. He has included the Foreign Fire Insurance Fee funds which have been provided for the new building with the exception of kitchen utensils and similar items being purchased by that fund through

Metro Supply. He noted that a few additional items are being tracked and that sub work remains pending to complete the project.

Mr. Fischer noted the supplemental loan documents had been signed by he and Mr. Horn with an "up to" borrowing amount of \$700,000.00.

In response to a question, Mr. Wojtkowski indicated that the construction cost for the new station stands at \$471 per square foot and with all costs, including furnishings and equipment, the square footage figure is \$530 per square foot. This compared to another fire station project in the area which exceeds \$700 per square foot.

Thereafter, the Board took up Pay Request No. 11 submitted by SM Wilson and a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve Pay Request No. 11 as presented.

The meeting next turned to presentation and approval of the minutes of the meeting of the Board on December 27, 2023 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 presented the report in written form and gave oral commentary on portions of it. He advised that the General-Emergency & Rescue-FICA/Medicare Fund stood at a balance of \$2,243,576.67 at December 1, 2023; that there were receipts during the month of \$337,028.57; and disbursements of \$186,272.61, leaving a balance at December 31, 2023 of \$2,394,332.63. The Audit Fund had a balance at December 31, 2023 of \$80,070.87. The Insurance Fund had a balance at December 31, 2023 of \$704,121.07. Total funds, overall, held by the District totaled \$3,178,524.57 in the three designated funds at December 31, 2023. He noted that the Cash on Hand Distribution Report was included in the Board packet along with the Fund Designation Report. Mr. Leonard reported that the Bond Project/Debt Service Fund at December 31, 2023 stood at \$966,722.55

with \$779,900.59 being on deposit with Liberty Bank in the Bond Proceeds Account; \$186,721.96 in the Debt Service Account with Liberty Bank; and \$100.00 in the Project Payment Account at Liberty Bank. It was also noted as a matter of record that the Board packet contained the following reports as of December 31, 2023: General-Emergency & Rescue-FICA/Medicare Fund Income and Disbursements Report; December 2023 Expenditure Report by Budget Line Item; Audit Fund Financial Report; Insurance Fund Financial Statement; Pension Fund Financial Statement; Agency Fund Financial Statement; Tax Receipts Summary and Disbursements Report through December 20, 2023; Receipts & Disbursements YTD Comparison Report for December 2023; Detail-Receipts & Disbursements Report for December 2023; and Warrant Report Dated January 22, 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 payment of bills as same come due during the normal course of business in accordance with the usual bill payment procedure of the District.

The meeting next turned to the President's Report. The President thanked Board of Fire Commissioners and Chief Emeritus John Sowders for providing refreshments for the meeting in recognition of its initial use for the Board of Fire Commissioners' and Board of Trustees' meetings.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form in the usual fashion and commented orally on its contents.

The Chief advised that fire calls for December 2023 totaled 202 and for the full calendar year 2,345. He noted that this was the second highest number of calls on an annual basis. He

then discussed the breakdown of calls and noted that 75 fire calls were handled; approximately 1,700 EMS calls were responded to and there were 436 calls in the "other" category.

Under Personnel, the Chief advised that probationary Firefighter Hubbs is doing well and has served as a vacation breaker during December which has avoided the incurrence of overtime to cover vacation leaves. The Chief reported that Assistant Chief Bloemker had undergone surgery and is now on medical leave with an expected eight to twelve week medical leave.

Under Grants, a Small Equipment Grant has been submitted and the Chief anticipates filing for an Assistance to Firefighter Grant with the anticipated request being for an exhaust removal system for the bay area.

Under Station/Apparatus/Equipment Matters, the Chief reported that Unit 1451 had incurred an issue in the installation of equipment on that new unit, however, he anticipates it will be placed in service shortly. He noted that Unit 1450, which Unit 1451 will replace, is in increasingly poor condition. The Chief advised that he had obtained a quote from Zoll for service on the EMS monitoring equipment and AEDs in the amount of \$930.00 per year. He advised that this is approximately the same amount as the prior year. He noted that an invoice for station furniture had been received and approval by the Board. Chief reported that he had received a quote from Midwest Electronic Systems for the monitoring of the fire station alarm system at a charge of \$624.00 per year. He indicated he also received a quote from the same firm for sprinkler system inspection. He also has received a quote from Kane, the firm that installed the sprinkler system in the new station, of \$400.00 per year for the sprinkler inspection and \$450.00 per year for backflow inspection and servicing. A five year inspection price quote of \$600.00 had also been received from Kane. The Chief's recommendation is that the Kane proposal be accepted by the District when that action becomes necessary. The Chief advised

that he had obtained a quote from Cintas for rugs and entry mats for the new station with an estimated cost of between \$45.00 and \$50.00 per week.

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

He advised that training by the Department for 2024 has commenced.

The Chief suggested that a dedicated laptop for the training room may be needed of the use of the audio visual equipment, and he anticipates that a purchase of such a unit from Feathershark would be in the range of \$1,800.00 based upon prior purchases of the same type of equipment from that firm. The Chief indicated that he will confer with Feathershark about the need for a dedicated laptop and would obtain a quote for the unit if needed.

Thereafter, a motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to accept the Zoll proposal for medical equipment maintenance and inspection.

The Board then discussed further the acquisition of mat and rug service. Other firms were discussed. The Chief was requested to obtain an additional quote from another local firm and Mr. Horn indicated that he would also obtain a quote from another firm.

A motion was made by Mr. Leonard, seconded by Mr. Horn, and unanimously approved to approve an expenditure of up to \$2,000.00 for a dedicated laptop for the training room if it is determined to be necessary to operate the audio visual equipment in the room.

It was agreed that a decision regarding the sprinkler system inspection and maintenance would be deferred at this time.

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

The meeting next turned to the Attorney's Report. The attorney noted that the sale notice for Station No. 1 had been published in the Telegraph newspaper and that it would be

published two additional times. He also reported that the Illinois Supreme Court had issued a decision on the prior Friday affirming the legislation consolidating the Article 4 Firefighter Pension Funds throughout the State of Illinois.

The meeting next turned to public comments. There were none.

The meeting next turned to other business.

It was noted that the sale of Station No. 1 is pending.

It was noted that the sale notice for Station No. 1 included contents and equipment from the 2 old stations is being offered for sale as surplus property as part of the building sale.

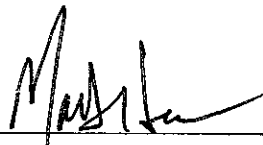
There was discussion regarding establishing a move in date for the new station. Mr. Wojtkowski and the Chief indicated that this would depend, in part, on the installation of the air compressor following the installation of the epoxy flooring and the installation of hose racks.

There was discussion regarding a ribbon cutting and/or open house, and it was suggested that a weekend day in April would likely be the appropriate timing to allow the Fire Department to move in and be established before the public is invited into the station.

The meeting next turned to the scheduling of the next Decennial Committee meeting, and it was agreed that meeting would be held at the beginning of February 2024 Board meeting.

The meeting next turned to personnel matters. The Chief advised there were no personnel matters to be taken up.

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 at 5:45 p.m.


Secretary

Approved:

Martin
Jack E Leonard
Price

Being All of The Trustees of the
Godfrey Fire Protection District