

GODFREY FIRE PROTECTION DISTRICT

MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES

On March 26, 2024, the regular meeting of the Board of Trustees of the Godfrey Fire Protection District was held at the Fire Station, 3023 Godfrey Road, Godfrey, Illinois at 5:00 p.m. pursuant to the regular meeting schedule of the Board.

Attending the meeting were District Trustees Fischer, Horn, and Leonard. Fire Commissioners Cox, Clemons, and Sowders; Fire Chief Cranmer; members of the Fire Department; Mr. Jerome Jacobs; and Mr. Nathan Schruppf; and legal counsel for the District were also present.

The Chair first announced that the Board would conduct the bid opening for the sale of former Station No. 1 at 6011 Godfrey Road pursuant to the published Notice of Sale of that property. Thereupon, Mr. Leonard was requested to open the three bids which had been received. The first bid was opened and announced in the amount of \$15,000.00 by a bidder whose signature was not legible; the second bid came from Mr. Jerome Jacobs in the amount of \$45,000.00; and the third bid was in the amount of \$55,000.00 submitted by Mr. Schruppf. After receiving the bids, the bidders who were present were advised that the bids were below the amount that the Board would accept based upon the building appraisal of \$220,000.00 and that the Board would not accept a bid below \$176,000.00. At the request of Mr. Jacobs and Mr. Schruppf, they were provided a short time to confer regarding an adjustment of their bids as allowed under the sale notice following the bid opening and announcement of bids.

The Board next took up the bids for personal property at the two former fire stations and bids were opened and announced. Thereafter, the following bids were accepted for the items indicated:

<u>Station No. 1</u>		
AC/Heater-Window Unit	Jake Elder	\$90.00
Metal Dest & Credenza-Bay Office	Luke Warner	\$80.00

Television-Living Room	Chris Stratton	\$37.00
Television-Bay	Tom Wills	\$25.00
DVD Player, DVD/VCR Combo-Living Room	Luke Warner	\$20.00
HP Color Printer/Scanner/Fax	Jake Elder	\$20.00
Building Generator	Nathan Schrupf	\$1,800.00
 <u>Station No. 2</u>		
Recliner	Aaron. Blackford	\$50.00
Recliner	Timothy Naylor	\$25.00
Living Room TV	John Farmer	\$20.00
Bay TV	Tom Wills	\$25.00
Radio Room TV	Jake Elder	\$115.00
Washing Machine	Ben Hamberg	\$26.55
Grill	Chris Stratton	\$87.00
Smoker	Ben Hamberg	\$6.55
Window AC Unit	Chris Dennison	\$25.00
Coffee Maker	Justin Chapman	\$40.00
Treadmill	Justin Chapman	\$60.00
Weight Sled	Brian Estes	\$25.00

Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to approve the foregoing bids for surplus personal property from the 2 stations.

The meeting next heard from Mr. Jacobs and Mr. Schrupf who advised the Board that they were submitting a combined offer of \$176,000.00 for the Station No. 1 real estate including land and building. A motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to accept the Jacobs/Schrumpf bid of \$176,000.00.

The Chief next reported to the Board that he is proposing the donation of the lockers at Station No. 1 to the QEM Fire Protection District, and upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the donation of the lockers at Station No. 1 to the QEM Fire Protection District was approved.

The Chair requested that the attorney notify the attorney for the Village of Godfrey regarding the sale of the property at 6011 Godfrey Road and that the transaction be concluded as set out in the sale notice.

The Chair next called for announcements and presentations. The Chief advised there were none.

The meeting next turned to New Station Project Matters and Mr. Fischer reviewed the report of the Construction Manager, NorthStar Management which had been submitted in written form to the Board by Mr. Don Wojtkowski, of NorthStar. It was reported that substantial completion had occurred on February 15, 2024 and that the new storage shed had been installed at the new station at the rear of the lot. Concrete work for the shed access is pending. The fire hydrant installation at the new station has been completed and lighting for the Fire District Logo has also been completed. Occupancy occurred on March 1, 2024. In terms of closeout matters, electronic and paper copies of operational and maintenance materials have been submitted to the District. There is a final pay request pending. Electronic copies of the NorthStar project files will be provided to the District upon final closeout. The dedication and open house is scheduled for April 6, 2024 at 10:00 a.m. and invitations have been issued for that event. A media alert has also been initiated. With regard to pay requests, a pay request for March (No. 14) and final project pay request are pending. The present pay request in the amount of \$631,588.98 was presented and upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved payment was approved. The Chair reviewed with the meeting the funding for the approved payment which included \$300,000.00 for safety and risk components of the station from the Insurance Fund; a payment of \$174,578.24 from Line 18a of the General Fund; a payment of \$10,000.00 from Line 22a from the General Fund; and application of \$29,153.32 from the Liberty Bank Bond Proceeds Account. A draw of \$117,857.42 from the Participation Loan will then be required to make up the difference in the amount needed to fund the payment. The Chair also noted that a Project Budget Cost Summary was included in the NorthStar report and indicated that there will be a remaining

payment of \$354,137.00. There will, however, be a \$10,000.00 additional amount applied to that figure. It was also noted that the \$60,000.00 ARPA Grant through Madison County has not been applied to the purchase of the radio tower at this point. Thereafter, upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the pending pay request of SM Wilson was approved as requested.

The meeting next turned to the presentation and approval of the minutes of the meeting of the Board held on February 26, 2024 and upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the minutes were approved as presented.

The meeting next turned to the Treasurer's Report. Mr. Leonard presented the Treasurer's Report in the usual fashion and advised that at February 1, 2024 total funds in the General-Emergency & Rescue-FICA/Medicare Fund totaled \$2,347,468.26; that there were receipts during February of \$36,333.79; and disbursements in the amount of \$138,221.46 leaving a balance at February 29, 2024 in that Fund of \$2,245,580.59. He reported that the Audit Fund had a balance at February 29, 2024 of \$80,109.87 and that the Insurance Fund had a balance of \$691,912.39. Mr. Leonard noted that the Financial Statement also included the breakdown of the Cash on Hand Distribution between the Illinois Funds and Liberty Bank as well as the Fund Designation Report. He advised that with regard to the Bond Issue the District at February 29, 2024 had a balance of \$33,349.57 in the Liberty Bank Bond Proceeds Account and \$200,486.33 in the Debt Service Account. The Project Payment Account with Liberty Bank has a balance of \$100.00. The foregoing figures are all as of February 29, 2024 and total \$233,935.90. It was noted as a matter of record that the Board packet contained the Treasurer's Report for the General-Emergency & Rescue-FICA/Medicare Funds at February 29, 2024 based on a budget, monthly, and year to date comparison; the February 2024 Expenditures Report by budget line item; the Audit Fund Financial Statement as of February 29,

2024; the February 2024 Expenditure Report by Budget Line Item; the Audit Fund Financial Statement as of February 29, 2024; the Insurance Fund Financial Statement as of February 29, 2024; the Pension Fund Financial Statement as of February 29, 2024; the Agency Fund Financial Statement as of February 29, 2024; the Tax Receipts Summary and Disbursements Report through February 27, 2024; the Receipts & Disbursements YTD Comparison Report for February 2024; and the Detail-Receipts & Disbursements Report for February 2024. Thereafter, a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to accept the Treasurer's Report as presented.

The Board next turned to payment of bills and a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved to approve payment of the bills of the District as same come due during the normal course of business in accordance with the bill payment procedure of the District.

The meeting next turned to the President's Report. Mr. Fischer advised that there was no report.

The meeting next turned to the Fire Chief's Report. The Chief presented his report in written form in the usual manner and elaborated on it orally to the Board.

The Chief confirmed that the storage shed had been installed at the new station and that it is pending installation of the concrete ramp which should occur in the following week. The Chief noted that there is a storage shed at the No. 2 Station and it was suggested that he inquire of the Village of Godfrey to ascertain whether it desires to have the shed remain on the site.

Under Personnel Matters, the Chief advised that Assistant Chief Bloemker remains on medical leave, but should be returning on April 8.

Under Grants/Revenues/Donations, the Chief advised that the Small Equipment Grant through the Office of the State Fire Marshal had been submitted. He advised that the Federal AFG Grant application had been submitted earlier in the month and seeks funding for a washer and a vehicle exhaust system for the station. The Chief noted that a \$500.00 donation in honor of Captain Jake Ringering had been received from the Godfrey Women's Club in the amount of \$500.00 for the purchase of medical equipment. Appreciation was expressed by the Board for the donation.

Under Stations/Apparatus/Equipment, the Chief advised that Unit 1451 had been placed in service on March 1, 2024 but it is still awaiting some additional items which need to be mounted in the vehicle.

The Chief advised that that St. Louis Rug Company had been engaged to provide floor mat services on a 39 week per year basis at \$40.00 per week.

The Chief again reiterated that the storage shed had been installed at the new station.

The Chief advised that four proposals had been received for lawn service at the new station as follows:

JBC	\$140.00 per week
Sisk	\$125.00 per week
Boco	\$180.00 per week
Element	\$145.73 per week

The Chief recognized Mr. Estes who had obtained the quotes for the service and the Board discussed with him his recommendation with regard to selecting a service. Mr. Estes recommended the Sisk proposal of \$125.00 per cutting. Any other services would be contracted at the time requested. Thereafter, a motion was made by Mr. Horn, seconded by

Mr. Leonard, and unanimously approved to hire Sisk to cut the lawn at the new station at a cost of \$125.00 per mowing.

The Chief advised that the new software program to upgrade District street maps had been received and that Captain Stratton is working on the update using the system.

The Chief advised that Unit 1450 is being used to shuttle items among the three stations at this time. He plans to list the unit on the Fire Chief's website after its use for this purpose has been discontinued.

The Chief advised that the East Alton Fire Department had picked up the SCBA masks that the Board approved for donation to that department at the prior Board meeting and that they were thankful for the equipment.

The Chief presented a quote for the generator annual servicing from Fabick.

Under Business Inspections, the Chief advised that there are multiple new business inspections being conducted in the Village of Godfrey and that the regular inspection program will be in process in April.

Under Training, the Chief advised that 2024 training is underway, and he requested approval to have an electric vehicle training program session held at Godfrey. The Chief advised that the Wood River Fire Department would join in the cost of the program and that other departments could be charged a fee for people who attend the program. The cost is \$750.00 per day with a total projected cost of \$2,250.00.

Under Special Notes, the Chief advised that he had purchased a closed bulletin board for OSHA postings and that he intends to purchase an additional unit for other postings.

The Chief reported briefly regarding the March 5, 2024 flag ceremony in honor of Captain Jake Ringering on the 5 year anniversary of his death.

The Chief advised that he would be on vacation April 17 through April 19.

The Chief advised that PPE supplies are adequate at this time.

The Chief requested approval to purchase a portable hose washer at a cost of \$1,020.13 which could be used on scene to clean hose rather than requiring that hose be brought back to the station dirty for cleaning.

The Chief advised that the Godfrey Firefighters' Local 1692 had been in discussions with Spectrum regarding cable service to the new station and the Local's contribution to the cost of the service since Spectrum will no longer set up two different accounts and now requires that the service be bundled.

The meeting next turned to action items arising from the Chief's report and a motion was made by Mr. Horn, seconded by Mr. Leonard, and unanimously approved (1) to approve the purchase of the portable hose washer; (2) to approve the Fabick agreement for generator inspection and service; (3) to approve sponsorship of the electric vehicle training classes; (4) to approve the purchase of an additional bulletin board; and (5) to approve the revision of the Spectrum cable bundling service as proposed by the Firefighters' union with the Local to contribute to the cost of the service.

The meeting next turned to the Board of Fire Commissioners Report. Mr. Sowders advised there was no report.

The meeting next turned to the Attorney's Report. The attorney spoke briefly regarding the pending proposed Federal OSHA Regulations regarding fire brigades which, if adopted, will be applicable to the District through Illinois OSHA. There was a general discussion regarding the proposed revisions to the existing fire brigade regulations.

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

The meeting next turned to Other Business.

The Chair noted that discussion regarding Unit 1450 had been addressed earlier in the meeting.

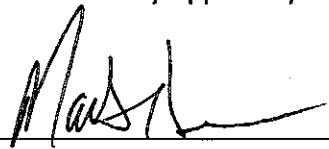
The Chair noted that the approval for lawn service at the new station had been approved earlier in the meeting.

The Board next discussed the disposition of Station No. 1 and it was noted that the terms of sale in the notice for the sale of Station No. 1 called for the closing to be within 30 days of the acceptance of a bid and at the time of closing possession would be turned over to the purchaser. This will establish the closing date as April 26, 2024 through Serenity Title.

The meeting turned to the transfer of Station No. 2 to the Village of Godfrey. After discussion, upon motion of Mr. Horn, seconded by Mr. Leonard, and unanimously approved, the Board directed that the transfer of Station No. 2 to the Village of Godfrey occur on or before June 1, 2024.

The meeting next turned to Personnel Matters. The Fire Chief reported briefly to the Board regarding two of the POC members of the Department who have not been fulfilling training and duty requirements. The Chief advised that, in meeting with them individually, he had established a plan with them to remediate their performance by June 30, 2024 which will include making up all training and pulling established duty shifts. An evaluation will then be made at June 30, 2024 regarding the continued status of the members. The Chief noted that reprimands had been placed in the firefighters' files.

Thereafter, there being no further, or other, business to come before the meeting, upon motion of Mr. Horn seconded by Mr. Leonard, and unanimously approved, the meeting was adjourned.



Secretary

Approved:

Mark
Jack Leonard
Scott

Being All of The Trustees of the
Godfrey Fire Protection District