

GODFREY FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING

On June 29, 2021, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held at 7:00 p.m. at 3014A Godfrey Road, Godfrey, Illinois. The meeting was held pursuant to a change in date which was the subject of a published notice and it was held at the foregoing location due to the closure of the Liberty Bank Community Room which is the regular meeting location for the Board of Trustees.

In attendance were Trustees Fischer, Horn, and Ford. Also present were Fire chief Cranmer; Fire Commissioners Cox, Clemons, and Sherman; Department members Hamburg and Wilson; Thomas Crabtree of Stifel; Bond Counsel Sean Flynn of Gilmore & Bell; District legal counsel Livingstone and Sinclair; and representatives of Datatronics.

The Chair called for a deviation from the order of business on the agenda to allow Mr. Crabtree and Mr. Flynn to discuss with the Board pending matters involving the 2021 Bond Issue. Mr. Crabtree reported that the District's bonds for the issue had been sold on the prior day with \$7.125 million sold which will yield \$7.5 million in bond proceeds. He noted that the market conditions were favorable and that the bonds received a strong reception. The effective overall interest rate on the bonds was 2.12% and it is anticipated that the proceeds of the sale of the bonds will be available on or about July 15, 2021. In response to a question, Mr. Crabtree noted that the first payment from the District on the bond principal and interest will be due in December 2021, but \$187,625.00 will be deposited from the bond sale proceeds for debt service to cover that payment. Mr. Fischer suggested that Stifel prepare a media release which can be issued by the District regarding the terms of the sale to the public. Thereafter, the Board heard from Mr. Flynn who presented to the Board a proposed ordinance for adoption by the Board authorizing and directing the issuance, sale, and delivery of General Obligation Bonds, Series 2021, of the Godfrey Fire Protection District; providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on the said bonds as they become due; and authorizing certain other documents and actions in connection therewith. After hearing from Mr. Flynn regarding the proposed ordinance, the following resolution on motion of Mr. Fischer, seconded by Mr. Horn, and approved by Trustees Fischer, Horn, and Ford was approved and adopted as follows:

RESOLVED, that an Ordinance entitled: "AN ORDINANCE AUTHORIZING AND DIRECTING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION BONDS,

SERIES 2021 OF THE GODFREY FIRE PROTECTION DISTRICT; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH." be, and hereby is, adopted and approved.

Thereafter, the Board executed additional documents in connection with the bond issue as presented by Bond Counsel and pursuant to the terms of the foregoing ordinance.

Thereafter, Mr. Crabtree and Mr. Flynn departed the meeting with the thanks of the Board.

The Board next took up discussion of matters incident to the bond issue including the depositories to be used for the bond proceeds. It was the consensus that local financial institutions should be utilized for that purpose. District Counsel suggested that a debt service fund account be established with a financial institution to receive the \$187,625.00 initial bond principal and interest payment amount upon the receipt of the bond issued funds and with that account to be utilized going forward to receive the bond issue tax levy proceeds annually and for payment of the principal and interest on the bonds as those amounts come due over the life of the bond issue. It was also suggested that the balance of the bond proceeds be placed with local financial institutions subject to collateralization of the accounts as required by the Public Funds Investment Act with a separate project fund checking account to be established for the disbursement of bond proceeds as various projects move forward in the near term. The Treasurer was requested to work with legal counsel and the District's accountants to establish these accounts and a motion was made, seconded and unanimously approved to so authorize the Treasurer to create the foregoing accounts with Liberty Bank; CNB Bank & Trust; and Carrollton Bank in consultation with the District's accountants and legal counsel and, further, authorizing the Treasurer to take such additional steps as may be necessary or convenient to establish the accounts as indicated.

The Chair next called for presentation and approval of the minutes of the meeting held on May 24, 2021. A motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to approve the minutes as presented.

The meeting next turned to the Treasurer's Report. Mr. Fischer reported that the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Fund had a cash on hand balance at May 1, 2021 of \$706,979.06; that there were receipts by that fund during the month of May of \$21,664.90; and that disbursements during the month from that fund totaled \$108,716.96

leaving a balance at May 31, 2021 in that fund of \$619,927.00. The Treasurer reported that the Audit Fund had a balance of \$92,504.54 and the Insurance Fund had a balance of \$571,095.72 for a total funds on hand at May 31, 2021 of \$1,283,527.26. The Treasurer also presented the Cash on Hand Distribution Report reflecting funds in the amount of \$1,184,197.41 in the Illinois Funds Account and \$99,329.85 in the Liberty Bank Checking Account. He also presented the Fund Designation Report. The Treasurer also indicated as a matter of record that the Board packet contained the May 31, 2021 General-Emergency & Rescue-FICA/Medicare Fund Report by budget comparison for May and the year to date; the May 2021 Expenditure Report by budget line item; the Audit Fund Financial Statement as of May 31, 2021; the Insurance Fund Financial Statement as of May 31, 2021; the Pension Fund Financial Statement as of May 31, 2021; the Agency Fund Financial Statement as of May 31, 2021; the Receipts & Disbursements YTD Comparison Report for May 2021; the Detail-Receipts & Disbursements Report for May 2021; the Warrant Report dated June 29, 2021; and the Vendor Balance Detail Report as of June 23, 2021. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to accept the Treasurer's Report as presented.

The meeting next turned to payment of bills. A motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved, to pay the District's bills as same come due during the regular course of business in accordance with the bill payment procedure of the District.

The Treasurer noted that the budget is in process and is dependent upon union negotiations which are in process.

There was a brief discussion regarding the upcoming budget hearing on July 26, 2021. It was noted that this is scheduled for Station No. 2 at 7:00 p.m. It was suggested that the regular July meeting be moved to the following day, July 27, 2021, and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to move the regular meeting scheduled for July 26, 2021 to July 27, 2021 at 7:00 p.m. The budget hearing will be held on July 26, 2021 as scheduled, however, only one member of the Board will be required to attend the hearing. The attorney was requested to have a notice of the change of meeting published.

The meeting next turned to the Board of Fire Commissioners' Report. Mr. Sherman reported that the Commission had met and set up a timeline for eligibility testing. The Board of Fire Commissioners is requesting direction regarding the inclusion of a requirement that

applicants have paramedic licensing as a requirement for hiring. It was noted that at the Commissioners' meeting held prior to the Board of Trustees meeting, Fire Department member Thomas Wills had suggested that this be made a requirement for eligibility testing in order to maintain the Advanced Life Support licensure of the Department in its First Responder Program. The Board of Trustees indicated that it would take up this request and advise the Board of Fire Commissioners. Mr. Sherman also requested that the attorney note a change of the July regular meeting date to July 27, 2021 to correlate with the Board of Trustees meeting.

The meeting next turned to the President's Report. Mr. Ford reported regarding his work with the Annual State Burn Camp by chaperoning attendees. He also advised that he had attended the Fallen Firefighter Foundation event, Fire College at the Fire Service Institute, and the Illinois Firefighters' Association Board meeting. He indicated that the Community Room at Liberty Bank is now available for Board meetings, and he suggested that the Board commence using that room at its August 2021 meeting with the July meeting to be held at 3014A Godfrey Road.

The meeting next turned to the Fire Chief's Report. The Chief presented his written report in the usual manner and then orally reported to the Board.

At the outset, the Chief advised the meeting that South Roxana Fire Chief Todd Werner had sustained a serious heart attack, and he suggested that all those in attendance keep Chief Werner in mind. He noted that at the time of Captain Jake Ringering's death, Chief Werner was of significant support to the Fire Department.

The Chief reported that the Fire Department had responded to 202 calls in May of which 167 constituted rescue/EMS calls.

The Chief advised that there were no personnel matters to take up and that currently no members of the Department are affected by COVID.

With regard to grants, the Chief reported that the Small Equipment Grant had not been received and that the Department continues to await word regarding the Federal grant. The Chief indicated that the Department is working on an application for reimbursement from Phillips 66 in connection with the Wood River hazardous materials incident. In response to a question, the Chief advised there was approximately 21 hours of overtime incurred as a result of that event.

With regard to stations/apparatus/equipment, the Chief advised that Unit 1410 is at Station No. 2 and being prepared for painting. He advised that Unit 1400 is in need of

replacement and he is requesting approval for the creation of a bid document to be used for that purpose.

The Chief indicated that he has developed new standard operating procedures for daily work uniforms; self-contained breathing apparatus training; and slips, trips, and fall safety procedures. He indicated that these are contained in the Board packet and that the last sop had been requested by Illinois Public Risk Fund.

The Chief advised that Lieutenant Wilson has been working Datatronics to develop a bid document for the acquisition of radio equipment for the new Fire Station. He then introduced representatives from Datatronics who made a presentation to the Board regarding the installation of a tower at the new station as well as equipment for a digital system to replace the current system. It was suggested that the cost would be in the range of \$160,000.00 depending upon the height of the tower and the equipment purchased. After discussion of the capabilities of various tower heights and other aspects, the Board thanked the Datatronics representatives who then departed the meeting.

The Chief reported that business inspections are ongoing.

Under training, the Chief advised that annual training is now in process.

Under special notes, the Chief reiterated that the Department had responded to a mutual aid call regarding the hazardous materials incident in Wood River. It also responded to a mutual aid call from Alton for commercial structure fires at the McDonald's Restaurant in downtown Alton and at Williams Office Products. He noted that construction in Godfrey is accelerating with 5 new addresses having been assigned in the prior week. He reported that the Department continues to receive requests for information from ISO in connection with its evaluation of the Department. He informed the Board that each shift is now working on equipment lists for possible purchase using bond issue proceeds. He reported that PPE supplies are sufficient at this time but that some items are currently on backorder. He noted that both stations remain on a limited public access in the living quarters and that non-fire department personnel entering the stations are recommended to engage in hand washing and use face coverings if social distancing cannot be maintained.

The Chief requested for action and consideration by the Board that "red" truck maintenance items be addressed; that bids for gutter repair on the driveway side of Station No. 2 be developed and put forward; that the bid package to replace Unit 1400 be prepared; and

that the Standard Operating Procedures which were included in the Board packet be approved by the Board.

Thereafter, upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the preparation of a bid package using specifications prepared by the Chief to replace Unit 1400 was approved unanimously by the Board.

Upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the Standard Operating Procedure amendments which had been presented by the Chief and contained in the Board packet were approved.

The meeting next turned to the Attorney's Report. The attorney reported regarding several items including the proposal of Stifel for a pension bond issue which would use an alternative revenue bond approach; he reported that the pending bond issue had received a rating of "A/Stable" which was a very favorable rating; he reported that final bond documents had been issued for review; he reported that a Memorandum of Agreement with the Village of Godfrey for site work evaluation had been received; he noted that the District has not yet heard from the Village regarding the omitted ½ acre parcel and that work on this issue continues. He advised that he had obtained quotes for a Phase 1 Environment Study from SCI at a cost of \$2,300 and a quote from Sheppard Morgan & Schwab for a Boundary and Topographical Survey of the new site at a cost of \$3,100 which compared to a proposal of \$9,400 from the architect's suggested engineering firm; he reported that a notice had been received from the County regarding a Property Tax Appeal Board notification regarding a residence in Godfrey in which the owner was seeking a reduction in the assessment from \$750,000 to \$350,000; he advised that he had contacted Steck Cooper, the District's insurance broker, regarding insurance coverage for the Village of Godfrey in connection with site evaluation activities; and he reported that documentation had been received from the Illinois Firefighters' Pension Investment Fund regarding the transfer of pension fund assets which will be taken up by the Pension Fund Board at a special meeting later in the month. To conclude his report, the attorney reported briefly to the Board regarding the Illinois Association of Fire Protection Districts' Conference held at the I-Hotel in Champaign the prior weekend.

The meeting next turned to public comments. Mr. Clemons made inquiry of the Board regarding the establishment of a paramedic requirement for eligibility testing. He was advised that the Board would consider this and inform the Board of Fire Commissioners subsequently. The Board also heard from Lieutenant J. D. Wilson regarding the development of plans for the

new fire station. Mr. Wilson suggested that those working on plans for the building confer with members of the Fire Department regarding the design.

The meeting next turned to other business.

The first item of business to come before the meeting under other business was the Station No. 2 maintenance and repairs. It was noted that this had been discussed earlier in the meeting and that a hard proposal for this work would be obtained by the Fire Chief and presented to the Board.

It was noted that matters involving the 2021 bond issue including approval of the bond ordinance had been taken care of earlier in the meeting.

It was noted that the attorney had reported briefly regarding the Highway House property and issues related to the omitted parcel of real estate from the site.

The Board discussed moving forward with FGM Architects for their services. The attorney reported briefly regarding materials had been received from FGM and these were circulated to the Board for its consideration. Other materials regarding the use of a construction manager approach to the building of the station were circulated to the Board for its consideration. The attorney was requested to follow up with FGM regarding a proposal that would conform to a construction manager approach.

The meeting next turned to the appointment to the Board of Fire Commissioners and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to reappoint Jay Cox to the Board of Fire Commissioners for a three year term.

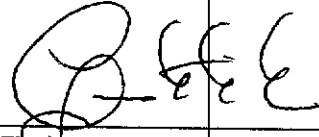
The meeting next turned to the good of the order. There was no report.

The meeting next turned to personnel matters and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to enter closed session to discuss collective bargaining matters as well as the Fire Chief's Employment Contract.

Following the conclusion of the closed session, upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved the meeting returned to open session. It was reported that during the closed session no action had been taken, however, there was discussion of collective bargaining matters and the Fire Chief's Employment Contract.

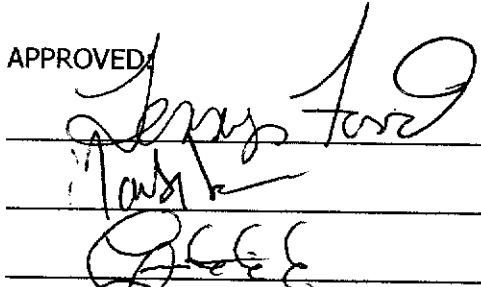
Thereafter, a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to approve granting the Chief a salary increase of \$4,000.00 annually and an increase in his clothing allowance from \$550 to \$650 per year. The attorney was requested to prepare the appropriate amendment to the Chief's contract to reflect this approval.

Thereafter, there being no further, or other, matters to come before the Board, upon motion of Mr. Horn, seconded by Mr. Fischer, and unanimously approved, the meeting adjourned at 9:15 p.m.



Gerard Fischer, Secretary of the Board of Trustees

APPROVED:



Being all of the Trustees of the Godfrey Fire Protection District