

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

On January 27, 2020, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held at 7:00 p.m. in the Community Room of Liberty Bank, 3112 Godfrey Road , Godfrey, Illinois pursuant to the regular meeting schedule of the Board.

In attendance were Trustees Fischer, Rynders, and Ford. Also present for the meeting were Fire Commissioners Sherman and Clemons; Fire Chief Cranmer; members of the Fire Department; members of the public, and legal counsel for the District.

The meeting commenced with the Pledge of Allegiance to the Flag. The meeting was chaired by Mr. Ford and Mr. Fischer served as Secretary for the meeting.

The Chair first called for announcements, presentations, and public comments. There were none.

The Chair next called for presentation and approval of the minutes of the Board meetings held on December 17, 2019 and December 19, 2019. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to approve the minutes as presented. The Chair next called for the Treasurer's Report. Mr. Fischer presented the Statement for the General-Emergency-Rescue-FICA/Medicare-Audit-Insurance Funds as of December 31, 2019. He reported that cash on hand in the General Fund at December 1, 2019 was \$621,168.68, that there were receipts during the month of December of \$238,014.17 and disbursements during the month of \$119,042.51 leaving a balance at December 31, 2019 of \$740,139.82. He reported that the Audit Fund had receipts of \$2,254.86 during the month and no disbursements, making the balance at December 31, 2019 \$94,301.07. He reported that the Insurance Fund had receipts during the month of December of \$32,786.90 and disbursements during the month of \$10,929.00 leaving a balance of \$587,970.95 at December 31, 2019. Mr. Fischer also presented the Cash on Hand Distribution Report showing the deposits held by the District in various institutions. He also presented the Fund Designation Report reflecting the designated amounts for the building, equipment replacement, rescue, undesignated, audit, and insurance funds. In addition to the foregoing reports, the Board packet contained the Budget Comparison Report for receipts for December 2019 and the Budget Line Item Report reflecting expenditures during the month of December by budget line item reflecting actual expenditures and remaining budget line item balance; the Audit Fund Financial Report at December 31, 2019; the Insurance Fund Financial Statement for December 31, 2019; the Pension Fund

Financial Statement at December 31, 2019; and the Agency Fund Financial Statement at December 31, 2019; the Tax Receipts Summary & Disbursements Report through December 17, 2019; the Receipts & Disbursements YTD Comparison Report for December 2019; and the Detail-Receipts & Disbursements Report for December 2019. Thereafter, upon motion of Mr. Rynders, seconded by Mr. Fischer, and unanimously approved, the Treasurer's Report was accepted as presented.

The meeting next turned to the report of the Board of Fire Commissioners. Mr. Sherman reported that promotional testing is underway.

The meeting next turned to the President's Report. Mr. Ford discussed on the meeting of the Board of Directors of the Illinois Firefighters Association which he had attended. He reported on that body's consideration of cancer awareness and steps being taken in the Fire Service with regard to it. He also discussed retention and recruitment and noted that the Down and Dirty Program to be held in October 2020 would again have funding for lodging and attendance fees. The President suggested that budget planning for the upcoming fiscal year should begin at the next meeting.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form and reviewed it with the Board. The report listed the meetings and event attended by the Chief during the month of January. He reported there were 189 calls during the month of December of which 151 were for rescue or EMS incidents.

The Chief reported regarding personnel and indicated that Firefighter Luke Warner remains on injury leave but may be released for full duty at his next medical evaluation in late February. The Chief is moving forward with paid on call testing and interviews to be conducted in the early spring months. POC Aaron Cranmer resigned due to lack of time to devote to the Fire Department. The Chief indicated he would be contacting POC firefighters Neil and Brandon about lack of performance the last few months. The Chief reported that Firefighter Naylor had successfully completed his mid-point testing and practicals as well as the street test.

With regard to stations, apparatus, and equipment, the Chief reported that the new man door has been installed at Station No. 2 and that Google doorbells, smoke alarms, tablets, and laptops have been installed at Station 1 with work to commence on Station 2 shortly. He advised that Captain Estes is researching packages for Microsoft programs for the Station computers. The Chief advised that Unit 1452 has returned to service and that Unit 1422 was under repair for a fuel tank leak. The Chief indicated that he is requesting the purchase of

additional fire hose using grant funds. The Chief also reported that a cable on the bay door at Station No. 1 is frayed and needs to be replaced. The Chief also indicated that he is requesting maintenance, which was last done in 2017 at a cost of approximately \$400.00 to be performed, on all of the bay doors.

The Chief reported regarding grants, revenue, and donations and advised that a donation had been received from MAW Salvage for assistance with a fire in the amount of \$500.00. He reported that the closeout request for the AFG grants from 2015 and 2017 had been submitted. The Chief advised that he is seeking approval to make application for a small equipment grant through the Office of the State Fire Marshal and he requested approval to expend approximately \$7,300.00 from the IPRF Safety Grant for personal protective gear. The Chief advised that a check in the amount of \$2,846.16 had been received from CeeKay as a reimbursement for an accident call.

The Chief advised that building inspections would commence in the spring months.

The Chief reported regarding training matters and advised that dates had been reserved for annual burn tower training at the Madison Fire Tower facility. The cost will be \$600.00 per session and there will be associated overtime in order to conduct that training. The Chief is requesting permission to proceed. The Chief advised that he has received a proposal for incident command training by Roger Lunt to be held for all three shifts on three consecutive days at 4 hours each day at a cost of \$1,450.00.

The Chief advised that on January 16 he and the command staff had attended a MABAS 35 Chiefs' meeting to discuss a new Incident Command Policy. He indicated that the Godfrey command staff is not in support of this policy at this time.

The Chief requested approval to proceed with the annual POC clothing allowance.

The Chief requested approval to arrange for annual blood draws for those personnel who are scheduled for that through Midwest Occupational Medicine.

The Chief advised that the advanced life support waiver is ending at the end of January and that he is seeking to obtain an extension of the waiver for an additional six months.

The Board next turned to consideration of the various requests made by the Chief. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to approve the purchase of fire hose in the amount of \$3,137.50 with funding to be provided in part through the Illinois American Water grant of \$1,000.00. The request for the Chief to schedule fire tower training at a cost of approximately \$5,400.00 was approved on motion of

Mr. Rynders, seconded by Mr. Fischer, and unanimously approved. The request for approval for incident command training was tabled and there was discussion regarding checking with IFSI regarding a program on this topic. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to approve the payment of the POC clothing allowance with the maximum amount for each firefighter set at no more than \$150.00. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to approve scheduling blood draws for Department personnel with Midwest Occupational Medicine. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to repair the bay garage door at Station 1 and to have the doors given routine maintenance at both stations.

The Chief next discussed with the Board the status of fire apparatus and equipment. He advised that Unit 1412 would be having repairs made in-house the following week; that Unit 1410 is pending repainting; and that Unit 1452 is now in service. The Chief also advised that he has been in consultation with Illinois American Water regarding possible grant funding to obtain a replacement water pump on the tanker unit.

The Chief also presented a report on station and grounds maintenance regarding the 2 fire stations. This included an expense report for the month.

The meeting next turned to the Attorney's Report. The attorney advised that his office had forwarded a Beginning of the Year Memo to the District and additional copies were distributed to all members of the Board and the Fire Chief. The attorney reviewed the content of the memo with the Board. In particular, it was noted that the District would need to review its current Standard Operating Procedures and Policies to determine what changes may be needed in the Policy Prohibiting Harassment and the Drug, Alcohol, and Cannabis policies with regard to the change in state law in those two areas. The attorney advised that he had reviewed the closed session minutes of the Board and had no recommendation for the release of any of those minutes at this time. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to retain the closed session minutes as recommended.

The meeting next turned to Old Business.

The meeting first discussed the replacement of Unit 1452. The Chief called upon Mr. Hamburg. He advised the Board that a replacement unit would need towing capability and he was recommending a three quarter ton truck with four wheel drive and a gas engine. Vehicles of that type are not currently available on state bid but the District could make a purchase in the open market for a Dodge Ram vehicle. He estimates the cost to be approximately

\$50,000.00 with a 4 to 6 week delivery timeframe. After further discussion, a motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to solicit sealed bids for the base vehicle.

The meeting next turned to discussion regarding the 2020 proposed bond issue proposition and the attorney presented a proposed engagement letter which had been received from Stifel and a motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to proceed with that engagement.

The meeting next turned to new business.

The Board discussed engaging an architectural firm to prepare plans for station renovations are replacement. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to proceed with the solicitation for such services.

The meeting next turned to appointment of the District's Freedom of Information Act Officer. Upon motion of Mr. Rynders, seconded by Mr. Fischer, and unanimously approved, the Fire Chief was designated as the FOIA Officer.

The meeting next turned to appointment of the District's Open Meetings Act Officer. A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to designate Mr. Fischer as the OMA Officer.

The meeting next turned to the appointment of the District's Ethics Officer. A motion was made by Mr. Rynders, seconded by Fischer, and unanimously approved to designate Mr. Ford as the District Ethics Officer.

The meeting next turned to a discussion of making Basis Firefighter Certification a mandatory training requirement and seeking reimbursement from the State of Illinois. The Chief advised that he had spoken with a representative of the Office of the State Fire Marshal about this and had received a model ordinance. It was agreed that this would be placed on the agenda for the next meeting.

The meeting next turned to the Good of the Order.

The Chair recognized Fire Department member Estes who reported regarding work done at Station No. 1 and pending work at Station No. 2 on the Google Grant. He advised that six computers had been acquired. Mr. Estes indicated that the District at this time does not have capability of creating a document using word processing or storage after creation. He suggested that the District purchase Microsoft Office for the six computers at a cost of approximately \$200.00 for all the computers which would cover the four station computers. A

motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to procure Office 365 at a cost of \$200.00 per year.

There was discussion regarding masonry work and brick samples are pending approval in order for the contractor to move forward with those repairs at Station 2.

There was a comment received from a member of the POC staff regarding the status of former Chief Kambarian's rank of Lieutenant as a POC member of the Department. After hearing from the member, it was agreed that Mr. Ford, Chief Cranmer, and the President of the Association would meet to discuss the question raised and the possibility of allowing POCs to test for the rank of lieutenant.

It was noted that a meeting scheduled for the various Boards of the District had been presented and without objection it was accepted.

The meeting next entered a closed session upon motion of Mr. Fischer, seconded by Mr. Rynders, and unanimously approved to discuss personnel matters pursuant to Section 2 (c) of the Open Meetings Act.

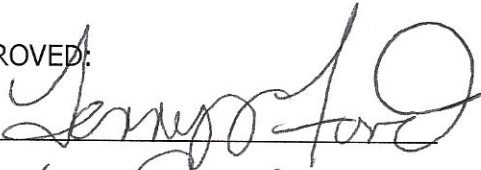
Following the conclusion of the closed session, the meeting returned to open session. It was announced that discussion of hiring additional personnel and personnel assignments of existing Department members was discussed but that no action had been taken.

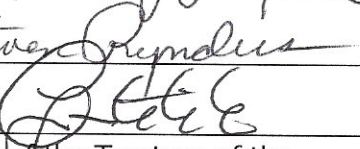
Thereafter, there being no further, or other, business to come before the meeting, upon motion duly made, seconded and unanimously approved, the meeting was adjourned.



Gerard Fischer, Secretary of the
Board of Trustees

APPROVED:





Being all of the Trustees of the
Godfrey Fire Protection District