

GODFREY FIRE PROTECTION DISTRICT  
MINUTES OF BOARD OF TRUSTEES

On October 25, 2021, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held in the Liberty Bank Community Room, 3112 Godfrey Road, Godfrey, Illinois at 7:00 p.m. pursuant to the regular meeting schedule of the Board.

In attendance were Trustees Ford, Horn, and Fischer. Fire Chief Cranmer, members of the Fire Department, members of the Board of Fire Commissioners, Mr. Don Wojtkowski of North Star Management, and legal counsel for the District were present for the meeting.

The Chair noted that there were no presentations or announcements.

The minutes of the meeting held on September 27, 2021 were presented and upon motion of Mr. Fischer, seconded by Mr. Horn, and unanimously approved, the minutes were approved as presented.

The Chair next called for a departure from the usual order of business to hear from Mr. Wojtkowski regarding construction management services in connection with the construction of the new Fire Station. Mr. Wojtkowski reviewed with the Board a proposed Request for Proposals and Qualifications for construction management services for the new Fire Station. A draft document was circulated and reviewed. Mr. Wojtkowski outlined the content of the document. He noted that construction costs have increased approximately 15% in the last 6 months, however, he is hopeful that there may be a moderation in the near term. There was discussion regarding the timeline for commencing the solicitation.

At the request of legal counsel, the Board took up the discussion of the acquisition of the Highway House property from the Village of Godfrey. Mr. Sinclair explained the title issue which has arisen in connection with the Village of Godfrey's acquisition of legal title to the property from the Madison County Trustee in a tax deed proceeding. He noted that the District has requested Serenity Title and Escrow to obtain title insurance on the property, but that as a result of matters related to the tax deed proceeding, Chicago Title Insurance Company has additional requirements to issue title insurance. The attorney noted that it would not be prudent for the District to proceed without obtaining title insurance at least on the portion of the property on which the Fire Station will be constructed. He related to the Board that until the title issue is resolved, the use of the Highway House location will be in question and this may impact the timeline for the forward progress on the development and construction of the

station. He indicated that his office would continue to work with the title company and the county trustee's office and that he will report to the Board and Mr. Wojtkowski regarding the status of the matter as developments occur.

There then followed further discussion of the project and the RFP. Mr. Wojtkowski indicated that he had included as an addition to the RFP inclusion of sprinklering of the building for fire protection. Mr. Ford noted that the project should also include the base for the radio tower to be installed at the station. In response to a question, Mr. Wojtkowski indicated that he would anticipate allowing approximately 4 weeks for candidates for the construction management position to submit their proposals to the District. Thereafter, a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to proceed with the request for proposals and qualifications for construction management services in connection with the construction of the new Fire Station and Mr. Wojtkowski was authorized to proceed with same in cooperation with the District's legal counsel. Thereafter, Mr. Wojtkowski left the meeting with the thanks of the Board.

The meeting next turned to the regular order of business and the Chair called upon Mr. Fischer for the Treasurer's Report. Mr. Fischer presented the Financial Statement for the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Fund Financial Statement as of September 30, 2021 which reflected a cash on hand balance at September 1, 2021 in the General Fund of \$1,038,249.93; receipts during the month of \$382,165.10; and disbursements during the month of \$197,529.97, leaving a balance at September 30, 2021 of \$1,222,885.06 in the General-Emergency & Rescue-FICA/Medicare portion of the Fund. He also reported that the Audit Fund had a balance at September 30, 2021 of \$92,194.46; and that a disbursement of \$10,800.00 had been made from that Fund in the month. He reported that the Insurance Fund had a balance of \$657,028.32 at September 30, 2021 and that a disbursement of \$9,785.00 had been made from that Fund during the month. The total funds on hand at September 30, 2021 for all funds was \$1,972,107.84 with \$1,864,506.63 held in Illinois Funds and \$107,601.21 held in the Liberty Bank checking account. Mr. Fischer also noted that his report contained the Fund Designation Breakdown. The Treasurer indicated that the Board packet also contained the Financial Statement as of September 30, 2021 for the General-Emergency & Rescue-FICA/Medicare Fund on a comparative basis between budget and budget, monthly and year to date; the September 2021 Expenditure Report by Budget Line Item; the Audit Fund Financial Statement as of September 30, 2021; the Insurance Fund Financial Statement as of September

30, 2021; the Pension Fund Financial Statement as of September 30, 2021; the Bond Project Fund as of September 30, 2021; the Financial Statement for the Agency Fund as of September 30, 2021; the Tax Receipts Summary and Disbursement Report through September 28, 2021; the Receipts & Disbursements YTD Comparison Report for September 2021; the Detail-Receipts & Disbursements Report for September 2021; and the Warrant Report dated October 25, 2021. Mr. Fischer also reported on the Bond Proceeds holdings at Liberty Bank, Carrollton Bank, and CNB Bank & Trust. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to accept the Treasurer's Report as presented.

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

The Board next received and reviewed the Annual Audit Report from C. J. Schlosser & Company, L.L.C., Certified Public Accountants for the fiscal year ending April 30, 2021. A motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to accept the Audit as presented. The attorney was requested to file the Audit with the County Clerks as required and to publish notice of the availability of the Audit.

The meeting next turned to the Board of Fire Commissioners' Report. Mr. Sherman advised that the Eligibility List had been approved by the Board of Fire Commissioners at its meeting held just prior to the District Trustees' meeting and that 3 candidates are now listed as eligible for hire by the District.

The meeting next turned to the President's Report. Mr. Ford reported that he had attended a meeting in the prior week in Belleville, Illinois sponsored by the Illinois Firefighters Association to discuss legislation. Three members of the General Assembly were in attendance and heard from representatives of the Fire Service in Madison and St. Clair County regarding compensation for instructors who provide local training; retention and recruitment of volunteer firefighters and the use of tax credits, child care, tuition reimbursement, and length of service award programs as incentives; the application of the cancer presumption applicable to all firefighters; and issues related to the disposal of Class B form. The President also reported that he and the Fire Chief had attended the Community Risk Reduction Program held in Springfield in the prior week.

The meeting next turned to the Fire Chief's Report.

The Chief reported there were 208 calls in September 2021 of which, 177 constituted rescue/EMS calls.

With regard to personnel, the Chief reported that 1 member of the Department had contracted COVID, but returned to work on October 21, 2021. The Chief reiterated that there are 3 candidates now on the Eligibility Hiring List by reason of the action of the Board of Fire Commissioners.

Turning to grants/revenue/donations, the Chief advised that the District did not receive an AFG Grant in the current round. The District did receive the Illinois American Water Company Grant in the amount of \$1,000.00 which he proposes to use for the purchase of LDH fittings and tools. The Chief advised that a Small Equipment Grant will be submitted to the office of the Illinois State Fire Marshal seeking funding for a Lucas 3 CPR device and 2 gear extractors with a total project cost of approximately \$25,000.00. He advised that he will also be making a submission for a Firehouse Subs Grant.

Under stations/apparatus/equipment, the Chief reported that Unit 1410 is at the Brighton Auto Body Shop being painted. He advised that the new Chief's vehicle Unit 1400, has a build date of October 14, 2021. Unit 1422 is in Litchfield at this time for warranty and accident repair work. In response to a question, it was noted by Captain Hamburg that an injector issue had been identified and that Cummings is honoring the warranty to replace that item. The Chief advised that the roof bids which were opened at the last Board meeting had been evaluated and a recommendation had been submitted to the Board with Lakeside Roofing being recommended for the work. It was noted that this is now under discussion with the Village of Godfrey as it will be taking the No. 2 Fire Station as part of the new Fire Station project. The Chief advised that the cardiac monitors and AEDs have been ordered. The Chief updated the Board regarding the Department's Firehouse Software which will no longer be supported at the beginning of 2022. He indicated that the Department is looking at ESO as a replacement program. He will continue to advise the Board on this.

Regarding business inspections, the Chief indicated that these are proceeding as scheduled.

With regard to training, the Chief indicated that all shifts are continuing to engage in annual training and are on schedule.

With regard to special notes, the Chief requested that action be taken by the Board to approve the purchase of a Lucas 3 CPR Unit and rope equipment by the Board. He reported

that the 2 thermal imaging cameras which had been ordered had been received and are now in service. He advised the Board that he would be away on vacation in November. The Chief indicated that PPE supplies are currently sufficient, but that some items are on backorder and he reiterated that the Fire Stations continue to limit public access.

The Chief requested action and consideration being taken by the Board with regard to "red" truck maintenance or building maintenance issues; that the Board consider the proposal for the purchase of 1 Lucas 3 CPR device at a cost of approximately \$16,300.00 and that it consider approval to replace expired rope equipment at a cost of approximately \$6,000.00 utilizing the Phillips 66 reimbursement based upon the purchase of the thermal imaging cameras by bond issue funding. He also requested approval to order the items proposed for funding through the Illinois American Water Company Grant. He also requested that the District proceed with implementation of the E-Dispatch Program.

The meeting next took up the Chief's action items.

The Board discussed the purchase of the Lucas 3 CPR device and the replacement of rope equipment. In response to a question, it was noted that the rope equipment would be purchased from one of the usual vendors for that type of equipment based upon submission of multiple quotes. After further discussion, a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to authorize the Chief to proceed with purchase of a Lucas 3 CPR device and the expired rope equipment utilizing the reimbursement funds from the Phillips 66 incident.

The Board next took up the Chief's request to purchase appliances and tools using the Illinois American Water Grant and a motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to authorize the Chief to proceed with those purchases as requested.

The Board next discussed the E-Dispatch system. The Chief related to the Board the status of the current system being used by the District and noted that it is at the end of its useful life. He explained the quotation from E-Dispatch and noted that the vendor provides the hardware and equipment for the use of the program and that the cost is approximately \$80.00 per month with no contact term and subject to cancellation at any time. The features of the system were discussed and the Chief noted that the currently used "One Call" system can be canceled. He reiterated that the E-Dispatch Program is a month to month arrangement. A

motion was then made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to proceed with implementation of the E-Dispatch System.

The Chair next recognized Mr. Estes who suggested that the District engage Barrett Heating & Cooling to check the bay heaters in the two stations for regular maintenance. He noted that Barrett currently does the inside HVAC annual and seasonal inspections, but that tie bay heaters are not included in that work. A motion was made by Mr. Horn, seconded by Mr. Fischer, and unanimously approved to add annual inspection maintenance of the bay heaters to the Barrett scope of services.

The meeting next turned to the Attorney's Report. The attorney presented to the meeting information and contemplation of the District's 2021 tax levy. He reviewed with the Board the estimation of the District's equalized assessed value for 2021 and the tax levy estimation based upon the tax rate limitations of the District. The attorney requested that the Board can plan to adopt the levies at the November meeting to assure timely filing of same.

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

The meeting next turned to other business.

The Chair noted that the status of Station No. 2 maintenance and repairs had been discussed earlier in the Chief's report.

It was noted that there were no 2021 bond issue matters for consideration.

It was noted that the status of acquisition of the Highway House property had been discussed earlier in the meeting.

It was noted that discussion regarding construction management services had been discussed earlier in the meeting.

The Board next turned to the COVID-19 Policy of the District and the Chair indicated that the District is awaiting further clarification at the state level in connection with that matter.

It was noted by the Chair that the Board had taken action regarding the purchase of the E-Dispatch System earlier in the meeting.

The Chair noted that the Board had discussed and taken action regarding the purchase of equipment earlier in the meeting.

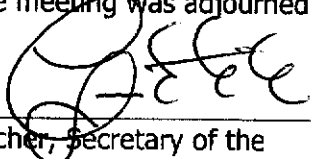
The meeting next turned to the Good of the Order. There was no report.


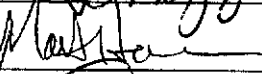
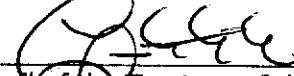
The meeting next turned to personnel matters. The Chair called for a closed session to discuss the status of collective bargaining matters with Local 1692 and a motion was made by

Mr. Fischer, seconded by Mr. Horn, and unanimously approved to enter closed session pursuant to Section 2(c)(1) of the Open Meetings Act to discuss collective bargaining matters.

Following the return to open session, the Chair advised that the Board had discussed separately and with representatives of Local 1692 the Collective Bargaining Agreement between the parties and a motion was made by Mr. Fischer, seconded by Mr. Horn, and unanimously approved to approve the Collective Bargaining Agreement as negotiated with Local 1692.

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.

  
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Gerard Fischer, Secretary of the  
Board of Trustees

APPROVED:   
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Being all of the Trustees of the  
Godfrey Fire Protection District