

GODFREY FIRE PROTECTION DISTRICT
MINUTES OF THE BOARD OF TRUSTEES

On October 22, 2018, the Board of Trustees of the Godfrey Fire Protection District held its regular meeting at Liberty Bank, 3112 Godfrey Road, Godfrey, Illinois pursuant to the regular meeting schedule of the Board.

In attendance were Trustees Ford, Hand, and Rynders. Fire Chief Kambarian; Fire Commissioners Cox, Clemons, and Sherman; members of the fire department; members of the public; and legal counsel for the District were also present. Mr. Andrew Allen and Mr. Steve Livengood were present for portions of the meeting.

The meeting began with the pledge of allegiance and a moment of silence in recognition of Godfrey Village Trustee Eldon "Twirp" Williams, a long-time supporter of the Fire Protection District and the Fire Department, and the grandmother of Lt. Ben Hamberg, both of whom passed away recently.

The Chair next recognized Rev. Steve Livengood who presented his request to serve as the Chaplain of the District Fire Department. Mr. Livengood related to the Board his prior experience in serving as a fire department chaplain in other communities within the state of Illinois. He explained briefly the role of the chaplain in assisting both victims and members of the department. He described training that he has taken to serve in this capacity. Following Rev. Livengood's presentation, a motion was made by Mr. Ford, seconded by Mr. Hand, and unanimously approved, to accept Mr. Livengood as Fire Department Chaplain.

The Chair next called for a departure from the usual order of business to recognize Mr. Andrew Allen of the Steck Cooper Insurance Agency for the purpose of reviewing the District's insurance coverages which will be renewing on November 1, 2019. Mr. Allen reviewed the building coverage by schedule of locations and valuations, contents of buildings, property coverage extensions, crime coverage, portable equipment coverage, auto/vehicle coverage, general liability and professional health care liability, management liability, and excess or umbrella liability coverage. All of these coverages were reviewed with Mr. Allen. He noted that the overall premium for the District's package will decline approximately \$2,000.00 from the prior year. Following Mr. Allen's presentation, he departed the meeting with the thanks of the Board.

The Chair next called for presentation and approval of the minutes of the meeting held on September 24, 2018 and upon motion of Mr. Hand, seconded by Mr. Ford, and unanimously approved, the minutes were approved as presented.

The Chair next called upon the Treasurer for his report. Mr. Ford presented the Financial Statement for September 2018 which reflected Cash on Hand at September 1, 2018 of \$669,595.06, total receipts during the month of \$400,702.93, and disbursements during the month of \$158,928.45 leaving a balance at September 30, 2018 of \$911,369.54. The Treasurer also presented the Cash on Hand Distribution Report and the Fund Designation Report. He noted that this is the first month of the fiscal year that the undesignated general fund has had a positive balance. He anticipates, however, that the balance will go negative in the near term. The Treasurer also presented the September 2018 Expenditure Report by budget line item; the Pension Fund financial statement as of September 30, 2018; the Tax Receipts and Disbursements Summary through September 19, 2018; the Receipts & Disbursements YTD Comparison Report for September 2018; the Detail-Receipts & Disbursements Report for September 2018; the Reconciliation Summary for the Carrollton Bank Money Market (BLDG) Account for the period ending September 28, 2018; the Reconciliation Detail Report for the Carrollton Bank Money Market (BLDG) Account for the period ending September 28, 2018; the Carrollton Bank Statement for the Money Market Account dated September 28, 2018; the Reconciliation Summary Report for the Carrollton Bank-Rescue Fund for the period ending September 28, 2018; the Reconciliation Detail Report for the Carrollton Bank-Rescue Fund for the period ending September 28, 2018; the statement of Carrollton Bank dated September 28, 2018 for the business account; the Liberty Bank statement for the period ending September 28, 2018; the Illinois Funds Bank Reconciliation Report for the month ending September 30, 2018; the Illinois Funds Statement for the period September 1, 2018 through September 30, 2018; the Reconciliation Summary for the Liberty Bank checking account for the period ending September 30, 2018; and the Reconciliation Detail Report for the Liberty Bank checking account for the period ending September 30, 2018. Thereafter, a motion was made by Mr. Hand, seconded by Mr. Ford, 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. Hand, seconded by Mr. Ford, and unanimously approved, to pay all bills as same come due in the normal course of business in accordance with the regular bill payment procedure of the District.

The meeting next turned to the Board of Fire Commissioners. Mr. Sherman reported that no action had been taken in the meeting held immediately prior to the Board of Trustees meeting.

The meeting next received the President's Report. The President noted that The Telegraph newspaper had carried a front page article regarding the Open House held the prior weekend by the Department. He complimented the Department on the event.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form in the usual manner.

The Chief advised that there had been 153 calls in the month of September, the bulk of which were EMS related.

Turning to personnel, the Chief reported briefly regarding Assistant Chief McBride's status. He also reported that Matthew Karasek had been inducted as an honorary firefighter at the Open House. The Chief advised that Matthew Karasek is a special needs individual and was greatly honored to be designated as an honorary firefighter. It was also reported that the fundraiser held for Mr. McBride had been successful and that Mr. McBride had returned from the hospital that day and was doing well following surgery.

The Chief next reported to the Board regarding stations, apparatus, and equipment. He noted that a payment had been made to Jourdain roofing to initiate work on the building roofs. He indicated that he desires to proceed to address red truck repair items. He advised that Mr. Hamberg has been working diligently to correct deficiencies, but they continue to arise. With regard to particular units, he reported that Unit 1412 has developed air leaks and will need to be repaired; that Unit 1422 is currently at Mike's getting a new rebuilt steering box, and that Unit 1471 is emitting an emissions code indicating that it will shut down shortly and will need to be sent to Tri County Diesel for repairs at a cost of between of between \$2,000.00 and \$3,000.00. The Chief advised that the District has approximately 195 hours before the unit will shut itself down. A motion was made by Mr. Ford, seconded by Mr. Hand, and unanimously approved to authorize the repair of Unit 1471.

Turning to grants, revenue, and donations, the Chief noted that the District had received a payment in the amount of \$1,900.00 for a nonresident call and that it had received a grant from Illinois American Water of \$1,000.00 which will be used to buy fire hose. He also reported that Freer Auto Body had made a \$500.00 donation toward the Open House; that Reliance Bank has made a \$60.00 donation; and that memorials in the amount of \$375.00 had been received

in honor of Joyce Baker. The Chief advised that an additional donation had been received including an \$8,000.00 from Beverly Farm, that Godfrey Meat Market had given a discount on meat products purchased for the Open House; and that \$640.00 was received from Godfrey Methodist Church for EMS equipment. Last, the Chief advised that the Fire Department had received a donation of \$1,500.00 from the Godfrey Women's Club which will be used for purchasing furniture at the Fire Station. The Chief noted that he does issue thank you letters to donors to the District and the Department.

Turning to grants, the Chief advised that the extrication equipment bids had been reviewed. Two vendors were recommended for acceptance and purchase, Sudden Rescue and AEC. The combined total of the proposed purchase was \$24,833.98 divided between the two vendors. After discussion, a motion was made by Mr. Ford, seconded by Mr. Hand, and unanimously approved to approve the purchases as presented by the Chief.

The Chief reported that the application for the 2018 Federal AFG Grant would be due the following Friday. He proposes to apply for CPR training equipment including two mechanical CPR devices, accessories, and a high fidelity, full body, ALS training mannequin in the amount of \$45,000.00 to \$50,000.00 with a cost share of 5%. The Chief explained to the Board that he had originally intended applied for personal protective gear, however, based upon the criteria used by FEMA for an award of grants and the age and condition of the District's current equipment, it would be highly unlikely that the District would receive a grant for that purpose. According to the Chief, the criteria for an award of funds for personal protective gear requires that the existing equipment be obsolete, out of service, or dangerous. The Chief indicated that he intends to propose the use of the expected IPRF Grant to acquire additional PPE in the range of \$11,000.00 to \$13,000.00. After further discussion, a motion was made by Mr. Hand, seconded by Mr. Ford, and unanimously approved to authorize the Chief to proceed with the grant application for the CPR equipment and related items.

The Chief advised that business inspections are now wrapping up. He reported that the San Gabriel Memory Care facility had been inspected. The Department anticipates a fair number of calls from that location.

Turning to special notes and requests, the Chief requested that the Board take up a review of the truck specifications which had been developed by the Department for solicitation of bids. The Chief expressed gratitude to those who donated to the Fire Protection District and for the benefit of Mr. McBride. The Chief commented regarding the expected benefit of retired

pastor Steve Livengood's service as Department chaplain. The Chief thanked the Board for allowing him to attend the resuscitation conference in Oakland, California. He noted that he is in the process of developing a sudden cardiac arrest bundle of care action plan which he expects will enhance the Department's ability to improve the chain of survival.

The Chief advised that POC testing would be conducted on October 28, 2018. The District has ten applications at this point and expects additional walk-ins the night of the testing.

The Chief expressed condolences to Lt. Ben Hamberg upon the death of his grandmother and to the family of "Twirp" Williams and he thanked the members on duty at Station No. 2 for their recognition efforts in conjunction with Mr. Williams' funeral cortege earlier in the day.

The Board next reviewed the equipment maintenance list. It was reported that the batteries which needed replacement had been replaced. It was noted that pump testing is ongoing. There was discussion regarding the replacement of the District's K12 rescue saw. The existing saw will no longer idle. Repair costs are estimated to be between \$300.00 to \$400.00. After discussion, it was the consensus that a new saw should be purchased and a motion was made to that effect by Mr. Hand, seconded by Mr. Ford, and unanimously approved.

The meeting next turned to the Attorney's Report. The attorney reported to the Board regarding a news article on pension funding in the state and issues related to that situation.

The meeting next turned to old business.

It was noted that there was no additional follow-up at this time regarding the Intergovernmental Agreement with the Village of Godfrey.

The meeting next turned to a review of the proposed truck bid documents which had been prepared by the Fire Department's Truck Committee and reviewed by the attorney. Mr. Ford questioned the lack of a sole source requirement and inclusion of inspection trips in the specifications. The Chief responded to these points. It was the consensus of the Board that a provision should be included in the specifications on both of these items and the attorney was requested to add that information prior to the solicitation being finalized. There was discussion regarding the rust proofing warranty called for and the timing of the solicitation. The Chief and the Department members present suggested that the solicitation should go forward now in order that a purchase decision can be made prior to January 1, 2019 when an additional price

increase is anticipated. There followed additional discussion regarding certain aspects of the truck requirements. Thereafter, a motion was made by Mr. Hand, seconded by Mr. Ford, and unanimously approved, to accept the truck bid documents with the noted adjustments and to proceed with the solicitation.

The meeting next turned to new business.

The attorney reported to the Board regarding the tax levy estimation for 2018 and noted that in the prior year the District had reached its rate limit on its various funds, however, assessed value was flat in 2017 compared to 2016. He indicated that he is awaiting information from the consulting actuary regarding the pension levy and plans to have proposed levies for the November meeting of the Board.

It was noted that discussion and action regarding the 2018 AFG Grant Application had already been dealt with earlier in the meeting.

The meeting next turned to the good of the order.

Mr. Ford indicated that the District had received a health insurance premium refund check in the amount of approximately \$1,500.00 and that this had been allocated among the fire department members based upon their premium expense.

The Chief reported that Firefighters Knezovich and Elder had participated in the "Down & Dirty" training program at the Fire Service Institute and that it had been a successful training event.

It was noted that there were no personnel matters to come before the meeting.

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.

Terry L. Ford, Secretary of the
Board of Trustees

APPROVED:

Being all of the Trustees of the
Godfrey Fire Protection District