

GODFREY FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MINUTES OF REGULAR MEETING

On May 28, 2019, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held in the Community Room of Liberty Bank, 3112 Godfrey Road, Godfrey, Illinois at 7:00 p.m. pursuant to the regular meeting schedule of the Board.

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

Mr. Rynders opened the meeting and following the Pledge of Allegiance introduced Mr. Girard Fischer as the newly elected member of the Board following his election in April.

The Board next took up reorganization of the Board. Mr. Rynders nominated Mr. Ford as President of the Board of Trustees. The nomination was unanimously approved. Mr. Ford nominated Mr. Fischer as Secretary/Treasurer of the Board. The nomination was unanimously approved. Mr. Ford nominated Mr. Rynders as Vice President of the Board. The nomination was unanimously approved. Mr. Ford then assumed the Chair for the meeting.

The meeting next turned to announcements and presentations. The Chair recognized Chief Kambarian who called forward Fire Department member Justin Hayes for recognition upon his departure from membership in the Department. The Chief noted that Mr. Hayes has been a member of the Department since March of 2002 and has served continuously for 17 years as a faithful member of the Fire Department. Mr. Hayes was recognized by those in attendance for his service and received the thanks of the Board.

The meeting next turned consideration of the minutes of the meeting held on April 22, 2019, and upon motion of Mr. Rynders, seconded by Mr. Ford, and unanimously approved, the minutes were approved as presented.

The meeting next turned to the Treasurer's Report which Mr. Ford presented for the month of April 2019. This included the Financial Statement for the General-Emergency & Rescue-FICA/Medicare-Audit-Insurance Fund which reflected cash on hand in the General-Emergency & Rescue-FICA/Medicare portion of the Fund of \$233,824.72, receipts in that portion of the Fund during the month of \$32,806.95, and disbursements from that portion of the Fund of \$123,079.55 for the month leaving a balance at April 30, 2019 of \$143,552.12 in the General-Emergency & Rescue-FICA/Medicare portion of the Fund. Mr. Ford reported that

the Audit Fund had a balance of \$88,763.42 and Insurance Fund had a balance of \$455,489.33 at April 30, 2019 after disbursements from the Insurance Fund of \$9,524.46 for the month. Total cash on hand for all funds as of April 30, 2019 was \$687,804.87. Mr. Ford provided the General Fund Designation Report which reflected that the undesignated portion of the General Fund was at a negative position of \$187,009.06. Mr. Ford noted that the Board packet also contained the Disbursement Report for by budget line item reflecting expenditures during the month of April, fiscal year to date total spending, and remaining budget line item balance; the Audit fund Financial Report as of April 30, 2019; the Insurance Fund Financial Report at April 30, 2019; the Agency Fund as of April 30, 2019; the Pension Fund Financial Statement of April 30, 2019; the Receipts & Disbursements YTD Comparison Report for April 2019; the Tax Receipts Summary and Disbursements Report through March 25, 2019; the Receipts & Disbursements Detail Report for April 2019; the Reconciliation Summary for the Carrollton Bank Rescue Fund account for the period ending April 30, 2019; the Carrollton Bank Rescue Fund Reconciliation Detail Report for the period ending April 30, 2019; the Reconciliation Summary for the Liberty Bank Checking Account for the period ending April 29, 2019; the Reconciliation Detail Report for the Liberty Bank Checking Account for period ending April 29, 2019; a Liberty Bank Checking Account Statement for the period ending April 30, 2019; the Reconciliation Summary for the CNB Rescue Fund Account for the period ending April 30, 2019; the Reconciliation Detail Report for the CNB Rescue Fund Account for the period ending April 30, 2019; the Statement for the CNB Rescue Fund Account for the period March 30, 2019 through April 30, 2019; the Statement for Carrollton Bank Agency Account FBO Jake Ringering dated April 30, 2019; the Statement for Carrollton Bank Agency Account FBO the Luke Warner Family dated April 30, 2019; the Illinois Funds Bank Reconciliation Report dated April 30, 2019; and the Illinois Funds Investor's Statement for the period April 1, 2019 through April 30, 2019. A motion was made by Mr. Ford, seconded by Mr. Rynders, and unanimously approved to accept the Treasurer's Report as presented.

A motion was made by Mr. Rynders, seconded by Mr. Ford, and unanimously approved to pay the bills of the District as same come due in the normal course of business in accordance with the regular bill payment procedure of the District.

The Board briefly discussed the 2019-2020 Budget. Mr. Ford noted that the Tentative Budget is posted and reflects a deficit which will require revision in order to bring the budget into balance prior to the adoption of the Final Budget at the June meeting.

The Chair next called for the Board of Fire Commissioners' Report. Mr. Sherman reported that the Board of Fire Commissioners had no report.

The meeting next turned to the President's Report. Mr. Ford advised that he had attended a Volunteer Firefighters' Benefits Summit in Minneapolis. He reported that discussion and meetings had been held regarding cancer legislation and recruit and retention of firefighters.

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

Under personnel matters, the Chief noted that the Village of Godfrey had renamed Clifton Terrace Park in honor of Captain Jake Ringering. He reported that Firefighter Warner continues to recover; that Firefighter Stratton remains off duty; that Assistant Chief McBride remains off duty; and that Assistant Chief Cranmer had returned to work on May 13, 2019. The Chief also extended thanks to Firefighters Hamburg and Hawkins for their participation in the Alton Memorial Day Parade as representatives of the District. The Chief extended condolences to Trustee Fischer upon the passing of his stepson. The Chief noted that the Department currently has 15 rostered full time personnel with 12 on duty at this time. He again noted the resignation of Mr. Hayes from the Department. The Chief advised that he had received a \$2,000.00 scholarship from the Illinois Fire Chiefs' Association to continue education toward a master's degree in public administration.

The Chief next reported regarding Stations/Apparatus/Equipment. He advised that Lieutenant Estes had completed the installation of new windows and blinds at Station No. 1 and thanks were extended to him for that work. The Chief advised that the District continues to await scheduling of a pre-construction meeting on the new fire apparatus at KME.

Under Grants/Revenues/Donations, the Chief advised that there had been no word regarding the pending federal grant application. He reported that \$9,800.00 had been raised in donations for the Rescue Task Force Active Shooter Project equipment. He advised that \$10,867.00 had been received from the Illinois Public Risk Fund for the safety grant and that \$2,000.00 had been received from Lungsmarter for EMS supplies and equipment.

The Chief reported that business inspections have commenced.

The Chief reported briefly regarding the status of the investigation of the incident at 4604 Culp Lane on March 5, 2019. He advised that Illinois OSFM has completed its examination and that report should be issued shortly. He advised that Illinois OSHA continues its

investigation of the fire and is awaiting input from the ATF for completion of its report. He advised that NIOSH had conducted an onsite investigation during May and provided initial observations with a formal report to be completed within 6 to 12 months. The Chief advised that he had made a request to the Madison County Building and Zoning Department to undertake a demolition of the property at 4604 Culp Lane following the completion of investigations. The Chief advised that he would be speaking at the Madison County Fire Chiefs' meeting on May 30, 2019 to request the formation of a working group with regard to countywide incident command through the MABAS Division 35 organization.

Under items for action and consideration, the Chief requested that red apparatus and equipment repair items be addressed as they occur. He also requested that the Board approve having pump testing done by a third party. He related that the District typically has one unit per year pump tested by an independent third party with the Department pump testing the other apparatus of the District, but due to shortage of personnel and scheduling difficulties he is requesting the use of a third party to test all of the apparatus pumps this year. He indicated that the cost of the test would be approximately \$700.00 for all four units. The Chief requested approval to utilize the IPRF grant funds to purchase personal protective equipment. He indicated that Lieutenant Wilson and Firefighter Blackford would present a proposal for equipment to be purchased. The Chief requested approval to attend a "Blue Card Incident Training" program at a cost of approximately \$700.00. The program is a combination online and live program.

The Board next took up the Chief's request for pump testing and a motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to authorize four pumps to be performed at a cost of approximately \$350.00 each with a total expenditure of up to \$1,500.00.

A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to approve the Chief's request for the expenditure of the IPRF safety grant in the amount of awarded of \$10,867.00 as proposed by the Chief.

Mr. Rynders made a motion to authorize the Chief's attendance at the Blue Card Incident Training program at a cost of not more than \$800.00. Mr. Fischer seconded the motion. The motion was unanimously approved.

The meeting next turned to the Attorney's report. The attorney advised that he had reviewed the proposed contract with KME for the purchase of a new fire apparatus and that

revisions had been made to the vendor's proposal and accepted by the vendor. He noted that work continues on pending Pension Board matters including scheduling for the Ringering and McBride claims.

The meeting next turned to public comments. Mr. Fischer was welcomed to the Board. Mr. Hamburg raised a question regarding the impact of accidents on the District's budget for equipment maintenance and repair. There was a question regarding hiring additional personnel would be taken up later in the meeting and comments related to that point.

The meeting next turned to old business. There was no old business.

The meeting next turned to new business.

A motion was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved to approve a proxy for the annual meeting of the membership of the Illinois Association of Fire Protection Districts.

The meeting next took up discussion of Unit 1452. The Chief presented his recommendations to the Board which he noted Mr. Rynders had requested. The Chief indicated that the District could either make no further investment in the 1996 truck; invest \$15,000 to \$17,000 to convert one of the Dodge brush truck to a hybrid EMS/brush unit with a sale of the 1996 truck, or the District could purchase a new 2019 Ram 4X4 crew cab pickup to serve as an EMS unit at a cost of approximately \$35,000.00 and the sale of the 1996 truck. He noted that the 2019 Ram vehicle is a state bid vehicle and the attorney confirmed this would not require a separate bidding process by the District.

After discussion, it was agreed that this would be deferred to the next meeting of the Board.

A motion was made to revise the signatories on the various bank accounts of the District to remove Mr. Hand's name as a signatory and add Mr. Fischer. A motion to that effect was made by Mr. Rynders, seconded by Mr. Fischer, and unanimously approved.

Mr. Ford requested deferral of the Pension Fund Trustee appointment question to the next meeting of the Board.

The meeting next turned to the good of the order. There were no comments.

The meeting next called for a discussion of personnel matters. The Board took up discussion of hiring an additional full time firefighter. Mr. Ford expressed his position that the Board should defer hiring an additional person until the Budget has been finalized for the fiscal year. Mr. Fischer indicated that the overtime expense being incurred at this time would be

better spent on a full time hire and that this would cut fatigue on the staff. There was discussion regarding the cost of fire academy training and paramedic training. There was discussion regarding the status of the next candidate on the eligibility list. There was discussion regarding the requirement of academy training and the background on the implementation of that policy under former Chief Sowders. Mr. McBride provided additional background. Comments were received from members of the Fire Department regarding the next candidate on the eligibility list. There was further discussion regarding the actual overtime cost to the District being incurred at this time. There was discussion regarding the Board of Fire Commissioner rules and requirements for full time hires. There was discussion regarding setting the full time personnel at a limit of 15 members and the reduction of full time personnel to that number should the full time roster increase to 16. Mr. Fischer made a motion to hire a full time firefighter. There was no second. The meeting next discussed hiring a part time firefighter to provide additional personnel assistance pending the hiring of a full time firefighter. There was discussion of a reduction in force and the impact on the Department. It was suggested that two positions are needed. These were comments from Allison Ringering and the public regarding the death of Captain Ringering and the replacement of personnel. Mr. Ford indicate his willingness to hire an additional person so long as the roster is maintained at no more than 15. Mr. Fischer renewed his motion to hire an additional full time firefighter. Mr. Ford indicated he would second the motion if the it is subject to the condition that the full time roster maintain at 15. The Chief reiterated his recommendations regarding the requirements for that person. There followed discussion regarding the ALS standard for the Department with regard to EMS service. The Chief reiterated his desire that the new hire, if made, would be subject to obtaining paramedic status if requested by the District. It was indicated that the requirement of paramedic licensure and/or training would be addressed subsequently by the Board. Mr. Fischer renewed his motion to hire an additional full time firefighter. Mr. Rynders seconded the motion. The question was called and the motion was unanimously approved. The Chief was directed to proceed with contacting the next eligible member on the eligibility list and to proceed with hiring the next eligible person from the list who qualifies.

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.

Girard Fischer, Secretary of the
Board of Trustees

APPROVED:

Being all of the Trustees of the
Godfrey Fire Protection District