



Agenda
Village of Glen Ellyn
Finance Commission Meeting
Friday, June 9, 2023
7:00 AM
Glen Ellyn Civic Center, Room 301

Visitors are most welcome to attend all meetings of the Finance Commission and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Roll Call**
- C. Public Comment**
- D. Approval of Minutes**
 - 1) May 12, 2023 meeting
- E. Police Pension Actuarial Report**
 - 1) 2023 Police Pension Actuarial Report Presentation
- F. Fire and EMS Services**
 - 1) Discussion of Fire and EMS services
- G. Staff Report**
- H. Chairperson's Report**
- I. Trustee Liaison's Report**
- J. Other Business**
- K. Reminders**
 - 1) Next Meeting: Friday, July 14, 2023 at 7:00 AM
- L. Adjourn**

**FINANCE COMMISSION MEETING
MINUTES
MAY 12, 2023**

A. Call To Order

The May 12, 2023 Finance Commission meeting was called to order at 7:00AM. by Chair Christopher VanEk at 535 Duane Street, in Glen Ellyn, Illinois.

B. Roll Call

Jeremy S. VanEk	Chair	Present
Anne Arnold	Commissioner	Present
Lea Dan	Commissioner	Excused Absence
Jose De Leon	Commissioner	Excused Absence
Christopher Goodman	Commissioner	Present
Mike Graham	Commissioner	Present
Scott R. Greeno	Commissioner	Excused Absence
Brian Niksa	Commissioner	Present
Christopher Oakes	Commissioner	Present
Camille White	Student Commissioner	Excused Absence

Also present: Trustee Christiansen, Village Manager Mark Franz, Finance Director Larry Noller, and Assistant Finance Director Patrick Brankin.

C. Public Comment

None.

D. Approval of Minutes

- 1) Minutes – April 14, 2023

MOVE TO APPROVE THE MINUTES OF THE FINANCE COMMISSION MEETING AS PRESENTED FROM 4/14/2023.

RESULT Motion Unanimously Carried
MOVER: Commissioner Oakes
SECONDER: Commissioner Goodman
AYES: Commissioners Arnold, Goodman, Graham, Niska, Oakes, and VanEk
ABSENT: Commissioners Dan, De Leon, and Greeno

E. Financial Reports

1. First Quarter Financial Report

Finance Director Noller said the report covers the period of January 1 through March 31, 2023. Revenues exceeded the prior year actuals by \$638,160, due to higher building permit revenue and interest income. Core revenues are 3% greater than last year and 5% above budget. Expenditures are below budget because of the hotel purchase last year. The fund balance is doing well. Sales and home rule sales taxes are performing well and the Village is beginning to see a slight decline in the income tax. Staff will monitor this closely. Overall expenditures are 11% below budget, largely due to vacancies in the Police Department. Food and Beverage tax is doing well and is performing better than prior years. Water and sewer revenues are trending lower than normal, due to the cool and wet spring. The Police Pension consolidated fund is doing better this year than last year.

Finance Director Noller went on to discuss the Village Links and Reserve 22 First Quarter report prepared by General Manager Jeff Vesevick. Reserve 22 is up 33% and banquets are up 102%, while golf is up 7% year on year. The Village Links has strong reserves on hand, but a little bit below policy levels. One of the primary challenges is labor costs. The Village Links is experiencing a strong year for 2023. Village Manager Franz noted in the 54 years that the Village Links has been in operation they have not had to use any tax dollars to support the operation. Village Manager Franz added the Village Links is going through the Master Plan process right now.

F. Long Term Forecasts

1. Village Funds Overview

Finance Director Noller discussed the various Village funds and noted future projects that could impact long-term forecasts. The Fire Services Fund has built up a reserve of \$5M, but there are many future expenditures that are needed for capital and fire station improvements. Village Manager Franz noted the Fire and EMS facility study findings will be discussed at the May 15, 2023 Village Board workshop. A long-term forecast is updated each year for the Capital Projects Fund. The Corporate Reserve Fund is used for one-time projects, most recently this fund was used for the Roosevelt Road hotel purchase. This year the Corporate Reserve Fund will be used for the purchase of the community development software, a community survey, and a housing study. The Water & Sewer Fund forecast was recently updated and staff will continue to update this using the model created by NewGen Strategies. A revenue and expenditure forecast will be needed for the Parking Fund. The Parking Fund revenues decreased during the pandemic. However, many lease holders continue to pay the annual leasing fee. Some towns have moved away from quarterly and annual parking leases and switched to electronic forms of pay, such as pay and display. Finance Director Noller said he isn't sure this is the direction the Village should go, given the strong revenues received from annual lease holders. Chair VanEk said he would like the Finance Commission to discuss the fund forecasts for Motor Fuel Tax, Fire & EMS, Village Links, and Parking. Commissioner Arnold suggested discussing the forecast for the Facilities Maintenance Reserve Fund. Chair VanEk said the forecast discussions will be scheduled for upcoming meetings.

G. Scorecard

1. Scorecard Planning

Chair VanEk referenced the 2020 Scorecard included in the agenda packet. Chair VanEk would like to refine the report so it is more focused on answering key questions that residents ask. Finance Director Noller said today's discussion made him think of the GFOA's Popular Annual Financial Report, which is a summary of the annual audit. Finance Director Noller said it might be helpful to gather more information on this reporting model and share this with the Finance Commission. Chair VanEk suggested the next scorecard include metrics regarding how high are property taxes, property taxes as a percentage of the home value, are the property values in Glen Ellyn growing, is the money being used well, and where does the money come from. Commissioner Oakes suggested highlighting how much is spent on public safety.

H. Staff Report

Finance Director Noller said the Village Board recently discussed the Water and Sewer Rate structure changes recommended by the Finance Commission. The Village Board decided to proceed with the recommendation, and this will be considered for approval at an upcoming meeting. Finance Director

Noller said the resident communication phase will follow. Chair VanEk said the Village Board was very complimentary of the analysis conducted.

I. Chairperson's Report

Chair VanEk said Commissioner Oakes, Commissioner De Leon, and Commissioner Greeno will be rolling off in July. Chair VanEk thanked them for their service. Chair VanEk said interviews for the Finance Commission vacancies will take place in May.

J. Trustee Liaison's Report

Trustee Christiansen updated the Finance Commission on recent Village Board activities.

K. Other Business

None.

L. Reminders

1) Next Meeting: Friday, June 9, 2023 at 7:00AM

M. Adjourn

Commissioner Goodman moved and Commissioner Arnold seconded, to adjourn the meeting. The meeting was adjourned at 8:23AM.

Submitted by Aileen Haslett, Recording Secretary



**Glen Ellyn Finance
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/9/2023 7:00 AM
Department: Finance
Department Head: Larry Noller
Category: Discussion Item
Prepared By: Larry Noller

**AGENDA ITEM (ID
2023-596)**

DOC ID: 2023-596

2023 Police Pension Actuarial Report Presentation

Statement of the Issue:

Each year, the Village is required to perform an actuarial valuation for its Police Pension Fund. This is required to determine the annual contribution for the next year in accordance with the Village's funding policy as well as state statutes.

Analysis:

A representative from Foster & Foster will present the 2023 Police Pension Actuarial Report

Budget Impact:

The annual required contribution will increase to \$2,152,136 in 2024, up 3.4% from \$2,082,272 in 2023.

Contribution to Strategic Plan (if applicable)

Action Requested:

No action required.

Attachments:

1. Actuarial Valuation Report - Glen Ellyn Police - 2023

VILLAGE OF GLEN ELLYN
POLICE PENSION FUND
ACTUARIAL VALUATION
AS OF JANUARY 1, 2023
CONTRIBUTIONS APPLICABLE TO THE
PLAN/FISCAL YEAR ENDING DECEMBER 31, 2024
GASB 67/68 DISCLOSURE INFORMATION
AS OF DECEMBER 31, 2022



FOSTER & FOSTER
ACTUARIES AND CONSULTANTS



May 10, 2023

Patrick Brankin, CPA
Village of Glen Ellyn Police Pension Fund

Re: Actuarial Valuation Report (including GASB Statements No. 67 and No. 68) – Village of Glen Ellyn Police Pension Fund

Dear Mr. Brankin:

We are pleased to present to the Village this report of the annual actuarial valuation of the Village of Glen Ellyn Police Pension Fund. Included are the related results for GASB Statements No. 67 and No. 68. The funding valuation was performed to determine whether the assets and contributions are sufficient to provide the prescribed benefits and to develop the appropriate funding requirements for the applicable plan year. The calculation of the liability for GASB results was performed for the purpose of satisfying the requirements of GASB Statements No. 67 and No. 68. Use of the results for other purposes may not be applicable and could produce significantly different results.

The valuations have been conducted in accordance with generally accepted actuarial principles and practices, including the applicable Actuarial Standards of Practice as issued by the Actuarial Standards Board, and reflect laws and regulations issued to date pursuant to the provisions of Article 3, Illinois Pension Code, as well as applicable federal laws and regulations. In our opinion, the assumptions used in this valuation, as adopted by the Board of Trustees, represent reasonable expectations of anticipated plan experience. Future actuarial measurements may differ significantly from the current measurements presented in this report for a variety of reasons including: changes in applicable laws, changes in plan provisions, changes in assumptions, or plan experience differing from expectations. Due to the limited scope of the valuations, we did not perform an analysis of the potential range of such future measurements.

The funding percentages and unfunded accrued liability as measured based on the actuarial value of assets will differ from similar measures based on the market value of assets. These measures, as provided, are appropriate for determining the adequacy of future contributions, but may not be appropriate for the purpose of settling a portion or all of its liabilities.

In conducting the valuations, we have relied on personnel, plan design, and asset information supplied by the Village, financial reports prepared by the custodian bank and the actuarial assumptions and methods described in the Actuarial Assumptions section of this report. While we cannot verify the accuracy of all this information, the supplied information was reviewed for consistency and reasonableness. As a result of this review, we have no reason to doubt the substantial accuracy of the information and believe that it has produced appropriate results. This information, along with any adjustments or modifications, is summarized in various sections of this report.

The total pension liability, net pension liability, and certain sensitivity information shown in the GASB results are based on an actuarial valuation performed as of the valuation date.

In performing the analysis, we used third-party software to model (calculate) the underlying liabilities and costs. These results are reviewed in the aggregate and for individual sample lives. The output from the software is either used directly or input into internally developed models to generate the costs. All internally developed models are reviewed as part of the process. As a result of this review, we believe that the models have produced reasonable results. We do not believe there are any material inconsistencies among assumptions or unreasonable output produced due to the aggregation of assumptions.

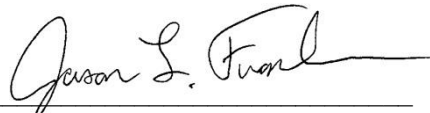
The undersigned are familiar with the immediate and long-term aspects of pension valuations and meet the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. All of the sections of this report are considered an integral part of the actuarial opinions.

To our knowledge, no associate of Foster & Foster, Inc. working on valuations of the program has any direct financial interest or indirect material interest in the Village of Glen Ellyn, nor does anyone at Foster & Foster, Inc. act as a member of the Board of Trustees of the Village of Glen Ellyn Police Pension Fund. Thus, there is no relationship existing that might affect our capacity to prepare and certify this actuarial report.

If there are any questions, concerns, or comments about any of the items contained in this report, please contact us at 630-620-0200.

Respectfully submitted,

Foster & Foster, Inc.

By: 
Jason L. Franken, FSA, EA, MAAA

By: 
Heidi E. Andorfer, FSA, EA, MAAA

JLF/lke
Enclosures

TABLE OF CONTENTS

Section	Title	Page
I	Introduction	
	a. Summary of Report	5
	b. Changes Since Prior Valuation	6
	c. Comparative Summary of Principal Valuation Results	7
II	Valuation Information	
	a. Development of Amortization Payment	12
	b. Detailed Actuarial (Gain)/Loss Analysis	13
	c. Reconciliation of Changes in Contribution Requirement	14
	d. Projection of Benefit Payments	15
	e. Actuarial Assumptions and Methods	16
	f. Glossary	19
	g. Discussion of Risk	20
III	Trust Fund	23
IV	Member Statistics	
	a. Statistical Data	27
	b. Age and Service Distribution	28
	c. Valuation Participant Reconciliation	29
V	Summary of Current Plan	30
VI	Governmental Accounting Standards Board Statements No. 67 and No. 68 Disclosure Information	33

SUMMARY OF REPORT

The regular annual actuarial valuation of the Village of Glen Ellyn Police Pension Fund, performed as of January 1, 2023, has been completed and the results are presented in this report. The contribution amounts set forth herein are applicable to the plan/fiscal year ended December 31, 2024.

The contribution requirements, compared with those set forth in the January 1, 2022 actuarial report, are as follows:

Valuation Date	1/1/2023	1/1/2022
Applicable to Fiscal Year Ending	<u>12/31/2024</u>	<u>12/31/2023</u>
Total Recommended Contribution	\$2,567,317	\$2,514,028
% of Projected Annual Payroll	61.3%	57.7%
Member Contributions (Est.)	(415,181)	(431,756)
% of Projected Annual Payroll	(9.9%)	(9.9%)
Village Recommended Contribution	2,152,136	2,082,272
% of Projected Annual Payroll	51.4%	47.8%

As you can see, the Total Recommended Contribution shows an increase when compared to the results determined in the January 1, 2022 actuarial valuation report. The increase is attributable to the natural increase in the amortization payment due to the payroll growth assumption and unfavorable plan experience. The increase was offset in part by a reduction in normal cost due to a lower active headcount and higher number of Active Tier 2 participants.

Plan experience was unfavorable overall on the basis of the plan's actuarial assumptions. The primary source of unfavorable experience was an investment return of 2.75% (Actuarial Asset Basis) which fell short of the 6.50% assumption. This loss was offset in part by gains associated with more turnover than expected and an average salary increase of 1.55% which fell short of the 5.66% assumption.

CHANGES SINCE PRIOR VALUATION

Plan Changes Since Prior Valuation

There were no plan changes since the prior valuation.

Actuarial Assumption/Method Changes Since Prior Valuation

Based on the funding policy adopted by the Village Board on November 28, 2022, the following method was changed since the prior valuation:

- The actuarial value of assets was set to market value as of the January 1, 2022 valuation. Thereafter, the assets will be determined using a 5-year smoothing method.

There were no assumption changes since the prior valuation.

COMPARATIVE SUMMARY OF PRINCIPAL VALUATION RESULTS

	<u>1/1/2023</u>	<u>1/1/2022</u>
A. Participant Data		
Number Included		
Actives	41	43
Service Retirees	30	30
Beneficiaries	5	5
Disability Retirees	2	2
Terminated Vested	<u>11</u>	<u>9</u>
Total	89	89
Total Annual Payroll	\$4,189,515	\$4,356,768
Payroll Under Assumed Ret. Age	4,189,515	4,356,768
Annual Rate of Payments to:		
Service Retirees	2,247,303	2,161,922
Beneficiaries	299,106	299,106
Disability Retirees	88,086	87,631
Terminated Vested	126,163	53,098
B. Assets		
Actuarial Value	39,818,405	38,947,824
Market Value	33,989,666	38,947,824
C. Liabilities		
Present Value of Benefits		
Actives		
Retirement Benefits	26,122,126	27,324,498
Disability Benefits	2,300,912	2,392,325
Death Benefits	314,582	325,804
Vested Benefits	1,771,335	1,861,000
Service Retirees	33,301,319	32,156,369
Beneficiaries	2,479,040	2,555,082
Disability Retirees	1,210,398	1,193,086
Terminated Vested	<u>1,964,254</u>	<u>742,604</u>
Total	69,463,966	68,550,768

C. Liabilities - (Continued)	<u>1/1/2023</u>	<u>1/1/2022</u>
Present Value of Future Salaries	47,137,407	49,367,650
Present Value of Future Member Contributions	4,671,317	4,892,334
Normal Cost (Retirement)	771,557	804,618
Normal Cost (Disability)	122,551	130,055
Normal Cost (Death)	16,390	16,775
Normal Cost (Vesting)	<u>99,875</u>	<u>102,858</u>
Total Normal Cost	1,010,373	1,054,306
Present Value of Future Normal Costs	10,341,367	10,834,877
Accrued Liability (Retirement)	18,071,717	18,877,692
Accrued Liability (Disability)	925,013	978,643
Accrued Liability (Death)	124,943	130,725
Accrued Liability (Vesting)	1,045,915	1,081,690
Accrued Liability (Inactives)	<u>38,955,011</u>	<u>36,647,141</u>
Total Actuarial Accrued Liability	59,122,599	57,715,891
Unfunded Actuarial Accrued Liability (UAAL)	19,304,194	18,768,067
Funded Ratio (AVA / AL)	67.3%	67.5%

	<u>1/1/2023</u>	<u>1/1/2022</u>
D. Actuarial Present Value of Accrued Benefits		
Vested Accrued Benefits		
Inactives	38,955,011	36,647,141
Actives	5,701,670	6,097,888
Member Contributions	<u>3,658,800</u>	<u>3,662,315</u>
Total	48,315,481	46,407,344
Non-vested Accrued Benefits	<u>1,002,228</u>	<u>1,029,583</u>
Total Present Value Accrued Benefits	49,317,709	47,436,927
Funded Ratio (MVA / PVAB)	68.9%	82.1%
Increase (Decrease) in Present Value of Accrued Benefits Attributable to:		
Plan Amendments	0	
Assumption Changes	0	
Plan Experience	1,533,228	
Benefits Paid	(2,649,730)	
Interest	2,997,284	
Other	<u>0</u>	
Total	1,880,782	

Valuation Date	1/1/2023	1/1/2022
Applicable to Fiscal Year Ending	<u>12/31/2024</u>	<u>12/31/2023</u>

E. Pension Cost

Normal Cost ¹	\$1,076,047	\$1,122,836
% of Total Annual Payroll ¹	25.7	25.8
Administrative Expenses ¹	23,914	20,586
% of Total Annual Payroll ¹	0.6	0.5
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 18 years (as of 1/1/2023) ¹	1,467,356	1,370,606
% of Total Annual Payroll ¹	35.0	31.4
Total Recommended Contribution	2,567,317	2,514,028
% of Total Annual Payroll ¹	61.3	57.7
Expected Member Contributions ¹	(415,181)	(431,756)
% of Total Annual Payroll ¹	(9.9)	(9.9)
Expected Village Contribution	2,152,136	2,082,272
% of Total Annual Payroll ¹	51.4	47.8

F. Past Contributions

Plan Years Ending:	<u>12/31/2022</u>
Total Recommended Contribution	2,397,339
Village Requirement	1,981,581
Actual Contributions Made:	
Members (excluding buyback)	415,758
Village	<u>2,059,000</u>
Total	2,474,758

G. Net Actuarial (Gain)/Loss	759,147
------------------------------	---------

¹ Contributions developed as of 1/1/2023 displayed above have been adjusted to account for assumed interest.

H. Schedule Illustrating the Amortization of the Total Unfunded Actuarial Accrued Liability as of:

<u>Year</u>	<u>Projected Unfunded Accrued Liability</u>
2023	19,304,194
2024	19,091,611
2025	18,817,520
2029	17,261,541
2033	15,765,096
2037	14,398,381
2041	13,150,148

I. (i) 5 Year Comparison of Actual and Assumed Salary Increases

		<u>Actual</u>	<u>Assumed</u>
Year Ended	12/31/2022	1.55%	5.66%
Year Ended	12/31/2021	7.56%	5.53%
Year Ended	12/31/2020	3.83%	4.98%
Year Ended	12/31/2019	3.91%	5.03%
Year Ended	12/31/2018	8.67%	4.89%

(ii) 5 Year Comparison of Investment Return on Actuarial Value

		<u>Actual MVA</u>	<u>Actual AVA</u>	<u>Assumed</u>
Year Ended	12/31/2022	-12.25%	2.75%	6.50%
Year Ended	12/31/2021	11.00%	11.00%	6.50%
Year Ended	12/31/2020	9.45%	7.23%	6.50%
Year Ended	12/31/2019	15.35%	4.87%	6.50%
Year Ended	12/31/2018	-5.72%	3.79%	6.50%

DEVELOPMENT OF JANUARY 1, 2023 AMORTIZATION PAYMENT

(1)	Unfunded Actuarial Accrued Liability as of January 1, 2022	\$18,768,067
(2)	Sponsor Normal Cost developed as of January 1, 2022	622,550
(3)	Expected administrative expenses for the year ended December 31, 2022	19,330
(4)	Expected interest on (1), (2) and (3)	1,261,018
(5)	Sponsor contributions to the System during the year ended December 31, 2022	2,059,000
(6)	Expected interest on (5)	66,918
(7)	Expected Unfunded Actuarial Accrued Liability as of December 31, 2022, (1)+(2)+(3)+(4)-(5)-(6)	18,545,047
(8)	Change to UAAL due to Benefits/Assumption Change	0
(9)	Change to UAAL due to Actuarial (Gain)/Loss	759,147
(10)	Unfunded Accrued Liability as of January 1, 2023	19,304,194
(11)	UAAL Subject to Amortization (100% AAL less Actuarial Assets)	19,304,194

<u>Date Established</u>	<u>Years Remaining</u>	<u>1/1/2023 Amount</u>	<u>Amortization Amount</u>
1/1/2023	18	19,304,194	1,377,799

DETAILED ACTUARIAL (GAIN)/LOSS ANALYSIS

(1) Unfunded Actuarial Accrued Liability (UAAL) as of January 1, 2022	\$18,768,067
(2) Expected UAAL as of January 1, 2023	18,545,047
(3) Summary of Actuarial (Gain)/Loss, by component:	
Investment Return (Actuarial Asset Basis)	1,457,185
Salary Increases	(263,417)
Active Decrements	(382,225)
Inactive Mortality	(73,082)
Other	<u>20,686</u>
Change in UAAL due to (Gain)/Loss	759,147
Change to UAAL due to Benefits/Assumption Change	<u>0</u>
(4) Actual UAAL as of January 1, 2023	\$19,304,194

RECONCILIATION OF CHANGES IN CONTRIBUTION REQUIREMENT

(1) Contribution Determined as of January 1, 2022	\$ 2,082,272
(2) Summary of Contribution Impact by component:	
Change in Normal Cost	(46,789)
Change in Assumed Administrative Expense	3,328
Investment Return (Actuarial Asset Basis)	110,764
Salary Increases	(20,023)
New Entrants	3,462
Active Decrements	(29,054)
Inactive Mortality	(5,555)
Contributions (More) or Less than Recommended	(6,076)
Increase in Amortization Payment Due to Payroll Growth Assumption	44,545
Change in Expected Member Contributions	16,575
Benefits/Assumption Change	-
Other	<u>(1,313)</u>
Total Change in Contribution	69,864
(3) Contribution Determined as of January 1, 2023	\$2,152,136

PROJECTION OF BENEFIT PAYMENTS

Year	Payments for Current Actives	Payments for Current Inactives	Total Payments
2023	66,157	2,740,078	2,806,235
2024	132,693	2,648,095	2,780,788
2025	194,918	2,700,270	2,895,188
2026	253,188	2,737,975	2,991,163
2027	321,607	2,771,058	3,092,665
2028	416,528	2,871,496	3,288,024
2029	563,567	2,893,255	3,456,822
2030	723,000	2,961,015	3,684,015
2031	879,827	2,969,246	3,849,073
2032	1,066,480	2,970,202	4,036,682
2033	1,262,245	2,974,483	4,236,728
2034	1,473,148	2,962,875	4,436,023
2035	1,663,017	2,951,576	4,614,593
2036	1,845,889	2,926,952	4,772,841
2037	2,027,756	2,895,224	4,922,980
2038	2,193,306	2,856,579	5,049,885
2039	2,363,190	2,811,229	5,174,419
2040	2,514,008	2,759,458	5,273,466
2041	2,677,814	2,724,518	5,402,332
2042	2,837,551	2,662,502	5,500,053
2043	2,993,546	2,595,337	5,588,883
2044	3,207,596	2,523,654	5,731,250
2045	3,397,567	2,448,135	5,845,702
2046	3,603,979	2,369,335	5,973,314
2047	3,833,927	2,287,657	6,121,584
2048	4,070,020	2,203,412	6,273,432
2049	4,376,097	2,116,679	6,492,776
2050	4,639,990	2,027,403	6,667,393
2051	4,894,282	1,935,440	6,829,722
2052	5,121,433	1,840,602	6,962,035
2053	5,291,842	1,742,774	7,034,616
2054	5,451,461	1,642,007	7,093,468
2055	5,586,245	1,538,584	7,124,829
2056	5,692,164	1,433,103	7,125,267
2057	5,783,124	1,326,539	7,109,663
2058	5,858,735	1,220,096	7,078,831
2059	5,918,985	1,115,180	7,034,165
2060	5,964,528	1,013,301	6,977,829
2061	5,994,067	915,917	6,909,984
2062	6,008,004	824,396	6,832,400

ACTUARIAL ASSUMPTIONS AND METHODS

Interest Rate	6.50% per year compounded annually, net of investment related expenses.
Mortality Rate	<i>Active Lives:</i> PubS-2010 Employee mortality, unadjusted, with generational improvements with most recent projection scale (currently Scale MP-2021). 10% of active deaths are assumed to be in the line of duty. <i>Inactive Lives:</i> PubS-2010 Healthy Retiree mortality, adjusted by a factor of 1.15 for male retirees and unadjusted for female retirees, with generational improvements with most recent projection scale (currently Scale MP-2021). <i>Beneficiaries:</i> PubS-2010 Survivor mortality, unadjusted for male beneficiaries and adjusted by a factor of 1.15 for female beneficiaries, with generational improvements with most recent projection scale (currently Scale MP-2021). <i>Disabled Lives:</i> PubS-2010 Disabled mortality, adjusted by a factor of 1.08 for male disabled members and unadjusted for female disabled members, with generational improvements with most recent projection scale (currently Scale MP-2021). The mortality assumptions sufficiently accommodate anticipated future mortality improvements.
Retirement Age	See table at end of this section. This is based on a 2022 experience study performed for the Illinois Police Officers' Pension Investment Fund.
Disability Rate	See table at end of this section. 60% of the disabilities are assumed to be in the line of duty. This is based on a 2022 experience study performed for the Illinois Police Officers' Pension Investment Fund.
Termination Rate	See table at end of this section. This is based on a 2022 experience study performed for the Illinois Police Officers' Pension Investment Fund.

Salary Increases

See table below. This is based on a 2022 experience study performed for the Illinois Police Officers' Pension Investment Fund.

Salary Scale	
Service	Rate
0	11.00%
1	9.50%
2	8.00%
3	7.50%
4	7.00%
5	6.00%
6	5.00%
7 - 11	4.00%
12 - 29	3.75%
30+	3.50%

Inflation

2.50%.

Cost-of-Living Adjustment

Tier 1: 3.00% per year after age 55. Those that retire prior to age 55 receive an increase of 1/12 of 3.00% for each full month since benefit commencement upon reaching age 55.

Tier 2: 1.25% per year after the later of attainment of age 60 or first anniversary of retirement.

Marital Status

80% of Members are assumed to be married.

Spouse's Age

Males are assumed to be three years older than females.

Funding Method

Entry Age Normal Cost Method.

Actuarial Asset Method

Market Value of Assets as of January 1, 2022 valuation. Thereafter, investment gains and losses are smoothed over a 5-year period. In the first year, 20% of the gain or loss is recognized. In the second year 40%, in the third year 60%, in the fourth year 80%, and in the fifth year 100% of the gain or loss is recognized. The actuarial investment gain or loss is defined as the actual return on investments minus the actuarial assumed investment return. Actuarial Assets shall not be less than 80% nor greater than 120% of the Market Value of Assets.

Funding Policy Amortization Method The UAAL is amortized according to a Level Percentage of Payroll method. The initial amortization amount is 100% of the Accrued Liability less the Actuarial Value of Assets. Ultimately, the amortization period will be a 15-year rolling methodology, with a phase in to 15 years as follows:

2023	18 Year Amortization
2024	17 Year Amortization
2025	16 Year Amortization
2026 and Later	15 Year Amortization

The use of a rolling amortization methodology with a reasonable amortization period and coupled with a payroll growth rate that is not too high will produce a significant annual payment towards the principal on the UAAL, resulting in an annual decrease in the UAAL, assuming the actuarial assumptions materialize.

Payroll Growth 3.25% per year.

Administrative Expenses Expenses paid out of the fund other than investment-related expenses are assumed to be equal to those paid in the previous year.

Decrement Tables

% Terminating During the Year		% Becoming Disabled During the Year		% Retiring During the Year (Tier 1)		% Retiring During the Year (Tier 2)	
Service	Rate	Age	Rate	Age	Rate	Age	Rate
0	13.00%	20	0.000%	50 - 54	20%	50 - 54	5%
1	8.00%	25	0.029%	55 - 62	25%	55	40%
2	7.00%	30	0.133%	63	33%	56 - 62	25%
3	6.00%	35	0.247%	64	40%	63	33%
4	5.00%	40	0.399%	65 - 69	55%	64	40%
5	4.50%	45	0.561%	70+	100%	65 - 69	55%
6	4.00%	50	0.675%			70+	100%
7	3.50%	55	0.855%				
8	3.00%	60	1.093%				
9	2.50%						
10	2.25%						
11	2.00%						
12	1.75%						
13	1.50%						
14+	1.25%						

GLOSSARY

Total Annual Payroll is the projected annual rate of pay for the fiscal year following the valuation date of all covered members.

Present Value of Benefits is the single sum value on the valuation date of all future benefits to be paid to current Members, Retirees, Beneficiaries, Disability Retirees and Vested Terminations.

Accrued Actuarial Liability is determined according to the plan's actuarial cost method. This amount represents the portion of the anticipated future benefits allocated to years prior to the valuation date.

Normal (Current Year's) Cost is the current year's cost for benefits yet to be funded.

Market Value of Assets is the fair market value of plan assets as of the valuation date. This amount may be adjusted to produce an Actuarial Value of Assets for plan funding purposes.

Actuarial Value of Assets is the asset value used in the valuation to determine contribution requirements. It represents the plan's Market Value of Assets, with adjustments according to the Actuarial Asset Method. These adjustments produce a "smoothed" value that is likely to be less volatile from year to year than the Market Value of Assets.

Unfunded Accrued Liability is the excess of the Accrued Actuarial Liability over the Actuarial Value of Assets.

Total Recommended Contribution is equal to the Normal Cost plus an amount sufficient to amortize the Unfunded Accrued Liability over a period of 18 years in the 2023 valuation. This amortization period will ultimately grade down to 15 years in the 2026 valuation, at which point the methodology will maintain a 15-year rolling amortization each year. The recommended amount is adjusted for interest according to the timing of contributions during the year.

Entry Age Normal Cost Method - Under this method, the normal cost is the sum of the individual normal costs for all active participants. For an active participant, the normal cost is the participant's normal cost accrual rate, multiplied by the participant's current compensation.

- (a) The normal cost accrual rate equals:
 - (i) the present value of future benefits for the participant, determined as of the participant's entry age, divided by
 - (ii) the present value of the compensation expected to be paid to the participant for each year of the participant's anticipated future service, determined as of the participant's entry age.
- (b) In calculating the present value of future compensation, the salary scale is applied both retrospectively and prospectively to estimate compensation in years prior to and subsequent to the valuation year based on the compensation used for the valuation.
- (c) The accrued liability is the sum of the individual accrued liabilities for all participants and beneficiaries. A participant's accrued liability equals the present value, at the participant's attained age, of future benefits less the present value at the participant's attained age of the individual normal costs payable in the future. A beneficiary's accrued liability equals the present value, at the beneficiary's attained age, of future benefits.
- (d) Under this method, the entry age used for each active participant is the participant's age at the time he or she would have commenced participation if the plan had always been in existence under current terms, or the age as of which he or she first earns service credits for purposes of benefit accrual under the current terms of the plan.

DISCUSSION OF RISK

ASOP No. 51, Assessment and Disclosure of Risk Associated with Measuring Pension Obligations and Determining Pension Plan Contributions, states that the actuary should identify risks that, in the actuary's professional judgment, may reasonably be anticipated to significantly affect the plan's future financial condition.

Throughout this report, actuarial results are determined under various assumption scenarios. These results are based on the premise that all future plan experience will align with the plan's actuarial assumptions; however, there is no guarantee that actual plan experience will align with the plan's assumptions. It is possible that actual plan experience will differ from anticipated experience in an unfavorable manner that will negatively impact the plan's funded position.

Below are examples of ways in which plan experience can deviate from assumptions and the potential impact of that deviation. Typically, this results in an actuarial gain or loss representing the current-year financial impact on the plan's unfunded liability of the experience differing from assumptions; this gain or loss is amortized over a period of time determined by the plan's amortization method. When assumptions are selected that adequately reflect plan experience, gains and losses typically offset one another in the long term, resulting in a relatively low impact on the plan's contribution requirements associated with plan experience. When assumptions are too optimistic, losses can accumulate over time and the plan's amortization payment could potentially grow to an unmanageable level.

- Investment Return: When the rate of return on the Actuarial Value of Assets falls short of the assumption, this produces a loss representing assumed investment earnings that were not realized. Further, it is unlikely that the plan will experience a scenario that matches the assumed return in each year as capital markets can be volatile from year to year. Therefore, contribution amounts can vary in the future.
- Salary Increases: When a plan participant experiences a salary increase that was greater than assumed, this produces a loss representing the cost of an increase in anticipated plan benefits for the participant as compared to the previous year. The total gain or loss associated with salary increases for the plan is the sum of salary gains and losses for all active participants.
- Payroll Growth: The plan's payroll growth assumption, if one is used, causes a predictable annual increase in the plan's amortization payment in order to produce an amortization payment that remains constant as a percentage of payroll if all assumptions are realized. If payroll does not increase according to the plan's payroll growth assumption, the plan's amortization payment can increase significantly as a percentage of payroll even if all assumptions other than the payroll growth assumption are realized.
- Demographic Assumptions: Actuarial results take into account various potential events that could happen to a plan participant, such as retirement, termination, disability, and death. Each of these potential events is assigned a liability based on the likelihood of the event and the financial consequence of the event for the plan. Accordingly, actuarial liabilities reflect a blend of financial consequences associated with various possible outcomes (such as retirement at one of various possible ages). Once the outcome is known (e.g. the participant retires) the liability is adjusted to reflect the known outcome. This adjustment produces a gain or loss depending on whether the outcome was more or less favorable than other outcomes that could have occurred.
- Contribution Risk: This risk results from the potential that actual employer contributions may deviate from actuarially determined contributions, which are determined in accordance with the

Board's funding policy. The funding policy is intended to result in contribution requirements that if paid when due, will result in a reasonable expectation that assets will accumulate to be sufficient to pay plan benefits when due. Contribution deficits, particularly large deficits and those that occur repeatedly, increase future contribution requirements and put the plan at risk for not being able to pay plan benefits when due.

Impact of Plan Maturity on Risk

For newer pension plans, most of the participants and associated liabilities are related to active members who have not yet reached retirement age. As pension plans continue in operation and active members reach retirement ages, liabilities begin to shift from being primarily related to active members to being shared amongst active and retired members. Plan maturity is a measure of the extent to which this shift has occurred. It is important to understand that plan maturity can have an impact on risk tolerance and the overall risk characteristics of the plan. For example, plans with a large amount of retired liability do not have as long of a time horizon to recover from losses (such as losses on investments due to lower than expected investment returns) as plans where the majority of the liability is attributable to active members. For this reason, less tolerance for investment risk may be warranted for highly mature plans with a substantial inactive liability. Similarly, mature plans paying substantial retirement benefits resulting in a small positive or net negative cash flow can be more sensitive to near term investment volatility, particularly if the size of the fund is shrinking, which can result in less assets being available for investment in the market.

To assist with determining the maturity of the plan, we have provided some relevant metrics in the table following titled "Plan Maturity Measures and Other Risk Metrics". Highlights of this information are discussed below:

- The Support Ratio, determined as the ratio of active to inactive members, has stayed about the same from January 1, 2020 to January 1, 2023, indicating that the plan's maturity level has not significantly changed during the period.
- The Accrued Liability Ratio, determined as the ratio of the Inactive Accrued Liability, which is the liability associated with members who are no longer employed but are due a benefit from the plan, to the Total Accrued Liability, is 65.9%. With a plan of this maturity, losses due to lower than expected investment returns or demographic factors will need to be made up for over a shorter time horizon than would be needed for a less mature plan.
- The Funded Ratio, determined as the ratio of the Actuarial Value of Assets to the Total Accrued Liability, has increased from 59.2% on January 1, 2020 to 67.3% on January 1, 2023, due mainly to favorable plan experience and method changes.
- The Net Cash Flow Ratio, determined as the ratio of the Net Cash Flow (contributions minus benefit payments and administrative expenses) to the Market Value of Assets, stayed approximately the same from January 1, 2020 to January 1, 2023. The current Net Cash Flow Ratio of -0.6% indicates that contributions are not currently covering the plan's benefit payments and administrative expenses.

It is important to note that the actuary has identified the risks above as the most significant risks based on the characteristics of the plan and the nature of the project, however, it is not an exhaustive list of potential risks that could be considered. Additional advanced modeling, as well as the identification of additional risks, can be provided at the request of the audience addressed on page 2 of this report.

PLAN MATURITY MEASURES AND OTHER RISK METRICS

	<u>1/1/2023</u>	<u>1/1/2022</u>	<u>1/1/2021</u>	<u>1/1/2020</u>
<u>Support Ratio</u>				
Total Actives	41	43	39	37
Total Inactives	48	46	46	43
Actives / Inactives	85.4%	93.5%	84.8%	86.0%

Asset Volatility Ratio

Market Value of Assets (MVA)	33,989,666	38,947,824	35,656,781	32,808,661
Total Annual Payroll	4,189,515	4,356,768	3,784,040	3,580,113
MVA / Total Annual Payroll	811.3%	894.0%	942.3%	916.4%

Accrued Liability (AL) Ratio

Inactive Accrued Liability	38,955,011	36,647,141	36,507,097	36,726,152
Total Accrued Liability	59,122,599	57,715,891	55,402,680	54,836,763
Inactive AL / Total AL	65.9%	63.5%	65.9%	67.0%

Funded Ratio

Actuarial Value of Assets (AVA)	39,818,405	38,947,824	34,556,947	32,459,565
Total Accrued Liability	59,122,599	57,715,891	55,402,680	54,836,763
AVA / Total Accrued Liability	67.3%	67.5%	62.4%	59.2%

Net Cash Flow Ratio

Net Cash Flow ¹	(197,426)	(599,177)	(242,051)	(428,117)
Market Value of Assets (MVA)	33,989,666	38,947,824	35,656,781	32,808,661
Ratio	-0.6%	-1.5%	-0.7%	-1.3%

¹ Determined as total contributions minus benefit payments and administrative expenses.

STATEMENT OF FIDUCIARY NET POSITION
December 31, 2022

<u>ASSETS</u>	MARKET VALUE
Cash and Cash Equivalents:	
Checking Account	65,793
Total Cash and Equivalents	65,793
Total Receivable	0
Investments:	
Pooled/Common/Commingled Funds	33,923,873
Total Investments	33,923,873
Total Assets	33,989,666
<u>LIABILITIES</u>	
Total Liabilities	0
Net Assets:	
Active and Retired Members' Equity	33,989,666
NET POSITION RESTRICTED FOR PENSIONS	33,989,666
TOTAL LIABILITIES AND NET ASSETS	33,989,666

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED December 31, 2022
Market Value Basis

ADDITIONS

Contributions:

Member	415,758
Village	2,059,000

Total Contributions	2,474,758
---------------------	-----------

Investment Income:

Net Increase in Fair Value of Investments	(4,993,399)
Interest & Dividends	280,507
Less Investment Expense ¹	(47,840)

Net Investment Income	(4,760,732)
-----------------------	-------------

Total Additions	(2,285,974)
-----------------	-------------

DEDUCTIONS

Distributions to Members:

Benefit Payments	2,637,048
Refund of Contributions/Transfers	12,682

Total Distributions	2,649,730
---------------------	-----------

Administrative Expenses	22,454
-------------------------	--------

Total Deductions	2,672,184
------------------	-----------

Net Increase in Net Position	(4,958,158)
------------------------------	-------------

NET POSITION RESTRICTED FOR PENSIONS

Beginning of the Year	38,947,824
-----------------------	------------

End of the Year	33,989,666
-----------------	------------

¹ Investment Related expenses include investment advisory, custodial and performance monitoring fees.

ACTUARIAL ASSET VALUATION

December 31, 2022

Development of Actuarial Value of Assets

Market Value of Assets, 12/31/2022	33,989,666
(Gains)/Losses Not Yet Recognized	5,828,739
Actuarial Value of Assets, 12/31/2022	39,818,405
12/31/2022 Limited Actuarial Assets:	39,818,405

Development of Investment Gain/Loss

Market Value of Assets, 12/31/2021	38,947,824
Contributions Less Benefit Payments & Administrative Expenses	(197,426)
Expected Investment Earnings ¹	2,525,192
Actual Net Investment Earnings	(4,760,732)
2022 Actuarial Investment Gain/(Loss)	(7,285,924)

¹ Expected Investment Earnings = 6.50% x (38,947,824 + 0.5 x -197,426)

Gains/(Losses) Not Yet Recognized

Plan Year		Amounts Not Yet Recognized by Valuation Year				
Ending	Gain/(Loss)	2022	2023	2024	2025	2026
12/31/2022	(7,285,924)	(5,828,739)	(4,371,554)	(2,914,370)	(1,457,185)	0
Total		(5,828,739)	(4,371,554)	(2,914,370)	(1,457,185)	0

Development of Asset Returns

(A) 12/31/2021 Actuarial Assets:	38,947,824
(I) Net Investment Income:	
1. Interest and Dividends	280,507
2. Realized Gains (Losses)	(560,627)
3. Change in Actuarial Value	1,395,967
4. Investment Expenses	(47,840)
Total	1,068,007
(B) 12/31/2022 Actuarial Assets:	39,818,405
Actuarial Asset Rate of Return = (2 x I) / (A + B - I):	2.75%
Market Value of Assets Rate of Return:	-12.25%
Actuarial Gain/(Loss) due to Investment Return (Actuarial Asset Basis)	(1,457,185)

CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
December 31, 2022
Actuarial Asset Basis

INCOME		
Contributions:		
Member	415,758	
Village	2,059,000	
Total Contributions		2,474,758
Earnings from Investments		
Interest & Dividends	280,507	
Net Realized Gain (Loss)	(560,627)	
Change in Actuarial Value	1,395,967	
Total Earnings and Investment Gains		1,115,847
EXPENSES		
Administrative Expenses:		
Investment Related ¹	47,840	
Other	22,454	
Total Administrative Expenses		70,294
Distributions to Members:		
Benefit Payments	2,637,048	
Refund of Contributions/Transfers	12,682	
Total Distributions		2,649,730
Change in Net Assets for the Year		870,581
Net Assets Beginning of the Year		38,947,824
Net Assets End of the Year ²		39,818,405

¹ Investment Related expenses include investment advisory, custodial and performance monitoring fees.

² Net Assets may be limited for actuarial consideration.

STATISTICAL DATA

	<u>1/1/2023</u>	<u>1/1/2022</u>	<u>1/1/2021</u>	<u>1/1/2020</u>
<u>Actives - Tier 1</u>				
Number	18	20	21	23
Average Current Age	44.9	44.4	43.3	42.0
Average Age at Employment	24.7	24.7	24.6	24.5
Average Past Service	20.2	19.7	18.7	17.5
Average Annual Salary	\$122,971	\$120,221	\$111,910	\$108,768
<u>Actives - Tier 2</u>				
Number	23	23	18	14
Average Current Age	30.5	29.3	27.9	27.5
Average Age at Employment	26.3	25.7	24.4	24.1
Average Past Service	4.2	3.6	3.5	3.4
Average Annual Salary	\$85,915	\$84,885	\$79,663	\$77,032
<u>Service Retirees</u>				
Number	30	30	30	31
Average Current Age	68.5	68.5	67.5	66.8
Average Annual Benefit	\$74,910	\$72,064	\$69,805	\$69,481
<u>Beneficiaries</u>				
Number	5	5	5	4
Average Current Age	77.5	76.5	75.5	73.0
Average Annual Benefit	\$59,821	\$59,821	\$59,821	\$44,749
<u>Disability Retirees</u>				
Number	2	2	2	2
Average Current Age	64.7	63.7	62.7	61.7
Average Annual Benefit	\$44,043	\$43,816	\$43,588	\$43,361
<u>Terminated Vested</u>				
Number	11	9	9	6
Average Current Age	38.1	36.8	35.9	36.4
Average Annual Benefit ¹	\$63,082	\$53,098	\$46,999	N/A

¹ Average Annual Benefit for Terminated Vested members reflects the benefit for members entitled to a future annual benefit from the plan.

AGE AND SERVICE DISTRIBUTION

PAST SERVICE

AGE	0	1	2	3	4	5-9	10-14	15-19	20-24	25-29	30+	Total
15 - 19	0	0	0	0	0	0	0	0	0	0	0	0
20 - 24	0	0	1	0	0	0	0	0	0	0	0	1
25 - 29	0	2	3	1	1	3	0	0	0	0	0	10
30 - 34	0	1	1	1	0	3	2	0	0	0	0	8
35 - 39	2	1	1	0	0	0	1	1	0	0	0	6
40 - 44	0	0	0	0	0	0	0	6	3	0	0	9
45 - 49	0	0	0	0	0	0	1	2	2	0	0	5
50 - 54	0	0	0	0	0	0	0	0	0	0	0	0
55 - 59	0	0	0	0	0	0	0	0	0	1	0	1
60 - 64	0	0	0	0	0	0	0	0	0	0	1	1
65+	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	4	6	2	1	6	4	9	5	1	1	41

VALUATION PARTICIPANT RECONCILIATION

1. Active lives

a. Number in prior valuation 1/1/2022	43
b. Terminations	
i. Vested (partial or full) with deferred benefits	(3)
ii. Non-vested or full lump sum distribution received	0
iii. Transferred service to other fund	0
c. Deaths	
i. Beneficiary receiving benefits	0
ii. No future benefits payable	0
d. Disabled	0
e. Retired	(1)
f. Continuing participants	39
g. New entrants	<u>2</u>
h. Total active life participants in valuation	41

2. Non-Active lives (including beneficiaries receiving benefits)

	Service Retirees, Vested Receiving <u>Benefits</u>	Receiving Death <u>Benefits</u>	Receiving Disability <u>Benefits</u>	Vested <u>Deferred</u>	<u>Total</u>
a. Number prior valuation	30	5	2	9	46
Retired	1	0	0	0	1
Vested Deferred	0	0	0	3	3
Death, With Survivor	0	0	0	0	0
Death, No Survivor	(1)	0	0	0	(1)
Disabled	0	0	0	0	0
Refund of Contributions	0	0	0	(2)	(2)
Rehires	0	0	0	0	0
Expired Annuities	0	0	0	0	0
Data Corrections	0	0	0	0	0
Hired/Termed in Same Year	0	0	0	1	1
b. Number current valuation	30	5	2	11	48

SUMMARY OF CURRENT PLAN

Article 3 Pension Fund

The Plan is established and administered as prescribed by “Article 3. Police Pension Fund – Municipalities 500,000 and Under” of the Illinois Pension Code.

Plan Administration

The Plan is a single employer defined benefit pension plan administered by a Board of Trustees comprised of:

- a.) Two members appointed by the Municipality,
- b.) Two active Members of the Police Department elected by the Membership, and
- c.) One retired Member of the Police Department elected by the Membership.

Credited Service

Complete years of service as a sworn police officer employed by the Municipality.

Normal Retirement

Date

Tier 1: Age 50 and 20 years of Credited Service.

Tier 2: Age 55 with 10 years of Credited Service.

Benefit

Tier 1: 50% of annual salary attached to rank on last day of service plus 2.50% of annual salary for each year of service over 20 years, up to a maximum of 75% of salary. The minimum monthly benefit is \$1,000 per month.

Tier 2: 2.50% per year of service times the average salary for the 48 consecutive months of service within the last 60 months of service in which the total salary was the highest prior to retirement times the number of years of service, up to a maximum of 75% of average salary. The minimum monthly benefit is \$1,000 per month.

For Tier 2 participants, the salary is capped at a rate of \$106,800 as of 2011, indexed annually at a rate of CPI-U, but not to exceed 3.00%.

Form of Benefit

Tier 1: For married retirees, an annuity payable for the life of the Member; upon the death of the member, 100% of the Member's benefit payable to the spouse until death. For unmarried retirees, the normal form is a Single Life Annuity.

Tier 2: Same as above, but with 66 2/3% of benefit continued to spouse.

Early Retirement

Date	Tier 1: Age 60 and 8 years of Credited Service. Tier 2: Age 50 with 10 years of Credited Service.
Benefit	Tier 1: Normal Retirement benefit with no minimum. Tier 2: Normal Retirement benefit, reduced 6.00% each year before age 55, with no minimum benefit.
Form of Benefit	Same as Normal Retirement

Disability Benefit

Eligibility	Total and permanent as determined by the Board of Trustees.
Benefit Amount	A maximum of:

- a.) 65% of salary attached to the rank held by Member on last day of service, and;
- b.) The monthly retirement pension that the Member is entitled to receive if he or she retired immediately.

For non-service connected disabilities, a benefit of 50% of salary attached to rank held by Member on last day of service.

Cost-of-Living Adjustment

Tier 1:

Retirees: An annual increase equal to 3.00% per year after age 55. Those that retire prior to age 55 receive an increase of 1/12 of 3.00% for each full month since benefit commencement upon reaching age 55.

Disabled Retirees: An annual increase equal to 3.00% per year of the original benefit amount beginning at age 60. Those that become disabled prior to age 60 receive an increase of 3.00% of the original benefit amount for each year since benefit commencement upon reaching age 60.

Tier 2: An annual increase each January 1 equal to 3.00% per year or one-half of the annual unadjusted percentage increase in the consumer price index-u for the 12 months ending with the September preceding each November 1, whichever is less, of the original pension after the attainment of age 60 or first anniversary of pension start date whichever is later.

Pre-Retirement Death Benefit

Service Incurred	100% of salary attached to rank held by Member on last day of service.
Non-Service Incurred	A maximum of: - a.) 54% of salary attached to the rank held by Member on last day of service, and; - b.) The monthly retirement pension earned by the deceased Member at the time of death, regardless of whether death occurs before or after age 50.

For non-service deaths with less than 10 years of service, a refund of member contributions is provided.

Vesting (Termination)

Vesting Service Requirement	Tier 1: 8 years. Tier 2: 10 years.
Non-Vested Benefit	Refund of Member Contributions.
Vested Benefit	Either the termination benefit, payable upon reaching age 60 (55 for Tier 2), provided contributions are not withdrawn, or a refund of member contributions. The termination benefit is 2.50% of annual salary held in the year prior to termination (4-year final average salary for Tier 2) times creditable service.

Contributions

Employee	9.91% of Salary.
Municipality	Remaining amount necessary for payment of Normal (current year's) Cost and amortization of the accrued past service liability.

SUMMARY

Valuation Date	1/1/2023	1/1/2022
Measurement Date	12/31/2022	12/31/2021
Plan Membership:		
Inactives Currently Receiving Benefits	37	37
Inactives Not Yet Receiving Benefits	11	9
Active Plan Members	<u>41</u>	<u>43</u>
Total	89	89
Covered Payroll	\$ 4,195,338	\$ 4,001,907
Net Pension Liability		
Total Pension Liability	\$ 58,643,211	\$ 57,233,457
Plan Fiduciary Net Position	<u>33,989,666</u>	<u>38,947,823</u>
Net Pension Liability	\$ 24,653,545	\$ 18,285,634
Plan Fiduciary Net Position		
As a Percentage of Total Pension Liability	57.96%	68.05%
Net Pension Liability		
As a Percentage of Covered Payroll	587.64%	456.92%
Total Pension Expense	\$ 3,030,182	\$ 1,112,654
Development of Single Discount Rate		
Single Discount Rate	6.50%	6.50%
Long-Term Expected Rate of Return	6.50%	6.50%
High-quality Municipal Bond Rate	4.31%	2.25%
Number of Years Future Benefit Payments		
Are Expected to be Paid	99	99

SCHEDULE OF CHANGES IN NET PENSION LIABILITY
PLAN AND VILLAGE REPORTING

GASB 68 Reporting Period Ending Measurement Date	12/31/2022 12/31/2022	12/31/2021 12/31/2021
Total Pension Liability		
Service Cost	1,061,196	858,081
Interest	3,703,036	3,519,619
Changes of Benefit Terms	-	-
Differences Between Expected and Actual Experience	(704,748)	1,350,386
Changes of Assumptions	-	(287,796)
Contributions - Buy Back	-	41,965
Benefit Payments, Including Refunds of Employee Contributions	(2,649,730)	(3,077,402)
Net Change in Total Pension Liability	1,409,754	2,404,853
Total Pension Liability - Beginning	57,233,457	54,828,604
Total Pension Liability - Ending (a)	\$ 58,643,211	\$ 57,233,457
Plan Fiduciary Net Position		
Contributions - Employer	2,059,000	2,059,000
Contributions - Employee	415,758	396,589
Contributions - Buy Back	-	41,965
Net Investment Income	(4,760,731)	3,890,220
Benefit Payments, Including Refunds of Employee Contributions	(2,649,730)	(3,077,402)
Administrative Expense	(22,454)	(19,330)
Net Change in Plan Fiduciary Net Position	(4,958,157)	3,291,042
Plan Fiduciary Net Position - Beginning	38,947,824	35,656,781
Adjustment to beginning of year	(1)	-
Plan Fiduciary Net Position - Ending (b)	\$ 33,989,666	\$ 38,947,823
Net Pension Liability - Ending (a) - (b)	\$ 24,653,545	\$ 18,285,634
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	57.96%	68.05%
Covered Payroll	\$ 4,195,338	\$ 4,001,907
Net Pension Liability as a Percentage of Covered Payroll	587.64%	456.92%

STATEMENT OF CHANGES IN NET PENSION LIABILITY
VILLAGE REPORTING

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
	(a)	(b)	(a)-(b)
Balances at December 31, 2021	\$ 57,233,457	\$ 38,947,824	\$ 18,285,633
Adjustment to beginning of year	-	(1)	1
Changes for a Year:			
Service Cost	1,061,196	-	1,061,196
Interest	3,703,036	-	3,703,036
Differences Between Expected and Actual Experience	(704,748)	-	(704,748)
Changes of Assumptions	-	-	-
Changes of Benefit Terms	-	-	-
Contributions - Employer	-	2,059,000	(2,059,000)
Contributions - Employee	-	415,758	(415,758)
Net Investment Income	-	(4,760,731)	4,760,731
Benefit Payments, Including Refunds of Employee Contributions	(2,649,730)	(2,649,730)	-
Administrative Expense	-	(22,454)	22,454
Net Changes	1,409,754	(4,958,157)	6,367,911
Balances at December 31, 2022	\$ 58,643,211	\$ 33,989,666	\$ 24,653,545

Sensitivity of Net Pension Liability to changes in the Discount Rate:

	Current Discount		
	1% Decrease	Rate	1% Increase
	5.50%	6.50%	7.50%
Sponsor's Net Pension Liability	\$ 33,469,210	\$ 24,653,545	\$ 17,525,792

Pension Plan Fiduciary Net Position

Detailed information about the Pension Plan's Fiduciary Net Position is available in a separately issued Plan financial report.

PENSION EXPENSE AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF
RESOURCES RELATED TO PENSIONS
YEAR-END DECEMBER 31, 2022

For the year ended December 31, 2022, the Sponsor will recognize a pension expense of \$3,030,182.

On December 31, 2022, the Sponsor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and expected experience	1,277,022	1,213,983
Changes of assumptions	283,900	205,570
Net difference between projected and actual earnings on pension plan investments	3,980,697	0
Total	\$5,541,619	\$1,419,553

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year-ended December 31:

2023	\$585,033
2024	\$1,091,686
2025	\$986,600
2026	\$1,508,305
2027	\$51,120
Thereafter	(\$100,678)

COMPONENTS OF PENSION EXPENSE
YEAR-END DECEMBER 31, 2022

	Net Pension Liability	Deferred Inflows	Deferred Outflows	Pension Expense
Beginning Balance	\$ 18,285,633	\$ 4,073,044	\$ 2,798,381	
Total Pension Liability Factors:				
Service Cost	1,061,196	-	-	1,061,196
Interest	3,703,036	-	-	3,703,036
Changes in Benefit Terms	-	-	-	-
Differences Between Expected and Actual Experience				
With Regard to Economic or Demographic Assumptions	(704,748)	704,748	-	-
Current Year Amortization	-	(333,366)	(349,143)	15,777
Changes in Assumptions About Future Economic or				
Demographic Factors or Other Inputs	-	-	-	-
Current Year Amortization	-	(158,682)	(141,950)	(16,732)
Benefit Payments, Including Refunds of Employee				
Contributions	(2,649,730)	-	-	-
Net Change	1,409,754	212,700	(491,093)	4,763,277
Plan Fiduciary Net Position:				
Contributions - Employer	2,059,000	-	-	-
Contributions - Employee	415,758	-	-	(415,758)
Projected Net Investment Income	2,525,192	-	-	(2,525,192)
Difference Between Projected and Actual Earnings on				
Pension Plan Investments	(7,285,923)	-	7,285,923	-
Current Year Amortization	-	(1,018,148)	(2,203,549)	1,185,401
Benefit Payments, Including Refunds of Employee				
Contributions	(2,649,730)	-	-	-
Administrative Expenses	(22,454)	-	-	22,454
Net Change	(4,958,157)	(1,018,148)	5,082,374	(1,733,095)
Adjustment to beginning of year	(1)	-	-	-
Ending Balance	\$ 24,653,545	\$ 3,267,596	\$ 7,389,662	\$ 3,030,182

AMORTIZATION SCHEDULE – EXPERIENCE

Increase (Decrease) in Pension Expense Arising from the Recognition of the Effects
of Differences between Expected and Actual Experience

Year Base Established	Differences Between Expected and Actual Experience	Recognition Period (Years)	2022	2023	2024	2025	2026	Thereafter
2022	\$ (704,748)	7	\$ (100,680)	\$ (100,678)	\$ (100,678)	\$ (100,678)	\$ (100,678)	\$ (201,356)
2021	\$ 1,350,386	7	\$ 192,912	\$ 192,912	\$ 192,912	\$ 192,912	\$ 192,912	\$ 192,912
2020	\$ (1,219,830)	6	\$ (203,305)	\$ (203,305)	\$ (203,305)	\$ (203,305)	\$ -	\$ -
2019	\$ 367,487	6	\$ 61,248	\$ 61,248	\$ 61,248	\$ -	\$ -	\$ -
2018	\$ 664,880	7	\$ 94,983	\$ 94,983	\$ 94,983	\$ -	\$ -	\$ -
2017	\$ (176,284)	6	\$ (29,381)	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Pension Expense			15,777	45,160	45,160	(111,071)	92,234	(8,444)

AMORTIZATION SCHEDULE – CHANGES OF ASSUMPTIONS

Increase (Decrease) in Pension Expense Arising from the Recognition of the Effects
of Changes of Assumptions

Year Base Established	Effects of Changes in Assumptions	Recognition Period (Years)	2022	2023	2024	2025	2026	Thereafter
2021	\$ (287,796)	7	\$ (41,114)	\$ (41,114)	\$ (41,114)	\$ (41,114)	\$ (41,114)	\$ (41,114)
2018	\$ 993,650	7	\$ 141,950	\$ 141,950	\$ 141,950	\$ -	\$ -	\$ -
2017	\$ (705,405)	6	\$ (117,568)	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase (Decrease) in Pension Expense			\$ (16,732)	\$ 100,836	\$ 100,836	\$ (41,114)	\$ (41,114)	\$ (41,114)

AMORTIZATION SCHEDULE – INVESTMENTS

Increase (Decrease) in Pension Expense Arising from the Recognition of the Differences Between Projected and Actual Earnings on Pension Plan Investments									
Year Base Established	Differences Between Projected and Actual Earnings	Recognition Period (Years)	2022	2023	2024	2025	2026	Thereafter	
2022	\$ 7,285,923	5	\$ 1,457,183	\$ 1,457,185	\$ 1,457,185	\$ 1,457,185	\$ 1,457,185	\$ -	
2021	\$ (1,592,002)	5	\$ (318,400)	\$ (318,400)	\$ (318,400)	\$ (318,400)	\$ -	\$ -	
2020	\$ (965,475)	5	\$ (193,095)	\$ (193,095)	\$ (193,095)	\$ -	\$ -	\$ -	
2019	\$ (2,533,264)	5	\$ (506,653)	\$ (506,653)	\$ -	\$ -	\$ -	\$ -	
2018	\$ 3,731,832	5	\$ 746,366	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Increase (Decrease) in Pension Expense			\$ 1,185,401	\$ 439,037	\$ 945,690	\$ 1,138,785	\$ 1,457,185	\$ -	

SCHEDULE OF CONTRIBUTIONS

Plan Year-End	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/2022	1,981,581	2,059,000	(77,419)	4,195,338	49.08%
12/31/2021	2,058,218	2,059,000	(782)	4,001,907	51.45%

The following assumptions were used to determine the Actuarially Determined Contribution for the plan year ending December 31, 2022:

Calculation Timing	The Actuarially Determined Contribution is calculated using a January 1, 2021 valuation date.
Interest Rate	6.50%
Mortality Rate	Active Lives: PubS-2010 Employee mortality, projected 5 years past the valuation date with Scale MP-2020. 10% of active deaths are assumed to be in the line of duty. Inactive Lives: PubS-2010 Healthy Retiree mortality, projected 5 years past the valuation date with Scale MP-2020. Beneficiaries: PubS-2010 Survivor mortality, projected 5 years past the valuation date with Scale MP-2020. Disabled Lives: PubS-2010 Disabled mortality, projected 5 years past the valuation date with Scale MP-2020.
Assumptions	All other assumptions and methods used for determining the Actuarially Determined Contribution can be found in the January 1, 2021 Actuarial Valuation Report for the Village of Glen Ellyn Police Pension Fund prepared by Foster & Foster Actuaries and Consultants.

SCHEDULE OF INVESTMENT RETURNS

For the year ended December 31, 2022, the annual money-weighted return on Pension Plan investments, net of pension plan investment expense, was unknown. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

<u>Plan Year-End</u>	<u>Annual Money-Weighted Rate of Return Net of Investment Expense</u>
12/31/2022	N/A
12/31/2021	11.21%

ASSUMPTIONS – GASB PENSION LIABILITY AND PENSION EXPENSE

The GASB 67/GASB 68 Pension Liability as of December 31, 2022 and GASB 68 Pension Expense were determined as follows:

Valuation Date	January 1, 2023
Measurement Date	December 31, 2022
GASB 68 Expense Measurement Period	January 1, 2022 - December 31, 2022
Reporting Period	January 1, 2022 - December 31, 2022
Discount Rate	6.50%
Inflation	2.50%
Salary Increases	Service-based rates
Other Assumptions	A summary of complete assumptions can be found in the accompanying Actuarial Valuation as of January 1, 2023 for the Village of Glen Ellyn Police Pension Fund prepared by Foster & Foster Actuaries and Consultants.

NOTES TO THE FINANCIAL STATEMENTS

Support for Long-Term Expected Rate of Return

The Long-Term Expected Rate of Return on Pension Plan investments can be determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of Pension Plan investment expenses and inflation) are developed for each major asset class.

These ranges are combined to produce the Long-Term Expected Rate of Return by weighting the expected future real rates of return by target asset allocation percentage and by adding expected inflation.

Best estimates of geometric real rates of return for each major asset class included in the Pension Plan's target asset allocation adopted as of December 31, 2022, are unknown.

Concentrations

It is unknown if the Plan held investments in any one organization that represent 5 percent or more of the Pension Plan's fiduciary net position.

Discount Rate

The Discount Rate used to measure the Total Pension Liability was 6.50 percent.

The projection of cash flows used to determine the Discount Rate assumed that Plan Member contributions will be made at the current contribution rate and that Sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the Member rate. Based on those assumptions, the Pension Plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the Long-Term Expected Rate of Return on Pension Plan investments (6.50 percent) was applied to all periods of projected benefit payments to determine the Total Pension Liability.

For the purpose of this valuation, the expected rate of return on pension plan investments is 6.50 percent. The municipal bond rate is 4.31 percent (based on the daily rate closest to, but not later than the measurement date of the S&P Municipal Bond 20 Year High Grade Rate Index). The resulting single discount rate is 6.50 percent.

SUMMARY OF CURRENT PLAN

Article 3 Pension Fund

The Plan is established and administered as prescribed by “Article 3. Police Pension Fund – Municipalities 500,000 and Under” of the Illinois Pension Code.

Plan Administration

The Plan is a single employer defined benefit pension plan administered by a Board of Trustees comprised of:

- a.) Two members appointed by the Municipality,
- b.) Two active members of the Police Department elected by the Membership.
- c.) One retired member of the Police Department elected by the Membership.

Benefits Provided

The Plan provides retirement, termination, disability and death benefits.

A summary of the benefit provisions can be found in the accompanying Actuarial Valuation as of January 1, 2023 for the Village of Glen Ellyn Police Pension Fund prepared by Foster & Foster Actuaries and Consultants.



**Glen Ellyn Finance
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 6/9/2023 7:00 AM
Department: Finance
Department Head: Chris Clark
Category: Discussion Item
Prepared By: Larry Noller

**AGENDA ITEM (ID
2023-603)**

DOC ID: 2023-603

Discussion of Fire and EMS services

Statement of the Issue:

Review current Fire and EMS service funding.

Analysis:

In 2013, the Village Board approved a monthly fee for Glen Ellyn residents and businesses in order to fund the Glen Ellyn Volunteer Fire Company (GEVFC) and maintain a path of financial sustainability. In the past, the GEVFC had a donation program which for many years had met their funding needs. However, the donation program had dwindled and was no longer deemed a fair and equitable approach to funding an essential service like fire and emergency response when only 20% of the properties were participating. Given the operational, capital and facility needs of the Company and how the long-standing donation program was not keeping up with those needs, the Village Board instituted this new fee that went into effect May 1, 2014. The Fire Services Fund was created when this new fee went into effect.

In 2017, the Village Board instituted a Capital Fire Service Fee which would be dedicated solely to meeting the needs of the Fire fleet of vehicles as well as to meet ongoing building maintenance and improvements to the two aging fire stations. This Capital Fire Service Fee went into effect on the October 1, 2017 Village Services Bill. In 2021, the Village Board re-allocated 40% of the Capital Fire Service Fee to an EMS Service Fee. The goal of this reallocation was to provide funding for improvements to the Village's EMS structure, introducing supervisors and a rapid response vehicle. It was recognized at the time that additional funding would likely be required to maintain pace with operational costs and capital replacement.

Board memos detailing the historical and current amounts of the Fire and EMS service fees are attached. Fire Chief Clark will attend the June Finance Commission meeting to present additional information regarding the Fire Company's long term forecast and capital plans.

Budget Impact:

Discussion only.

Contribution to Strategic Plan (if applicable)

Action Requested:

Discussion only.

Attachments:

1. Board memo fire services fee 12-06-2013
2. Board memo fire services fee 04-10-2017
3. Board memo fire services fee 09-20-2021
4. Board memo Fire and EMS space needs assessment 05-15-2023
5. Fire Station 61 & 62 Study

A-7

MEMORANDUM

DATE: December 6, 2013

TO: Village President and Village Board

FROM: Mark Franz, Village Manager *MF*

RE: Glen Ellyn Volunteer Fire Company

CC: Jim Bodony, Fire Chief; Kevin Wachtel, Finance Director; Al Stonitsch, Assistant Village Manager



At the Village Board Workshop on September 16 and October 21 and at the Village Board meeting on November 11, Glen Ellyn Volunteer Fire Company (GEVFC) Fire Chief Jim Bodony discussed concerns with the current funding structure of the Volunteer Fire Company. He presented some background on the Department and how operations have changed over the years and explained how funding is not keeping up with the costs and future needs, particularly capital replacement needs, of the Fire Company. In addition, the donation program is no longer a fair and equitable approach to funding an essential service. The annual fund drive puts unnecessary pressure on a group of Volunteers to campaign for funds to meet critical needs of the community, and takes time away from simply providing that vital service on a volunteer basis.

The Village Board directed staff to review the Fire Company's needs and develop funding alternatives. Therefore, we examined revenue trends, audits, and budgets as well as reviewed and assisted in compiling the attached Fleet Replacement Schedule (Attachment 1), and 10-year Financial Forecast (Attachment 2) which were developed by the Fire Company and enhanced based on feedback from the Village Board. The attached 5-Year Financial Support Summary (Attachment 3) provides the critical analysis of needs and new revenue projections. Please note, some modifications were made based on feedback from the Village Board including a reduction of \$100,000 in capital funding, the elimination of the ambulances from this assessment, and a more thorough analysis of SSA revenue which includes a lag of one year before new SSA revenue is generated. The Village Board further directed staff to develop a fire department fee to include on the Village Services Bill (Water Bill, Refuse collection) based on a flat rate for single family home and tiered rate for commercial.

Background

In January 2011, the Village completed a statistical comparison of Glen Ellyn to nine other comparable communities in the area. This analysis resulted in the 2011 Financial Scorecard which provided some insight as to how the GEVFC benefits the entire Glen Ellyn community. According to the study, the Volunteer Fire Company saves the Village over \$3M per year. In addition, Glen Ellyn has the lowest amount of unfunded pensions in the sample group on a per capita basis, which is a direct result of not having a career fire department. These benefits are substantial, but do not tell the entire story. The GEVFC is an ISO 3-rated department, which has provided emergency services for this community for over 100 years and oversees and supports EMS services that are provided on a contractual basis. Currently there are over 60 Volunteers that continue to provide this critical service to the community for \$1 per year.

The Fire Company has developed a 10-year forecast which illustrates that costs are exceeding revenue, as the donation program and other miscellaneous revenues continue to be static. The fund drive is the Company's main source of revenue and those revenues have been stagnant for some time, even with the water billing payment option. In addition, there is a growing concern about the inequity of those donations, as these costs are not spread among the entire community or spread equally among residents and businesses.

Furthermore, operational changes are impacting the sustainability of the Fire Company including calls for service, training needs, and administrative needs. Out of necessity, the Fire Company had to staff a "day engine" to handle calls for service Monday through Friday, from 6am to 6pm, due to the fact that the Volunteers are predominately working outside of the community rather than working in Public Works or for the Glen Ellyn News as was the case in the past. All these issues continue to put additional pressure on a voluntary organization with a Fire Chief as the only full-time administrative employee of the Company. A new revenue source would allow the Fire Chief and Village to provide some administrative support that is long overdue.

Additionally, capital costs continue to escalate. Funding for vehicle replacement costs have been used to staff the "day engine," creating a gap in future funding. The Fleet Replacement Schedule identifies a plan to fund the needs of the Fire Company and sets a path towards sustainability. Lastly, both Fire Stations are over 40 years old, so there is growing need for major improvements. Most critical is an evaluation of Fire Station #1 to determine how to fund a new station at a new location within the next 10 years. Currently, there is no revenue stream to meet anticipated facility costs, so this revenue stream would begin to fund some of these facility needs. However, it should be noted, this funding would not allow us to fully fund our projected facility needs over the next 10 years.

Issue

The 5-Year Financial summary provides a framework for sustaining the Volunteer Fire Company as a volunteering fire company. As the financial summary indicates, the needs of the Fire Company are predominantly capital and facility, as more than 60% of new revenues would be dedicated to capital/facility needs. To generate the \$870,000 necessary to meet the needs of the Fire Company, the proposed Fire Department Service fee is necessary. In addition, an estimated \$115,000 is expected to be generated from the SSA's, beginning in 2015.

We are in the process of establishing an Agreement with the Fire Company that identifies mutual responsibilities and this is being reviewed by the Fire Company Board and Attorney. This agreement would have to be approved prior to the funds being distributed to the Company and will be considered by the Village Board over the next few months.

Each year, the Fire Company would be mandated to submit a budget and request funding similar to other Village departments, with a recommendation for funding to be included in the annual budget presented to the Village Board. The rate would be adjusted, plus or minus, based on a need assessment and funds would be dedicated to operations, capital, and facilities as necessary. The proposed rate structure would be established and maintained by the Finance Department and would generate close to the \$870,000 revenue requested, depending on non-payments, etc.

An increase to the Village services bill is proposed to go into effect on May 1, 2014 and replace the current volunteer contribution. The rate structure is proposed as follows:

	Quantity	Units	Annual rate	Monthly rate	Annual revenue
<u>Residential</u>					
<i>Single family homes *</i>	7432	7432	\$ 90.00	\$ 7.50	\$ 668,880
<i>Multi-family units</i>					
2 units**		55	\$ 36.00	\$ 3.00	\$ 1,980
3 or 4 units**		163	\$ 36.00	\$ 3.00	\$ 5,868
5 to 9 units**		693	\$ 36.00	\$ 3.00	\$ 24,948
10 to 19 units**		502	\$ 36.00	\$ 3.00	\$ 18,072
20 or more**		2092	\$ 36.00	\$ 3.00	\$ 75,312
Total residential units billed		10937			
<u>Commercial***</u>					
Under 20,000 ft2	736		\$ 96.00	\$ 8.00	\$ 70,656
20,000-40,000 ft2	14		\$ 240.00	\$ 20.00	\$ 3,360
40,000 ft2 +	10		\$ 480.00	\$ 40.00	\$ 4,800
<u>Government</u>	19			\$ -	\$ -
Total					\$ 873,876

* Data from Village billing records

** Data from 2010 census

*** Estimates from Village business registration database and includes churches.

Attached are ordinances that would authorize the Village to charge this fee to the Village Services billing process (Attachment 5).

Summary

The GEVFC continues to provide incredible service and value to the community. Providing a new dedicated revenue source will significantly improve our ability to sustain the volunteer model by addressing GEVFC capital and facility needs, creating more equity and fairness as to who is paying for these services, and allowing the Fire Administration to provide better support services to the Company and therefore the community.

Recommendation

It is requested that the Village Board approve the following two Ordinances:

1. Ordinance No. _____, An Ordinance Amending Chapter Six of Title Seven (Solid Waste Collection and Disposal); and
2. Ordinance No. _____, An Ordinance Adding Chapter Three of Title Five (Fire Regulations).

If you have any questions, please let me know.

Attachments:

- 1 – Fleet Replacement Schedule
- 2 – 10-Year Financial Forecast
- 3 – 5-Year Financial Support Summary of GEVFC
- 4 – Proposed Ordinances



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/10/17 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Ordinance
Prepared By: Christina Coyle

SCHEDULED

ORDINANCE 6495

DOC ID: 2653

Ordinance No. 6495-VC, An Ordinance to Amend Section 5-3-2 of the Village Code Regarding Fire Services Fees.

Executive Summary

On December 9, 2013, the Village Board approved a monthly fee for Glen Ellyn residents and businesses in order to fund the Glen Ellyn Volunteer Fire Company (GEVFC) and maintain a path of financial sustainability. Given the operational, capital and facility needs of the Company and how the long-standing donation program was not keeping up with those needs, the Village Board instituted this new fee that went into effect May 1, 2014. In addition, the donation program was no longer deemed a fair and equitable approach to funding an essential service like fire and emergency response when only 20% of the properties were participating.

The current fire service fee ranges from \$3 per month to \$40 per month, depending on the type of home or size of commercial property. The current fees are as follows:

<u><i>Type of Property</i></u>	<u><i>Monthly Fee</i></u>	<u><i>Annual Fee</i></u>
Residential	\$7.50	\$90.00
Multi-Family Residential per unit	\$3.00	\$36.00
Commercial under 20,000 sq. ft.	\$8.00	\$96.00
Commercial 20,000 to 40,000 sq. ft.	\$20.00	\$240.00
Commercial over 40,000 sq. ft.	\$40.00	\$480.00

Implementation of the monthly fee was necessary to keep up with operational, training and administrative requirements as well as fund some of the future equipment needs of the Glen Ellyn Volunteer Fire Company. At that time, the rate was set relatively low compared to all the needs of the Fire Company, specifically the lack of capital dollars to meet the facility needs and all equipment needs. In addition, the Village was not able to assess a fee in the area east of 355 and north of Roosevelt Rd. since this area is served by the Village of Lombard.

Therefore, our revenue projections were not met. After assessing the long term needs of the Fire Company, as well as the Village's needs to find a capital revenue stream to meet future facility needs of the Fire Company, an adjustment to the fee is necessary. Staff is recommending increasing the fee as follows:

<u><i>Type of Property Monthly Fee</i></u>	<u><i>Annual Fee</i></u>	
Residential	\$15.00	\$180.00
Multi-Family Residential per unit	\$6.00	\$72.00
Commercial under 20,000 sq. ft.	\$16.00	\$192.00
Commercial 20,000 to 40,000 sq. ft.	\$40.00	\$480.00
Commercial over 40,000 sq. ft.	\$80.00	\$960.00

The increase in the fee will be restricted for capital purposes. It will also be separately listed on the Village Services Bill as a capital item.

Background

The Village and Fire Company have had a strong and symbiotic relationship for decades as both agencies have worked collaboratively to provide vital services to the community. This long standing affiliation was formalized through an Intergovernmental Agreement (IGA) in 2014 in conjunction with the approval of the Fire Service Fee. In addition to this funding, the Village supports the Volunteer Fire Company in a number of ways. The Village owns and maintains two fire stations, maintains the Fire fleet and assists in coordinating a replacement schedule, as well as provides IT, HR, and some accounting/financial assistance. The Village also pays for dispatch services through DuComm and assists the overall management of EMS services through a Village contract with Metro. These life safety responsibilities are critical functions for all municipalities, so the Village and Fire Company have and will continue to work closely to provide emergency services through the volunteer model that has saved the Village and Village taxpayers millions of dollars annually.

To that point, in 2013, the Village completed a statistical comparison of Glen Ellyn to nine other comparable communities in the area. This analysis resulted in the 2013 Financial Scorecard which provided some insight as to how the GEVFC benefits the entire Glen Ellyn community. According to the study, the Volunteer Fire Company saves the Village over \$3M per year by using the volunteer model. In addition, Glen Ellyn has the lowest amount of unfunded pensions in the sample group on a per capita basis, which is a direct result of not having a career fire department which creates additional pension liabilities. These benefits are substantial, but do not tell the entire story. The GEVFC is an ISO 3-rated department, which has provided emergency services for this community for over 100 years and oversees and supports EMS services that are provided on a contractual basis. Currently there are over 60 Volunteers that continue to provide this critical service to the community for \$1 per year.

Subject

Attached are updated long term forecasts of fire service revenues and expenditures. The Village currently collects approximately \$800,000 from the fire service fee, yet the costs of just operating the Fire Company is \$700,000 annually, and will be increasing as operating costs continue to rise. Therefore, the flat rate will eventually only be able to pay for operating expenses (projected in 2022), leaving very limited resources for equipment and facility needs. This is insufficient to sustain the Fire Company.

In addition, capital costs continue to escalate. The attached forecast recommends \$400K contribution for equipment annually, and recommends an estimated \$750K contribution for facilities annually.

The Fleet Replacement Schedule identifies a plan to fund the needs of the Fire Company and sets a path towards sustainability. The Village and Fire Company purchased two new engines this year for just under \$1M, but that purchase depleted all Fire Company equipment funds. The next major replacement is the ladder truck that estimated to cost \$1.2M is on the agenda for this meeting. Maintaining a stable fleet replacement reserve and schedule is a key component of sustaining the Fire Company.

Lastly, both Fire Stations are over 40 years old, and due to age, there is growing need for major improvements. The Village and Fire Company plan to complete a Space Needs Study in 2017 to determine what improvements are needed in the two fire stations. Most critical is an evaluation of Fire Station #1 which will determine the need to fund a renovation or new station, possibly at a new location, within the next 10 years. At Station #2, the Fire Company is in need of additional parking and some bay improvements. Given the need of a major renovation or new station for Station #1 and improvements to Station #2, establishing an annual contribution now to build some reserves for these needs over the next 10 to 20 years is good financial planning.

By increasing the rate to generate approximately \$1.6M annually, the short and long term needs of the Fire Company would begin to be met. This would require an increase to the residential rate to \$15/month, and larger commercial rate increase to \$80/month. By establishing this more realistic rate to pay for critical fire and emergency services, the Village would be able to sustain the Fire Company and safeguard the Volunteer model of service delivery. In short, the proposed rate will make up for the following shortcomings with the initial rate:

- Dedicated capital revenue would allow initial fee to be dedicated to operating costs and make up for the loss in revenue \$70K that was expected from the area east of 355 and meet operational cost increases anticipated in the future
- Meet the expected costs of fleet and equipment (initial Fee was not projected to meet this need)
- Begin to generate funds to meet some of the facility needs of both fire stations (initial fee was not projected to meet these needs)

Strategic Plan Initiative

FINANCIAL SUSTAINABILITY. Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating. **Action Step:** Develop short and long term strategies to sustain the Volunteer Fire Company model by October 1, 2016.

Action Requested

Motion to approve an Ordinance to Amend Section 5-3-2 of the Village Code Regarding Fire Services Fees to establish a dedicated capital fee on the Village Services Fund.

MEMORANDUM

TO: President Senak and Board of Trustees

FROM: Christina Coyle, Finance Director

DATE: September 20, 2021

RE: Fire Services Fee Modifications for EMS Funding



Background

At the August 23, 2021, Village Board meeting, the Village Board approved an amendment to the current EMS contract to provide enhanced staffing to the Village. The Village identified three funding mechanisms necessary to fund these enhancements:

1. Ambulance fee modifications and authorization to participate in the GEMT program – This was also approved by the Village Board at the August 23, 2021 meeting (previous memo attached)
2. Increased Special Service Area 18 & 19 levies – The creation of the levies allows for the Village to pass along the proportional cost of providing service to these two Special Service Areas. As costs increase with the amendment, the Special Service Area levies will also increase. The Special Service Area levies are passed by the Village Board each November/December. As these levies are backwards looking, the first levy that will include the enhanced contract will be the 2022 levy (passed by the Board in 2022 and payable by residents in 2023)
3. Re-allocation of a portion of the Capital Fire Services Fee to an EMS fee.

This agenda item addresses the last funding mechanism, the reallocation of the Capital Fire Services Fee to an EMS Fee.

Analysis

This Fire Services Fee was created to sustain the Fire Company and provide resources to protect the Volunteer model of operation. The Company could no longer depend on donations as their primary revenue to meet the fire service and emergency needs of the community. A capital fee was implemented in 2017 to support fleet expenditures, building repair and to begin to save to replace Fire Station #1. When this capital fee was implemented, it was anticipated that the replacement of Fire Station #1 would be more imminent. Currently, the GEVFC believes the Fire Station #1 continues to serve adequately and meet its needs. However, this station is nearing the end of its useful life and we are only delaying its replacement. The GEVFC is in the process of engaging a consultant to conduct a facility/space needs study to determine the current and future needs of the GEVFC.

Given that the timeframe for the replacement of Fire Station #1 is slower than originally anticipated, staff is recommending reallocating \$325,000 annually of the capital fire service fee to ambulance service instead. This will result in no additional cost to the resident for this fee overall. However, as the time comes nearer to replace Fire Station #1, the Village may need to revisit this fee and increase

it accordingly. Given this set of facts, shifting the fee to operating and using those funds to provide EMS supervision and fire support, as the contract calls for, would benefit fire operations and serve the community well.

The current monthly Capital Fire Services Fee is as follows:

<u><i>Type of Property</i></u>	<u><i>Monthly Fee</i></u>	<u><i>Annual Fee</i></u>
Residential	\$7.50	\$90.00
Multi-Family Residential per unit	\$3.00	\$36.00
Commercial under 20,000 sq. ft.	\$8.00	\$96.00
Commercial 20,000 to 40,000 sq. ft.	\$20.00	\$240.00
Commercial over 40,000 sq. ft.	\$40.00	\$480.00

The funding needed for the enhanced EMS services requires reallocating 40% of the Capital Fire Services Fee. The revised structure would be as follows:

<u><i>Type of Property</i></u>	<u><i>Monthly Capital Fee</i></u>	<u><i>Annual Capital Fee</i></u>	<u><i>Monthly EMS Fee</i></u>	<u><i>Annual EMS Fee</i></u>
Residential	\$4.50	\$54.00	\$3.00	\$36.00
Multi-Family Residential per unit	\$1.80	\$21.60	\$1.20	\$14.40
Commercial under 20,000 sq. ft.	\$4.80	\$57.60	\$3.20	\$38.40
Commercial 20,000 to 40,000 sq. ft.	\$12.00	\$144.00	\$8.00	\$96.00
Commercial over 40,000 sq. ft.	\$24.00	\$288.00	\$16.00	\$192.00

This change would result in a targeted \$325,000 going towards the EMS Services Fee and \$493,000 remaining as a Capital Fire Services Fee. The attached ordinance implements these fee changes in the Village's Code. Staff has targeted a December 1, 2021 implementation on the Village Services Bill.

Action Requested

Approve the attached ordinance to modify the fee structures to allow for an EMS Service Fee.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 5/15/2023 7:00 PM
Department: Administration
Department Head: Chris Clark
Category: Discussion Item
Prepared By: Penni Cannova

**AGENDA ITEM (ID
2023-538)**

DOC ID: 2023-538

Fire and EMS Space Needs Assessment

Statement of the Issue:

In late 2021, the Fire Company embarked on a project to complete a Space Needs Assessment of the existing Fire/EMS facilities. The Fire Company engaged FGMArchitects of Oak Brook to complete the assessment. FGMA has extensive experience in design of public facilities, particularly Fire/EMS facilities. A draft of the report was provided in April of 2022. Fire Company management reviewed the report and felt that the study focused too much on the distant future needs without properly addressing current needs. After a pause necessitated by Fire Company/Village contract negotiations, the architect was reengaged to create a somewhat less aggressive plan focused more on current needs. The resulting report focuses on a longer-term solution for Station 62 including an addition, while extending the useful life on Station 61 without major renovations.

Analysis:

The scope of the project was to evaluate current conditions of Fire Stations 61 and 62 as they relate to current and future operational needs.

The first step of the project was to evaluate the structural integrity, conditions, and code compliance of the existing buildings.

The second part was to meet with fire and EMS personnel including volunteers and contract employees to gather information related to the current and future operations within the buildings and to evaluate the adequacy of the space allocated to these functions.

The third part of the process was to explore modifications to the buildings to better accommodate the current functions as well as to anticipate future space needs.

The result of this work is a high-level summary that includes the following components:

1. Project background
2. Recommendations
3. Station 61 & 62 programs
4. Existing site and floor plans
5. Station 61 proposed diagrams and budgets
6. Station 62 proposed diagrams and budgets
7. Stand alone Ambulance Building budget
8. Initial report from April of 2022 for reference

Budget Impact:

None at this time.

Contribution to Strategic Plan (if applicable)

Glen Ellyn Comprehensive Plan (page 52) recommends a facility needs assessment is conducted.

Action Requested:

The goal of this meeting is to begin discussion with the Village Board by reviewing alternative plans and costs for Station 61 and 62 and start to make plans to incorporate into the long term facility and capital plans as well as begin to determine a funding strategy for future improvements.

Attachments:

1. 2023.05.08 GEVFC Study COMPLETE



GLEN ELLYN VOLUNTEER FIRE COMPANY

FIRE STATION 61 & 62 STUDY

SUBMITTED TO:

Glen Ellyn Volunteer Fire Company

Fire Chief Chris Clark

Email: clark.glenellynfire@gmail.com

524 Pennsylvania Ave

Glen Ellyn, IL 60137

FGM Architects, Inc.
1211 W. 22nd Street, suite 700
Oak Brook, Illinois 60523
630.574.8300

May, 2023
FGMA# 22-3310.02

Glen Ellyn Volunteer Fire Company Team

Chris Clark, Fire Chief

Members and Officers of the Company

FGM Architects Team

Jason Estes, AIA – Principal

Louise Kowalczyk, AIA – Principal

Table of Contents:

Project Background.....	Page 1
Recommendations	Page 4
Station 61 & 62 Programs	Page 6
Existing Station 61 & 62 Site Plans and Floor Plans	Page 10
Station 61 Final Diagrams	Page 14
Station 61 Final Budgets	Page 15
Station 62 Final Diagrams	Page 16
Station 62 Final Budgets	Page 18
Stand Alone Ambulance Building Budget	Page 20
<i>Previous Facility Analysis and Conceptual Design Study.....</i>	<i>Page 21</i>
<i>(page numbers as previously submitted – included for reference and information)</i>	

Jason Estes, AIA | Principaljasone@fgmarchitects.com

Background

The Glen Ellyn Volunteer Fire Company is looking to update their Fire Stations 61 & 62 to meet current and future operations. Currently the Company utilizes volunteers for fire service response and contracted employees for EMS service. Both groups operate out of both of their stations and share facilities. Station 61 currently houses the Company's Administration.

The facility must remain on the current site for call response. The facilities were designed for a different operation with minimal accommodations to meet current gender requirements, operations, NFPA requirements, and other current fire service standards.

FGM Architects, Inc. (FGMA) was selected by the Glen Ellyn Volunteer Fire Company to complete a facility analysis of the existing stations, as well as programming, conceptual diagramming, and budgeting for both stations. The original intent was to determine different options on each station's current sites, including maintaining operations during construction, along with budget impacts of the various options. New Facilities for Station 61 were also investigated, on the existing site and a new proposed site.

After completing the initial study, it was determined that the solutions might have anticipated a larger and longer solution that didn't meet today's needs. With no expected change in operation, the long term solutions of the initial study didn't seem like the correct direction.

The design team re-evaluated priorities and developed more immediate solutions that met needs. The focus was relocating the Administration from Station 61 to Station 62, freeing up space at Station 61 for operations. Station 62 would in turn get an addition for the immediate need, with the intent that it can be convertible in the future if operations eventually change.

Program

The Company and FGMA met in November and December 2021 to review each station's needs and operations. That program is included in the completed study, and included herewith for reference. The programs that were developed reflects the Company's current and future operations. Current fire service requirements, equipment, and hot/cold zone design as well as health and well-being of the firefighters were factors in the program that was developed.

The program was reviewed with Company project team to ensure that all program requirements were met. Adjustments were made therein to support the Company's goals for each station.

Diagrams

Station 61's diagrams take into consideration that any major renovation or addition will trigger the requirement to bring the current facility into current code for Accessibility, exiting/access, and many other elements. As such, the design intent is to reuse many of the existing spaces and simply re-allocate the room function/ use. And with the relocation of the Company's Administration, additional rooms and spaces are freed up for function. Looking at minimal changes and providing cosmetic improvements looks at a short term solution of up to 10 years for the facility. As noted in the previous facility report, the existing facility has a multitude of items that need to be addressed, not to include location issues for

equipment space and staff. It is known that eventually Station 61 will need to be relocated. The Company has no other location to house staff, apparatus, and equipment if they were to try and re-build on the existing site. Thus, a new site will need to be acquired for a new Station 61 construction. But in the meantime, the proposed solution will provide a short term improvement for staff and operations.

Station 62's diagrams look at an addition to the facility. This is to house the Company's relocated administration and operations. Similar to Station 61, operations need to continue, and such a solution allows the current staff to continue with minimal interruptions. It also eliminates the necessity of adding vertical access at the existing station to the second floor, which would be required by code and Accessibility. The design intent is to utilize the existing second floor for training storage and operations, and therefore no additional means of egress and conveyance would be necessary. Immediate needs of the Company is to still house large training events for volunteers. So the inclusion of large training rooms at each station was a necessity and priority. The long term plan at Station 62 would be to modify the plan to re-capture space of the large training room and create additional bunk rooms and restroom facilities that a full time career operation would require if operations were to change in the future. The conversion of the existing first floor into small vehicle bays and support function alleviates pressure in the bays from vehicles and training operations.

The question of relocating the EMS contract employees and operations (Ambulance) out of the fire stations to alleviate pressure of the buildings was discussed. There was no real traction, but a budget was provided for comparison and reference. This will allow the Company to understand the minimum impact if this discussion were to pick up traction and an opportunity were to present itself. But know that this is solely based upon an approximate 4,000 SF facility with no other specifics developed. Budget would need to consider any site improvements if this was ever even considered.

Budget

Once the final diagrams were completed for each station, conceptual budgets were developed. The conceptual budgets are fully developed project budgets, allowing the Company to properly budget for the design, construction, and furnishings for each Station project. Included in the budgets are hard construction costs (items that bid out and items that are built by the contractor) and soft construction costs (professional services fees, permits, utility fees and other non-construction elements). The budgets reflect historical construction and bidding data from recent fire station projects. The budgets also include an estimated inflation cost for each year of inaction to allow the Company to understand the cost implications of delaying a project within the budgeting process.

Recommendation

It is FGMA's recommendation that these final diagrams and budgets represent the best approach for the immediate need of the Company, allowing for future conversion of Station 62 in the future, if necessary. Each of these proposed solutions allow for operations and service to continue during construction. But it is important to understand that Station 61's solution is a short term solution, and that eventually its replacement will be necessary. The Company should be looking to acquire property to allow this to occur within the appropriate response zone for operations. Given the limited available sites with the Village, acquiring an appropriately located and sized parcel may take quite some time. But eventually

Station 61 should be relocated and have a purpose built facility that will provide the Company with a 50-100 year building that will serve its citizens for the future.

Final Report

The completed report is included herewith for reference. These developed station solutions will meet the Company's needs very well. If proceeding, we would recommend additional site investigations occur at Station 62, which could result in some additional budgetary impacts. We would recommend

geotechnical borings/ reports be completed, along with soil investigations. This will determine bearing capacity, quality of soil, and if the soil needs special attention for disposal. Depending upon findings in these reports, the budget would need to be altered. Given the limited options on this existing site, the project cannot change the location of siting of the station to better fit within budget.

This report will allow the Company to determine the best financing options available, which would allow the Company to move forward into Documentation and Implementation when appropriate. If the Company chooses to move forward, FGMA can assist with the additional reports as required. FGMA can also provide a fee for the required Architectural and Engineering services to take this into the next stage of a full project, and ultimately completed Fire Station projects which the Company would occupy and better serve their public. When the Company is ready to move forward, FGMA would love the opportunity to continue our working relationship and have the ability to help the citizens of the Village and the Glen Ellyn Volunteer Fire Company.

Thank you again for choosing FGM Architects.



Glen Ellyn Volunteer Fire Company

Fire Station No 61

Station Study - Space Program

FGMARCHITECTS

April 12, 2022

FGM # 22-3310.01

Space Description/Room		Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public				
1.0	Entry Vestibule	-	70	
2.0	Lobby	-	140	
3.0	Training Room	585	2,000	60 people partial tables & chairs
4.0	Training Storage	0	250	Tables, Chairs, Equipment
5.0	Kitchenette	-	20	open to training room
6.0	Museum	-	100	
7.0	Restrooms	-	240	(3) single user toilet rooms.
Sub-Total		585	2,820	
15% Circulation Factor			423	
PUBLIC TOTAL		585	3,243	Net Sq. Ft.
B. Administration				
1.0	Chief Office	295	180	
1.0	BC Office	-	160	
2.0	Officer Room	305	320	(4) cubicles
3.0	EMS Office	80	120	
4.0	Training Office	85	120	
5.0	Hoteling Office	-	120	Exist. Trustee Office - Future Hoteling
6.0	Conference Room	330	-	
7.0	Conference Room	324	525	Conference table for (10) + Loose seating for (20)
8.0	Admin Storage	80	80	
9.0	Break Room	-	150	Table, Refrigerator, Sink, Microwave
Sub-Total		1,204	1,595	
25% Circulation Factor		-	399	
ADMINISTRATION TOTAL		1,204	1,994	Net Sq. Ft.
C. Residential				
1.0	Dayroom - 8	455	550	Greatroom concept
2.0	Kitchen - 8	160	220	(1) Commercial fridge, (3) pantries, (1) Residential Range
3.0	Dining Room - 8	200	180	
4.0	Bunkrooms - 8	380	720	90 SF - bed & desk (No door)
5.0	Single User Restrooms	360	400	Provide (3) rooms, each with toilet, sink and shower, located off locker room
6.0	Locker Room	-	165	(28) 2'x2'x6' lockers with 2'x2'x2' bedding locker, (2) extra sinks
7.0	BC Suite	-	180	Bed, desk. Existing is just bunk, office in admin
8.0	Radio Room	160	240	Adjacent to bays. (4) workstations, mailboxes, (1) copier
9.0	Fitness Room	-	750	equipment, cardio, stretching area
10.0	Janitor Closet/Supplies	Exist. Bay Floor	30	
11.0	Residential Laundry	Exist. Bay Floor	70	washer, dryer, supplies, storage
Sub-Total		1,715	3,505	
20% Circulation Factor		-	701	
RESIDENTIAL TOTAL		1,715	4,206	Net Sq. Ft.
D. Apparatus Area				
1.0	Main Apparatus Bays	2,550	2,550	(2) Engine, (1) Medic, (1) Pickup
2.0	Secondary Apparatus Bays	830	830	(1) truck



Glen Ellyn Volunteer Fire Company

Fire Station No 61

Station Study - Space Program

FGMARCHITECTS

April 12, 2022

FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
3.0 Antique Engine Display	-	700	tied to museum?
4.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
5.0 Toilet	50	50	
6.0 Turnout Gear	508	508	(28) lockers
7.0 Workroom/ Bay Storage	50	180	small shop bench, equipment, tool box, parts storage
8.0 Seasonal Storage	Exist. Bay Storage	80	
9.0 Bay Laundry	Exist. Bay Floor	180	Extractor, washer, dryer, laundry tub
10.0 Hose Tower	90	90	
11.0 Hose Storage	Exist. Hose Tower	Exist. Hose Tower	In hose tower
12.0 Public Ed Storage	Under Exist. Stair	40	
13.0 Bay Storage	Exist. Work Room	180	
14.0 EMS Storage	Under Exist. Stair	60	
15.0 Quartermaster Storage - 3	85	180	(1) Contract (1) Medic (1) Volunteer
Sub-Total	4,163	5,788	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	4,163	5,788	Net Sq. Ft.

E. Support/Storage			
1.0 Mechanical Room	-	50	Existing RTUs
2.0 Electrical Service	Exist. Bay Floor	Exist. Bay Floor	
3.0 I.T. Room	Exist. In Quatermaster	75	2 racks - cameras, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	80	80	
5.0 Training Device Storage	Exist. Bay Floor	-	
6.0 Prop Storage	Exist. Bay Floor	-	
7.0 Stairs - 2	60	800	200sf per floor
8.0 Elevator	-	200	100sf per floor
9.0 Emergency Generator	115	-	current Off App Bay. Possible locate outside?
Sub-Total	255	1,205	
10% Circulation Factor	-	121	
SUPPORT/STORAGE TOTAL	255	1,326	Net Sq. Ft.

Sub-total Net Building Area	7,922	16,556	
15% Grossing Factor	-	2,483	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	10,400	19,040	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL		
Public Parking		4
Staff Parking	?	20
Volunteer Parking		10
Outdoor Patio	280	280
Dumpster Enclosure	50	50



Glen Ellyn Volunteer Fire Company

Fire Station No 62

Station Study - Space Program

FGMARCHITECTS

June 29, 2022
FGM # 22-3310.01

Space Description/Room		Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public				
1.0	Entry Vestibule	50	70	
2.0	Lobby	-	120	
3.0	Training Room	1,100	2,000	60 people partial tables & chairs
4.0	Training Storage	75	250	Tables, Chairs, Equipment
5.0	Kitchenette	-	20	open to training room
6.0	Restrooms	-	240	(3) single user toilet rooms.
Sub-Total		1,225	2,700	
15% Circulation Factor			405	
PUBLIC TOTAL		1,225	3,105	Net Sq. Ft.
B. Administration				
1.0	Officer Office	-	160	
2.0	Officer Room	-	240	(3) cubicles
3.0	EMS Office	85	120	
4.0	Training Office	-	120	
Sub-Total		85	640	
25% Circulation Factor		-	160	
ADMINISTRATION TOTAL		85	800	Net Sq. Ft.
C. Residential				
1.0	Dayroom - 8	365	550	Greatroom concept
2.0	Kitchen - 8	145	220	(1) Commercial fridge, (3) pantries, (1) Residential Range
3.0	Dining Room - 8	-	180	
4.0	Bunkrooms - 8	503	720	90 SF - bed & desk (No door)
5.0	Single User Restrooms	230	400	Provide (3) rooms, each with toilet, sink and shower, located off locker room
6.0	Locker Room	Existing Bunk Room	165	(28) 2'x2'x6' lockers with 2'x2'x2' bedding locker, (2) extra sinks
7.0	Officer Suite	-	180	Bed, desk. Existing is just bunk, office in admin
8.0	Radio Room	120	240	Adjacent to bays. (4) workstations, mailboxes, (1) copier
9.0	Fitness Room	-	750	equipment, cardio, stretching area
10.0	Janitor Closet/Supplies	Exist. Work Room	30	
11.0	Residential Laundry	Exist. Bay Laundry Rm	70	washer, dryer, supplies, storage
Sub-Total		1,363	3,505	
20% Circulation Factor		-	701	
RESIDENTIAL TOTAL		1,363	4,206	Net Sq. Ft.



Glen Ellyn Volunteer Fire Company

Fire Station No 62

Station Study - Space Program

FGMARCHITECTS

June 29, 2022

FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
D. Apparatus Area			
1.0 Apparatus Bays	5,140	5,140	(1) Engine, (1) Medic, (1) Pickup, (1) Brush Truck, (1) Boat Trialer
2.0 Wash Bay	500	500	
3.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
4.0 Turnout Gear	Exist. Bay Floor	320	(28) lockers
5.0 Workroom/ Parts Storage	300	200	small shop bench, equipment, tool box, parts storage
6.0 Seasonal Storage	Exist. Bay Storage	Exist. Bay Storage	
7.0 Bay Laundry	85	180	Extractor, washer, dryer, laundry tub
8.0 Hose Tower	75	40	
9.0 Hose Storage	Exist. Bay Laundry Rm	30	In hose tower
10.0 Public Ed Storage	Exist. Bay Storage	Exist. Bay Storage	
11.0 Bay Storage	65	250	
12.0 EMS Storage	Exist. EMS Office	60	
13.0 Quartermaster Storage - 3	130	180	(1) Contract (1) Medic (1) Volunteer
Sub-Total	6,295	7,060	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	6,295	7,060	Net Sq. Ft.
E. Support/Storage			
1.0 Mechanical Room	-	60	Mix of RTU and furnace
2.0 Electrical Service	50	80	
3.0 I.T. Room	85	75	(2) racks - cameras, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	Exist. Bay Floor	-	keep on bay floor
5.0 Training Device Storage	Exist. Bay Floor	1,000	
6.0 Prop Storage	Exist. Bay Floor	500	
7.0 Miscellaneous Storage	Exist. Bay Floor	100	Tables and Chairs
8.0 Stairs - 2	200	800	200sf per floor
9.0 Elevator	-	200	100sf per floor
10.0 Emergency Generator	-	-	located outside
Sub-Total	335	2,815	
10% Circulation Factor	-	282	
SUPPORT/STORAGE TOTAL	335	3,097	Net Sq. Ft.
Sub-total Net Building Area	9,303	18,268	
15% Grossing Factor	-	2,740	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	7,130	21,008	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL			
Public Parking		4	
Staff Parking	18	20	
Volunteer Parking		10	
Outdoor Patio	200	200	
Dumpster Enclosure	150	150	SF

GLEN ELLYN FIRE COMPANY - STATION 61

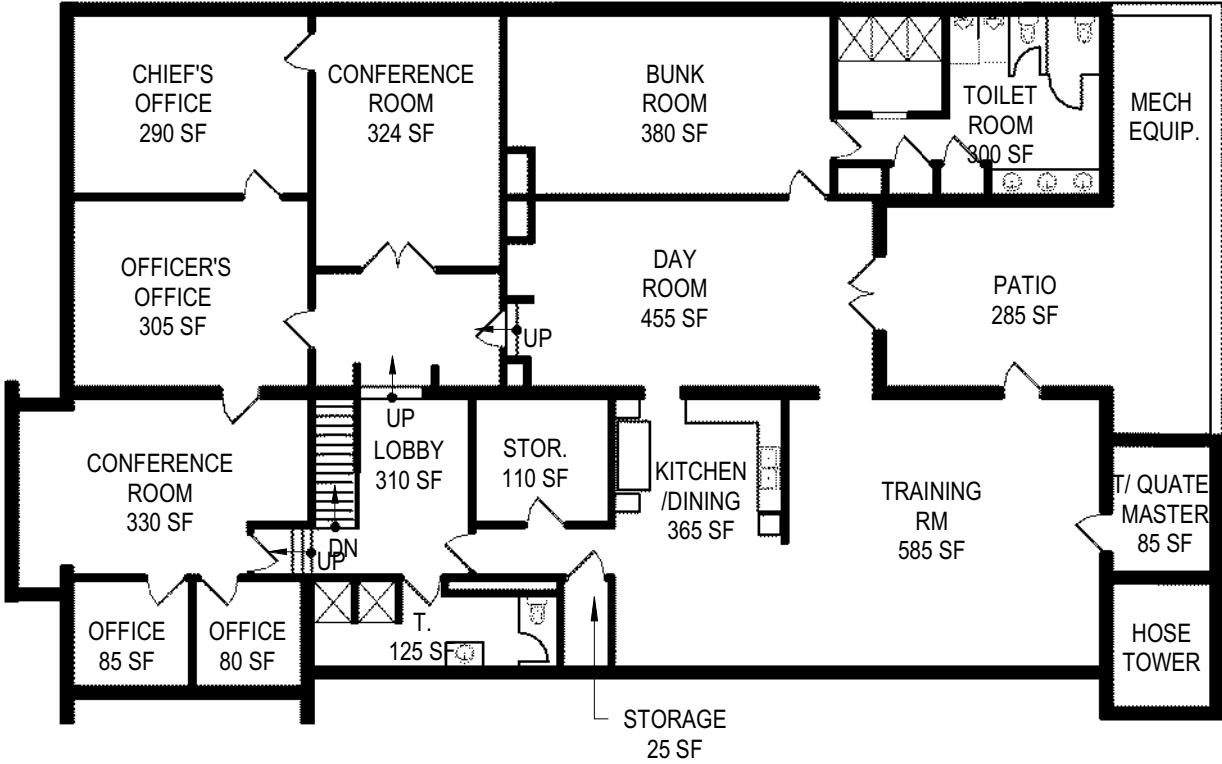
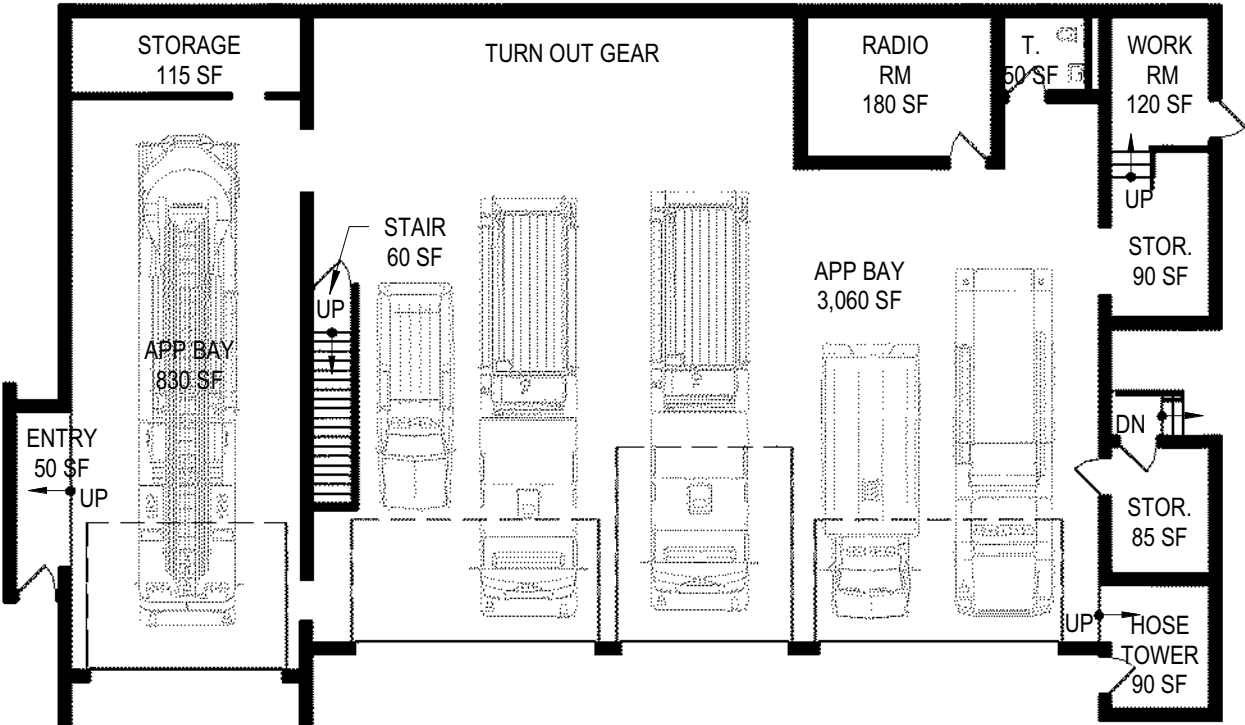
GLEN ELLYN, IL 60137



SITE DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 61

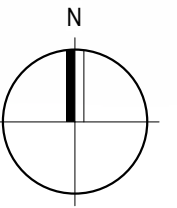
GLEN ELLYN, IL 60137



PLAN DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1' = 30' - 0"

SITE DIAGRAM - EXISTING

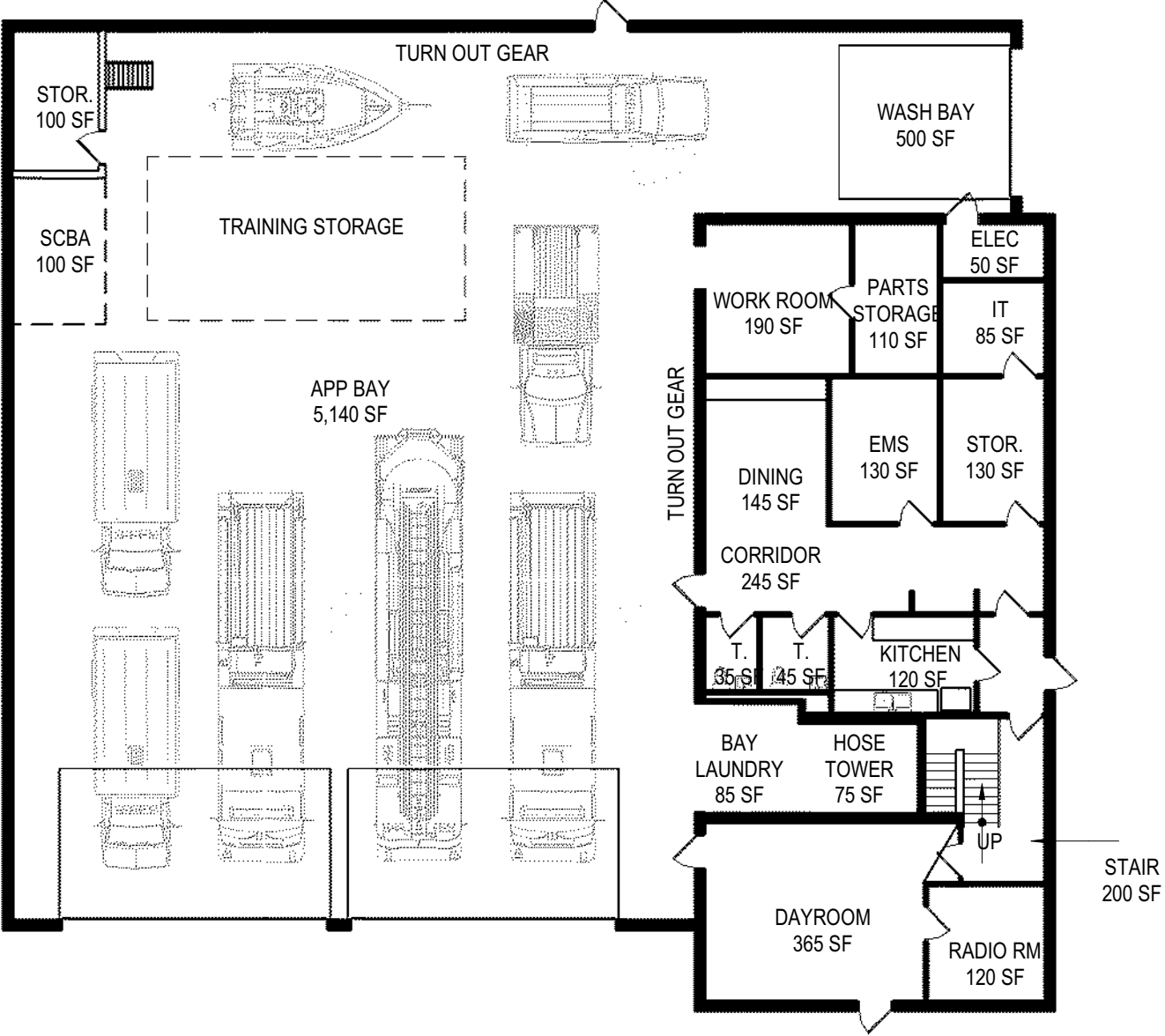
Glen Ellyn Fire
Job No. 22-3310.01

Published 06/29/22
©2022 FGM Architects Inc.

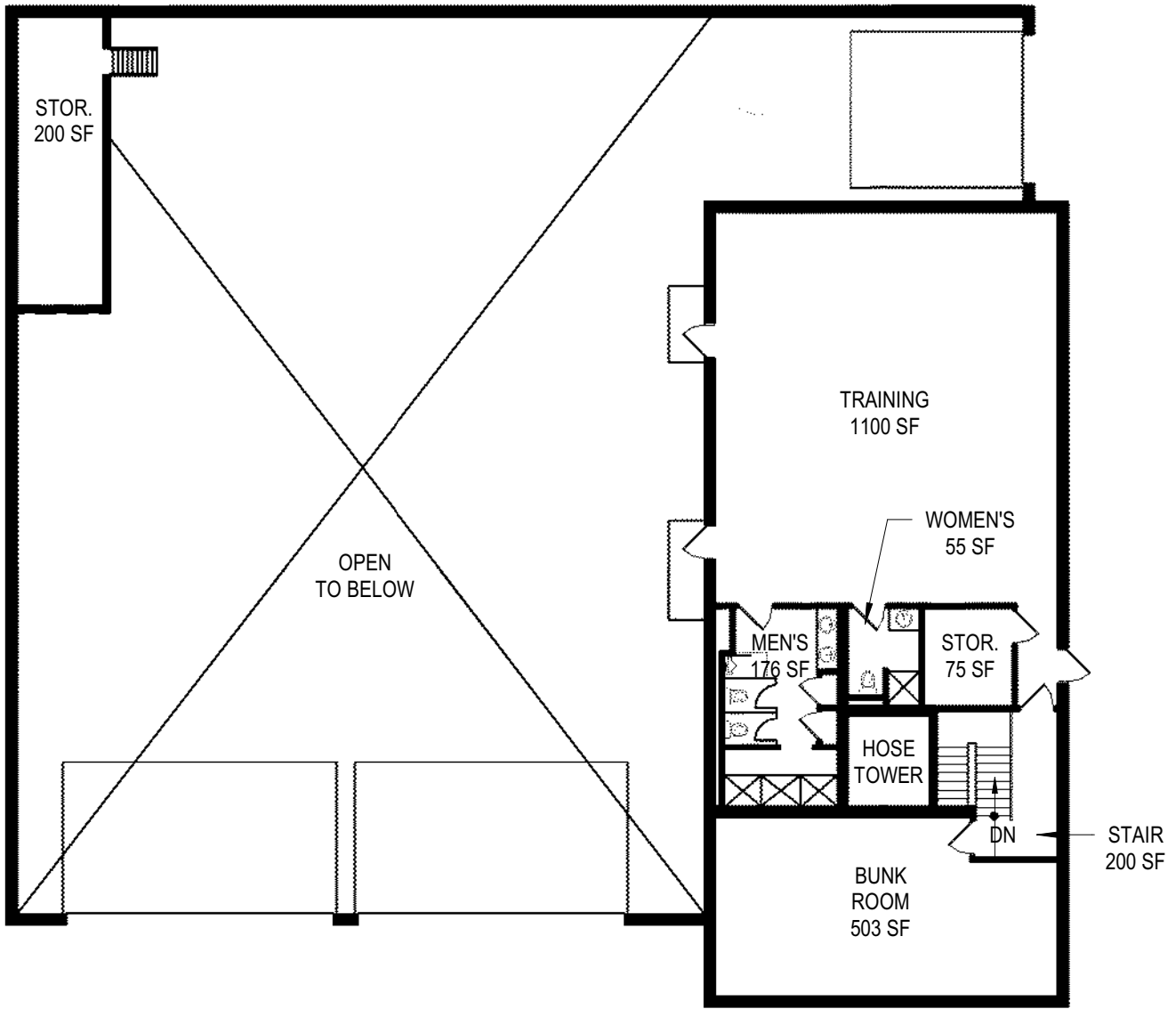
fgma

GLEN ELLYN FIRE COMPANY - STATION 62

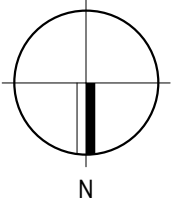
GLEN ELLYN, IL 60137



STATION 62 - FIRST FLOOR PLAN - EXISTING
SCALE: 1/16" = 1' - 0"



STATION 62 - SECOND FLOOR PLAN - EXISTING
SCALE: 1/16" = 1' - 0"

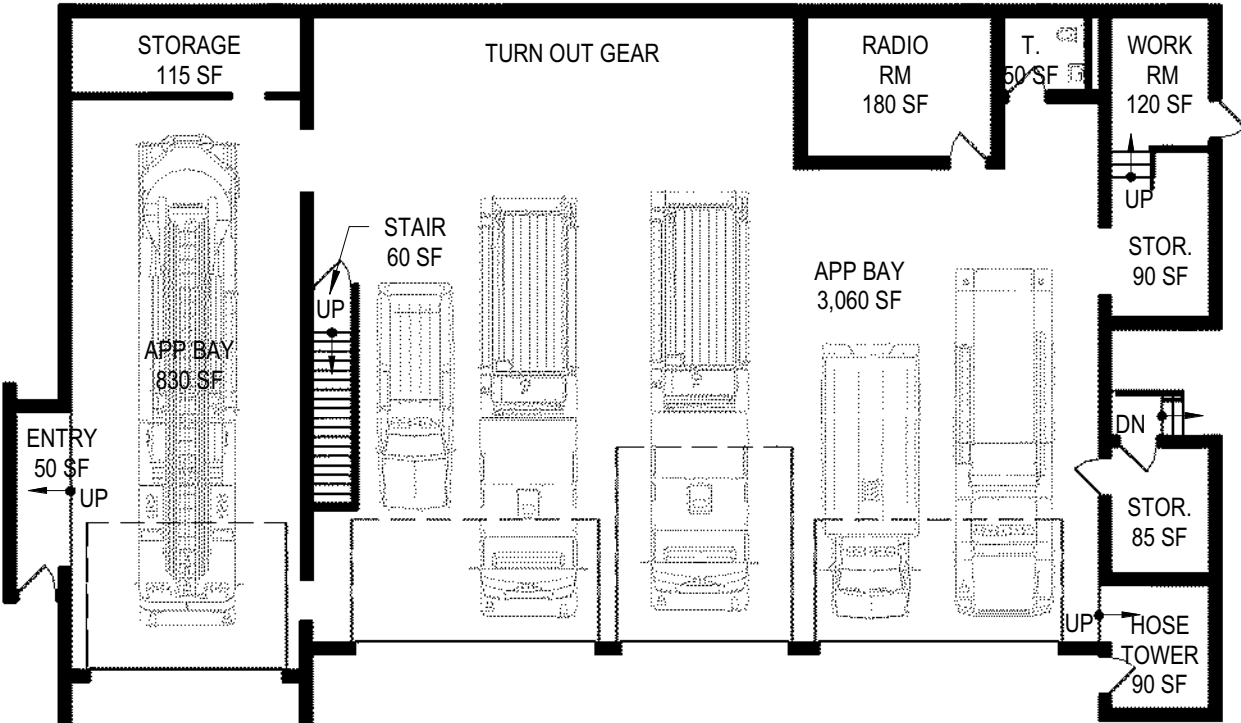


PLAN DIAGRAM - EXISTING

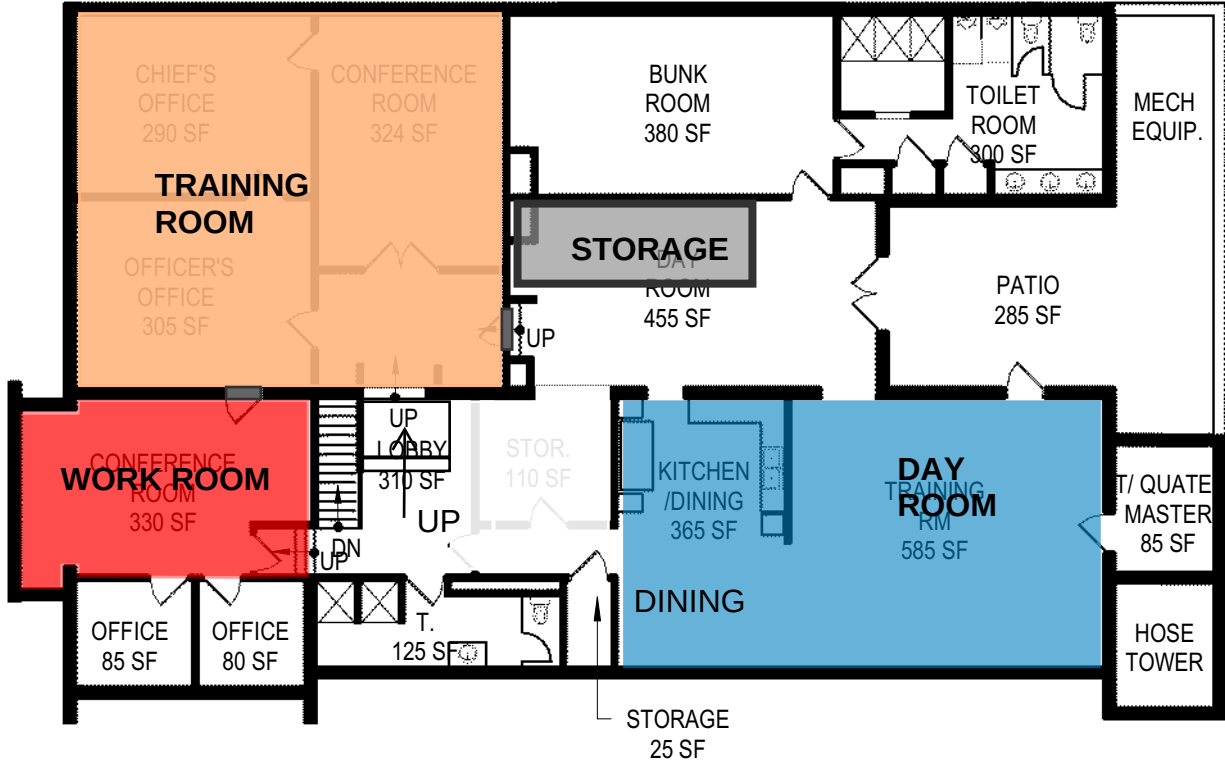


GLEN ELLYN FIRE COMPANY - STATION 61

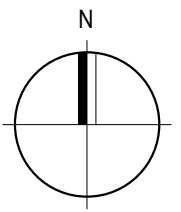
GLEN ELLYN, IL 60137



STATION 61 - FIRST FLOOR PLAN - EXISTING
SCALE: 1/16" = 1' - 0"



STATION 61 - SECOND FLOOR PLAN - EXISTING
SCALE: 1/16" = 1' - 0"



PLAN DIAGRAM - PROPOSED



Glen Ellyn Volunteer Fire Company Station 61

Renovation - Scope and Budget



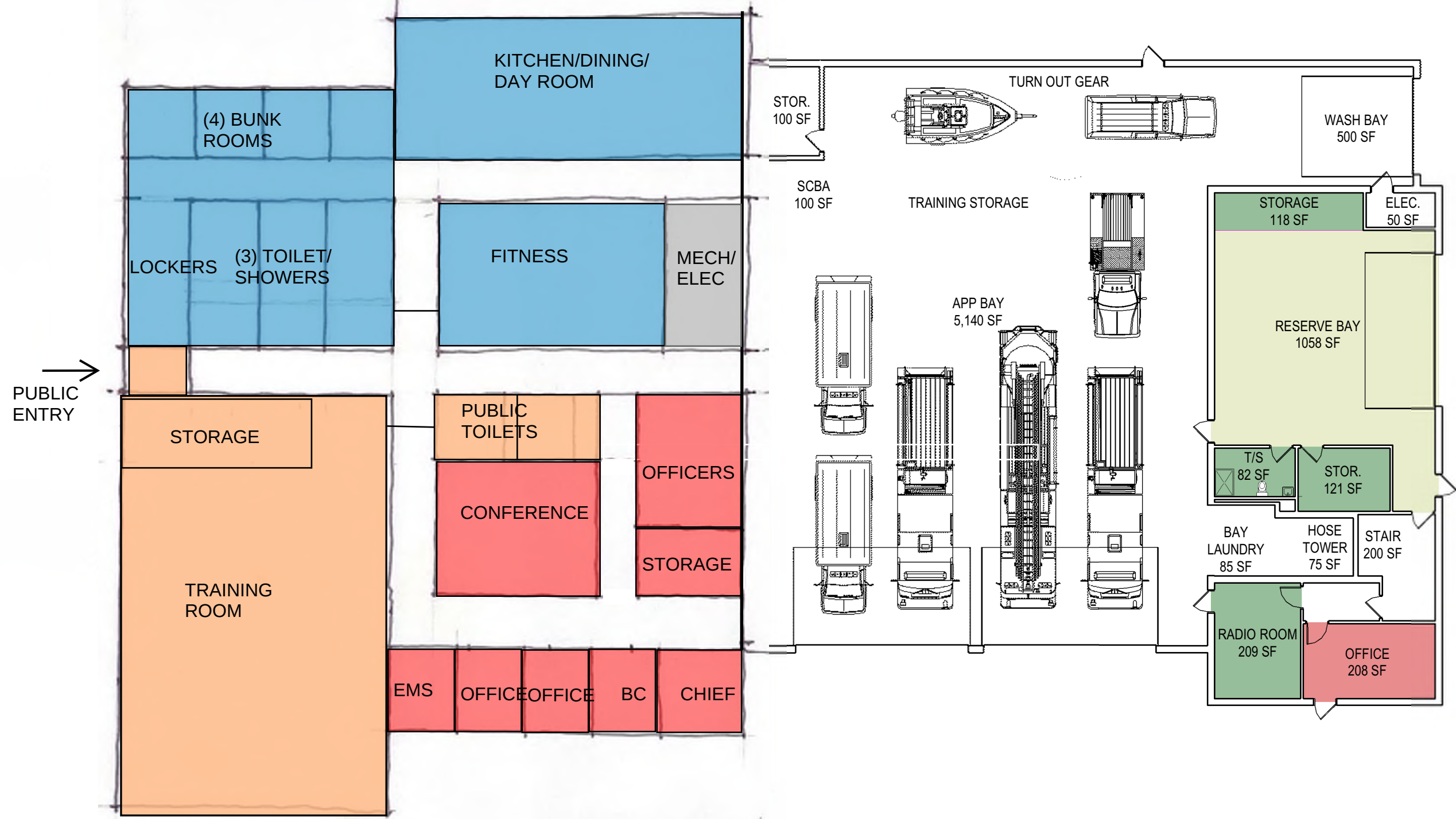
Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost
1.0	Fire Station Renovation							
1.1	Light Renovation		1,350	SF	180	190	243,000	256,500
1.2	Medium Renovation		1,600	SF	260	280	416,000	448,000
1.3	Heavy Renovation		160	SF	320	340	51,200	54,400
1.4	Bidding Contingency	15% of Construction Cost.					106,530	113,835
1.5	Subtotal						\$816,730	\$872,735
2.0	Fire Station Addition							
2.1	Station Addition		0	SF	340	365	0	0
2.2	Exterior Envelope	structural issues and maintenance	1	Allowance			85,000	100,000
2.3	Replace OH Doors		4	Each	18,000	25,000	72,000	100,000
2.4	Site Work		0	Allowance			0	0
2.5	Bidding Contingency	15% of Construction Cost. Includes current market premium					23,550	30,000
2.6	Subtotal						\$180,550	\$230,000
3.0	SubTotal Project Budget						\$997,280	\$1,102,735
3.1	Construction Contingency	10% of Construction Cost					99,728	110,274
3.2	Architectural & Engineering Fees	10% of Construction Cost					99,728	110,274
3.3	Environmental Testing	0.5%					4,986	5,514
3.4	Legal, Survey, Env. Fees	0.5%					4,986	5,514
3.5	Utility & Permit Fees	0.5%					4,986	5,514
3.6	Material Testing During Construction		1	Allowance			2,000	3,000
3.7	Moving Costs/ Relocating Costs		1	Allowance			TBD	TBD
3.8	Plan Printing		1	Allowance			1,500	2,000
3.9	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost					TBD	TBD
3.10	Subtotal						\$1,215,195	\$1,344,823
3.11	TOTAL PROJECT BUDGET						\$1,215,195	\$1,344,823
3.12	5% Inflation if bid in 2024		\$60,760	low	\$67,241	high	\$1,275,955	\$1,412,064

4.0 NOTES:

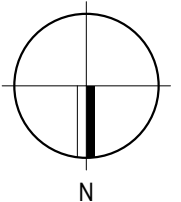
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1/16"=1'-0"



PLAN DIAGRAM PHASE 1 ADDITION

Glen Ellyn Fire
Job No. 22-3310 .02

Published 02/27/2023
©2022 FGM Architects Inc.



Glen Ellyn Volunteer Fire Company Station 62

Add/Reno -Phase 1 - Scope and Budget



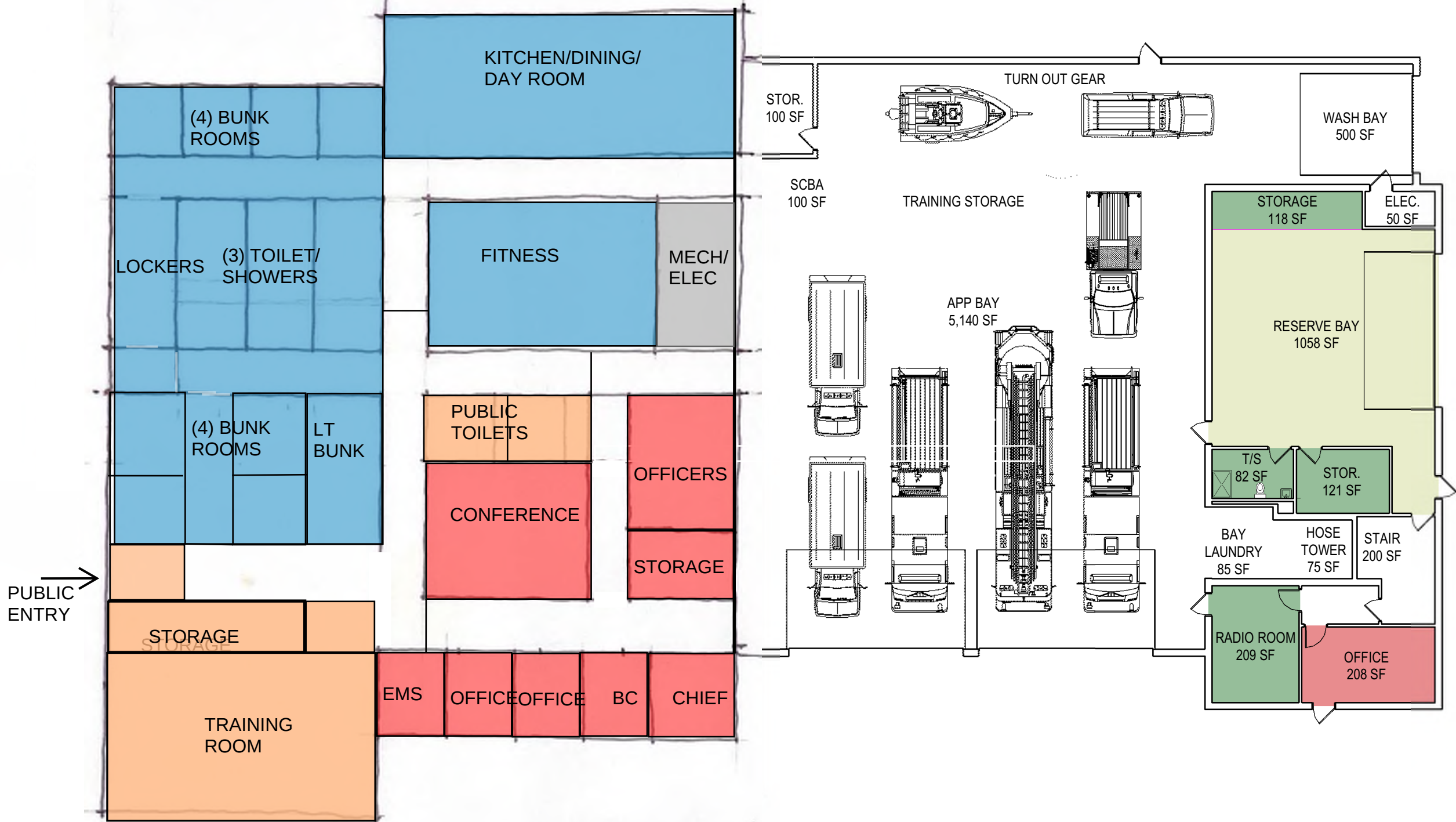
Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost	
1.0	Fire Station Renovation								
1.1	Light Renovation		6,390	SF	180	190	1,150,200	1,214,100	
1.2	Medium Renovation		495	SF	260	280	128,700	138,600	
1.3	Heavy Renovation		1,395	SF	310	330	432,450	460,350	
1.4	Bidding Contingency	15% of Construction Cost.					256,703	271,958	
1.5	Subtotal						\$1,968,053	\$2,085,008	
2.0	Fire Station Addition								
2.1	Station Addition		9,585	SF	340	365	3,258,900	3,498,525	
2.2	Exterior Envelope		1	Allowance			110,000	140,000	
2.3	Replace OH Doors		2	Each	18,000	25,000	36,000	50,000	
2.4	Site Work	new parking lot to the east	1	Allowance			175,000	200,000	
2.5	Bidding Contingency	15% of Construction Cost. Includes current market premium						536,985	583,279
2.6	Subtotal						\$4,116,885	\$4,471,804	
3.0	SubTotal Project Budget						\$6,084,938	\$6,556,811	
3.1	Construction Contingency	10% of Construction Cost					608,494	655,681	
3.2	Architectural & Engineering Fees	10% of Construction Cost					608,494	655,681	
3.3	Legal, Survey, Env. Fees	0.5%					30,425	32,784	
3.4	Utility & Permit Fees	0.5%					30,425	32,784	
3.5	Material Testing During Construction		1	Allowance			4,000	6,000	
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD		TBD	
3.7	Plan Printing		1	Allowance			2,000	2,500	
3.8	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost				TBD		TBD	
3.9	Subtotal						\$7,368,774	\$7,942,242	
3.10	TOTAL PROJECT BUDGET						\$7,368,774	\$7,942,242	
3.11	4% Inflation if bid in 2024		\$294,751	low	\$317,690	high	\$7,663,525	\$8,259,931	

4.0 NOTES:

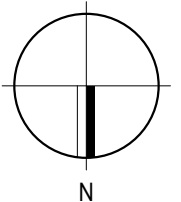
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1/16"=1'-0"



PLAN DIAGRAM PHASE 2 ADDITION

Glen Ellyn Fire
Job No. 22-3310 .02

Published 02/27/2023
©2022 FGM Architects Inc.

fgma

Glen Ellyn Volunteer Fire Company Station 62

Add/Reno -Phase 2 - Scope and Budget



Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost
1.0	Fire Station Renovation							
1.1	Light Renovation		255	SF	180	190	45,900	48,450
1.2	Medium Renovation		620	SF	260	280	161,200	173,600
1.3	Heavy Renovation		850	SF	310	330	263,500	280,500
1.4	Bidding Contingency	15% of Construction Cost.					70,590	75,383
1.5	Subtotal						\$541,190	\$577,933
2.0	Fire Station Addition							
2.1	Station Addition		0	SF	340	365	0	0
2.2	Exterior Envelope		0	Allowance			0	0
2.3	Replace OH Doors		0	Each	18,000	25,000	0	0
2.4	Site Work	new parking lot to the east	0	Allowance			0	0
2.5	Bidding Contingency	15% of Construction Cost. Includes current market premium					0	0
2.6	Subtotal						\$0	\$0
3.0	SubTotal Project Budget						\$541,190	\$577,933
3.1	Construction Contingency	10% of Construction Cost					54,119	57,793
3.2	Architectural & Engineering Fees	10% of Construction Cost					54,119	57,793
3.3	Legal, Survey, Env. Fees	0.5%					2,706	2,890
3.4	Utility & Permit Fees	0.5%					2,706	2,890
3.5	Material Testing During Construction		1	Allowance			4,000	6,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	TBD
3.7	Plan Printing		1	Allowance			2,000	2,500
3.8	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost				TBD	TBD	TBD
3.9	Subtotal						\$660,840	\$707,798
3.10	TOTAL PROJECT BUDGET						\$660,840	\$707,798
3.11	4% Inflation if bid in 2024		\$26,434	low	\$28,312	high	\$687,273	\$736,110

4.0 NOTES:

- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

Glen Ellyn Volunteer Fire Company

Ambulance - Stand Alone Facility

New Ambulance Only Facility - Scope and Budget



Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost	
1.0	New Ambulance Facility								
1.1	New Construction		4,000	SF	370	390	1,480,000	1,560,000	
1.2	Site Work		1	Allowance			250,000	400,000	
1.3	Bidding Contingency	15% of Construction Cost. Includes current market premium					259,500	294,000	
1.4	Subtotal						\$1,989,500	\$2,254,000	
2.0	SubTotal Project Budget						\$1,989,500	\$2,254,000	
2.1	Construction Contingency	10% of Construction Cost					198,950	225,400	
2.2	Architectural & Engineering Fees	10% of Construction Cost					198,950	225,400	
2.3	Environmental Testing	1.0%					19,895	22,540	
2.4	Legal, Survey, Env. Fees	1.0%					19,895	22,540	
2.5	Utility & Permit Fees	2.0%					39,790	45,080	
2.6	Material Testing During Construction		1	Allowance			8,000	10,000	
2.7	Moving Costs/ Relocating Costs		1	Allowance		TBD		TBD	
2.8	Plan Printing		1	Allowance			1,500	2,000	
2.9	Fixtures, Furnishings, & Equipment	(FF&E) Usually 7% of Construction Cost				TBD		TBD	
2.10	Subtotal						\$2,476,480	\$2,806,960	
2.11	TOTAL PROJECT BUDGET							\$2,476,480	\$2,806,960
2.12	5% Inflation if bid in 2024		\$123,824	low	\$140,348	high	\$2,600,304	\$2,947,308	

3.0 NOTES:

- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 3.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time
- 3.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 3.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.



Glen Ellyn Volunteer Fire Company

Fire Station No.61 & No.62
Facility Analysis and Conceptual Design Study

SUBMITTED TO:

Chris Clark
Fire Chief

Glen Ellyn Volunteer Fire Company

Fire Station No. 61

524 Pennsylvania Avenue
Glen Ellyn, Illinois 60137
Phone: 630.469.5265

Fire Station No. 62

681 Taft Avenue
Glen Ellyn, Illinois 60137
Phone: 630.469.2500



SUBMITTED BY:

Jason Estes
FGM Architects Inc.
1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523
Phone: 630.574.8709
Email: JasonE@fgmarchitects.com

DRAFT June 29,2022

FGM Project #: 22-3310.01

TABLE OF CONTENTS

SECTION 1	INTRODUCTION	3
SECTION 2	EXISTING CONDITIONS	4
	2.1 FIRE STATION No. 61	
	2.1 FIRE STATION No. 62	
SECTION 3	SPACE NEEDS ANALYSIS	7
	3.1 FIRE STATION No. 61	
	3.1 FIRE STATION No. 62	
SECTION 4	EXISTING CONDITIONS REPORT	12
	4.1 FIRE STATION No. 61	
	4.1 FIRE STATION No. 62	
SECTION 5	RECOMMENDATIONS	36
	5.1 FIRE STATION No. 61	
	5.1 FIRE STATION No. 62	
SECTION 6	POTENTIAL SOLUTIONS	
	6.1 FIRE STATION No. 61	
	- EXISTING FLOOR PLANS	43
	- CONCEPT A – Phased Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT B – New Station (Budget Estimate Included)	
	6.2 FIRE STATION No. 62	
	- EXISTING FLOOR PLANS	55
	- CONCEPT A – Phased Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT B – Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT C – Renovation + Addition to Station (Budget Estimate Included)	
	- CONCEPT D – Renovation + Addition to Station (Budget Estimate Included)	
SECTION 7	CONCLUSION / SUMMARY	76

SECTION 1

Introduction

Glen Ellyn Fire Company

Mission Statement:

*COMMUNITY FIRE PREVENTION,
CONTROL & EDUCATION*

The Glen Ellyn Volunteer Fire Company (GEVFC) serves a population of over 27,700 located in approximately 6.76 square miles. Emergency Medical Services (EMS) services are provided via contract held by Village of Glen Ellyn with a 3rd party paramedic services company. The GEVFC has a Class 3 Insurance Services Office Public Protection Classification, which is in the top 8% of all fire departments in the United States.

In December 2021, FGM Architects was commissioned to conduct a facility study for Glen Ellyn Fire Company's Station No. 61 & No.62. This facility study includes an evaluation of the existing facility, an analysis of the Company's space needs and a conceptual design study to identify how a renovation of the existing facility can improve the workflow and efficiency of Fire Company. This facility study does not question the geographical location, response area, or quantity of stations.

The purpose of evaluating the existing Fire Stations is to review the current building conditions with regards to current Fire service, building codes, space requirements, and facility requirements, as well as current staffing arrangements of the Fire Company and its future growth.

From the findings of the existing public safety building evaluation and discussions with the Fire Company's staff, a space needs analysis for both Fire Stations No.61 & No.62 was completed. The space needs analysis compares the existing square footage of the spaces/rooms against the proposed required square footage of the spaces/rooms. The proposed square footages are based on industry standards, code requirements and past project experience. From the findings of the space needs analysis, it was determined that the Fire Company's space needs at both Fire Stations No.61 & No.62 exceeds the current space available within the existing building. Proceeding with a conceptual design study provides potential solutions on how best to modify or replace both Fire Stations No.61 & No.62 to meet the Fire Company's current and future needs highlighted throughout this study.

The analysis has been generated by documenting existing conditions through the use of existing floor plans, photographs of existing conditions, and calculating the current square footage of each space. The analysis will illustrate the space deficiencies in the current building and the lack of space for each Fire Station. Although the buildings are in fair to good condition, a larger facility is required to accommodate changes in technology and to allow the Fire Company to work more effectively and respond to calls in a timely manner. Enclosed is the documentation of the Fire Company's current working environment and proposed solutions to address the Company's immediate and future need for additional space.

The proposed programs reinforce the Glen Ellyn Fire Company's desire to serve their community for many years to come.

SECTION 2

Fire Station No.61 & No.62 Existing Conditions

Description of Fire Station No.61:

Fire Station No. 61 was originally built in the 1960s. The original station has two stories. There was an bay addition in to 1980's and an addition to the second story 1996. The bays and original portion of the facility is constructed of CMU masonry bearing structure with face brick exterior on the front façade with accent tile panels. The second floor is precast concrete. The bays and original building's roofs are flat, structure is steel bar joists. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the admin and residence areas.

This is the main headquarters station for the Fire Company. The Fire Company's administration is based out of this facility. This includes the (1) Fire Chief, (1) Assistant Chief, (1) Battalion Chief, (1) EMS coordinator, (1) Training Office and administration staff. This station has a training room as well as a conference room for public hearings and board meetings. The station also has facilities for its volunteer and shift firefighters, associated office and support areas.

Station No.61 is located in downtown Glen Ellyn. It is located on the North side of the railroad tracks. The fire apparatus discharges directly onto Pennsylvania Avenue. Public and Staff parking for the facility is located along the west end of the facility. Station No.61 has concrete aprons with asphalt drives and parking.

Description of Fire Station No.62:

Fire Station No. 62 was originally built in the 1970s. The original station was two stories. The Station had an interior and exterior renovation in the 1990's. The facility is constructed of CMU masonry bearing structure with face brick exterior. The second floor is composite concrete and steel bar joists. The bay roofs are flat, structure is steel bar joists, the house is wood trusses with plywood deck and shingles. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the residence areas.

This is the satellite station for the Fire Company. The Fire Company's training activities is based out of this facility and includes storage for all required equipment. The station also has facilities for its volunteer and shift firefighters, associated office, and support areas.

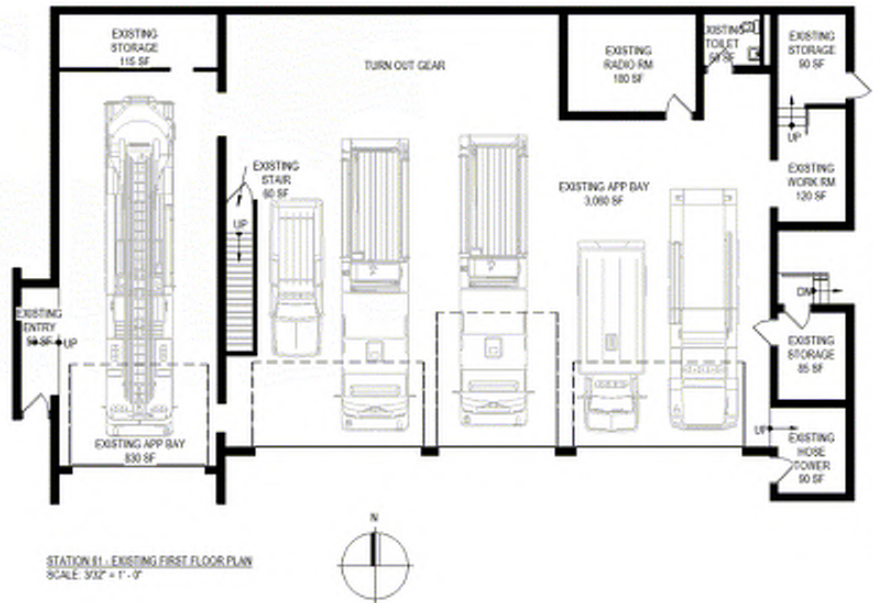
Station No.62 is located just South of downtown Glen Ellyn off Roosevelt (Rt-38). The fire apparatus discharges directly onto Taft Avenue. Public and Staff parking for the facility is located along the west end of the facility. Station No.62 has concrete aprons with asphalt drives and parking.

SECTION 2

Fire Station No.61 Existing Building Plans

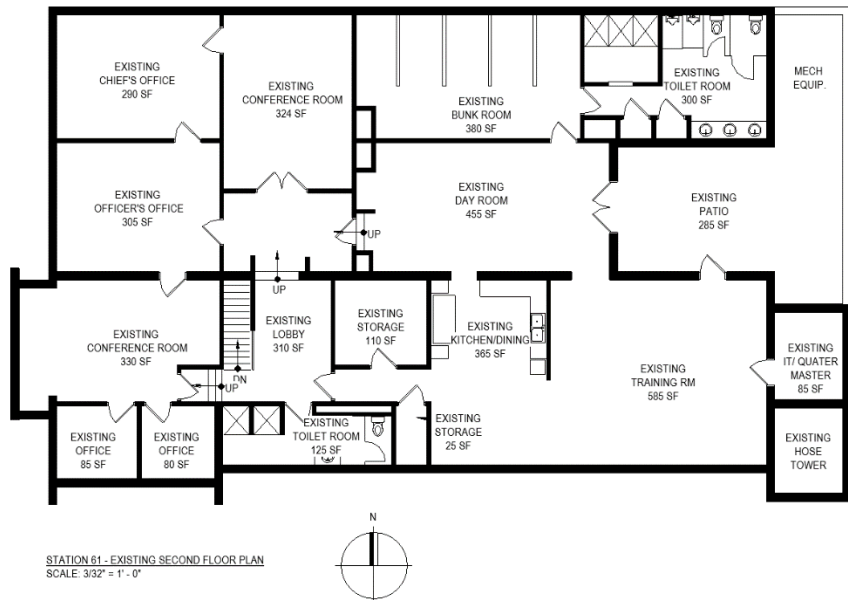
First Floor Net Area:
4,785 sq.ft.

First Floor Gross Area:
5,415 sq.ft.



Second Floor Gross Area:
4,265 sq.ft.

Second Floor Gross Area:
4,970 sq.ft.



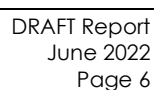
Fire Station No.62

Existing Building Plans

First Floor Gross Area:
8,735 sq.ft.



**Second Floor Gross Area:
2,845 sq.ft.**



SECTION 3

Fire Station No.61 & No.62

Space Needs Analysis

Space Needs Analysis

Following this description is a matrix that evaluates the Fire Company's current space usage and what their anticipated use will be in the future at both Fire Station No.61 & No.62. The difference between current conditions and proposed is substantial. Part of this need is immediate in nature and the tight crunch of this substantial deficit is felt in current operations and use. Other elements are trying to anticipate the future of the fire service and prepare to have space when the service grows and changes.

The shift from a volunteer to full time paramedic service has changed service operations and building's needs. If the fire service shifts in the future from volunteer to full time the operations and building's needs would drastically change. While it is understood that this shift requires additional living quarters, there are other changes that have affected other areas in a station. Office needs have expanded due to the increased paperwork, reports, and areas of specialization in the service. Training is more important than ever, and having space for training, training storage, study areas, public education, etc. all requires increased area.

Several areas within the current station do not meet NFPA guidelines and do not provide proper clearances around equipment being stored on the bay floor. Providing adequate space around equipment and keeping a clear bay floor promotes safety and helps to ensure a safe route for responders to vehicles.

The program was developed with the help of the Fire Company taking into consideration their current uses, needs, and operations. Room and space sizes are based upon NFPA guidelines, office standards (see Section x at end of this report) and FGM's expertise.

See Space Needs Programs on the following pages.



Glen Eylln Volunteer Fire Company
Fire Station No 61
Station Study - Space Program

FGMA ARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public			
1.0 Entry Vestibule	-	70	
2.0 Lobby	-	140	
3.0 Training Room	585	2,000	60 people partial tables & chairs
4.0 Training Storage	0	250	Tables, Chairs, Equipment
5.0 Kitchenette	-	20	open to training room
6.0 Museum	-	100	
7.0 Restrooms	-	240	(1) single user toilet room(s)
Sub-Total	585	2,820	
15% Circulation Factor	-	423	
PUBLIC TOTAL	585	3,243	Net Sq. Ft.
B. Administration			
1.0 Chief Office	295	180	
1.0 BC Office	-	160	
2.0 Officer Room	305	320	(1) cubicles
3.0 EMS Office	80	120	
4.0 Training Office	85	120	
5.0 Meeting Office	-	120	Exist. Training Office - Future Meeting
6.0 Conference Room	330	-	
7.0 Conference Room	324	525	Conference table for (10) + loose seating for (20)
8.0 Admin Storage	80	80	
9.0 Break Room	-	150	Table, Refrigerator, Sink, Microwave
Sub-Total	1,204	1,595	
25% Circulation Factor	-	399	
ADMINISTRATION TOTAL	1,204	1,994	Net Sq. Ft.
C. Residential			
1.0 Dayroom - 8	455	550	Greatroom concept
2.0 Kitchen - 8	160	220	(1) Commercial fridge, (1) pantries, (1) Residential Range
3.0 Dining Room - 8	200	180	
4.0 Bunkrooms - 8	380	720	90 SF - bed & desk (No door)
5.0 Single User Restrooms	360	400	Provide (1) rooms, each with toilet, sink and shower, located off locker room
6.0 Locker Room	-	165	(18) 2'x2'x6' lockers with 2'x2'x2' bedding locker, (1) extra sinks
7.0 BC Suite	-	180	Bed, desk. Existing is just bunk, office in admin
8.0 Radio Room	160	240	Adjacent to bays, (1) workstation, mailboxes, (1) copier
9.0 Fitness Room	-	750	equipment, cardio, stretching area
10.0 Janitor Closet/Supplies	Exist. Bay Floor	30	
11.0 Residential Laundry	Exist. Bay Floor	70	washer, dryer, supplies, storage
Sub-Total	1,715	3,505	
20% Circulation Factor	-	701	
RESIDENTIAL TOTAL	1,715	4,206	Net Sq. Ft.
D. Apparatus Area			
1.0 Main Apparatus Bays	2,550	2,550	(2) Engine, (1) Medic, (1) Pickup
2.0 Secondary Apparatus Bays	830	830	(1) truck



Glen Ellyn Volunteer Fire Company
Fire Station No 61
Station Study - Space Program

FGMA ARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
3.0 Antique Engine Display	-	700	End to museum?
4.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
5.0 Toilet	50	50	
6.0 Turnout Gear	508	508	(18) lockers
7.0 Workroom/ Bay Storage	50	180	small chop bench, equipment, tool box, parts storage
8.0 Seasonal Storage	Exist. Bay Storage	80	
9.0 Bay Laundry	Exist. Bay Floor	180	Extractor, washer, dryer, laundry tub
10.0 Hose Tower	90	90	
11.0 Hose Storage	Exist. Hose Tower	Exist. Hose Tower	In hose tower
12.0 Public Ed Storage	Under Exist. Stair	40	
13.0 Bay Storage	Exist. Work Room	180	
14.0 EMS Storage	Under Exist. Stair	60	
15.0 Quartermaster Storage - 3	85	180	(1) Control (1) Medic (1) Volunteer
Sub-Total	4,163	5,788	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	4,163	5,788	Net Sq. Ft.

E. Support/Storage

1.0 Mechanical Room	-	50	Existing RTU's
2.0 Electrical Service	Exist. Bay Floor	Exist. Bay Floor	
3.0 I.T. Room	Exist. In Quartermaster	75	2 racks - cameras, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	80	80	
5.0 Training Device Storage	Exist. Bay Floor	-	
6.0 Prop Storage	Exist. Bay Floor	-	
7.0 Stairs - 2	60	800	200sf per floor
8.0 Elevator	-	200	200sf per floor
9.0 Emergency Generator	115	-	current Off App Bay. Possible locate outside?
Sub-Total	255	1,205	
10% Circulation Factor	-	121	
SUPPORT/STORAGE TOTAL	255	1,326	Net Sq. Ft.

Sub-total Net Building Area	7,922	16,556	
15% Grossing Factor	-	2,483	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	10,400	19,040	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL		
Public Parking		4
Staff Parking	?	20
Volunteer Parking		10
Outdoor Patio	280	280
Dumpster Enclosure	50	50



Glen Eylln Volunteer Fire Company
Fire Station No 62
Station Study - Space Program

FGMARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
A. Public			
1.0 Entry Vestibule	50	70	
2.0 Lobby	-	120	
3.0 Training Room	1,100	2,000	60 people partial tables & chairs
4.0 Training Storage	75	250	Tables, Chairs, Equipment
5.0 Kitchenette	-	20	open to training room
6.0 Restrooms	-	240	(1) single user toilet rooms
Sub-Total	1,225	2,700	
15% Circulation Factor	-	405	
PUBLIC TOTAL	1,225	3,105	Net Sq. Ft.
B. Administration			
1.0 Officer Office	-	160	
2.0 Officer Room	-	240	(1) cubicles
3.0 EMS Office	85	120	
4.0 Training Office	-	120	
Sub-Total	85	640	
25% Circulation Factor	-	160	
ADMINISTRATION TOTAL	85	800	Net Sq. Ft.
C. Residential			
1.0 Dayroom - 8	365	550	Greatroom concept
2.0 Kitchen - 8	145	220	(1) Commercial Range, (1) pantries, (1) Residential Range
3.0 Dining Room - 8	-	180	
4.0 Bunkrooms - 8	503	720	90 SF - bed & desk (No door)
5.0 Single User Restrooms	230	400	Provide (1) rooms, each with toilet, sink and shower, located off locker room
6.0 Locker Room	Existing Bunk Room	165	(18) 2'x2' lockers with 2'x2' bedding locker, (1) extra sinks
7.0 Officer Suite	-	180	Bed, desk, Existing is just bunk, office in admin
8.0 Radio Room	120	240	Adjacent to bays, (4) workstations, mailboxes, (1) copier
9.0 Fitness Room	-	750	equipment, cardio, stretching area
10.0 Janitor Closet/Supplies	Exist. Work Room	30	
11.0 Residential Laundry	Exist. Bay Laundry Rm	70	washer, dryer, supplies, storage
Sub-Total	1,363	3,505	
20% Circulation Factor	-	701	
RESIDENTIAL TOTAL	1,363	4,206	Net Sq. Ft.
D. Apparatus Area			
1.0 Apparatus Bays	5,140	5,140	(1) Engine, (1) Medic, (1) Pickup, (1) Brush Truck, (1) Boat Trailer
2.0 Wash Bay	500	500	
3.0 Shift Counter	-	160	counter, storage, chargers, monitor, maps, bay control zone
4.0 Turnout Gear	Exist. Bay Floor	320	(18) lockers
5.0 Workrooms/ Parts Storage	300	200	small shop bench, equipment, tool box, parts storage
6.0 Seasonal Storage	Exist. Bay Storage	Exist. Bay Storage	



Glen Eylln Volunteer Fire Company
Fire Station No 62
Station Study - Space Program

FGMARCHITECTS

March 15, 2022
FGM # 22-3310.01

Space Description/Room	Existing Area (Sq. Ft.)	Proposed Area (Sq. Ft.)	Notes/Comments
7.0 Bay Laundry	85	180	Extractor, washer, dryer, laundry tub
8.0 Hose Tower	75	40	
9.0 Hose Storage	Exist. Bay Laundry Rm	30	In hose tower
10.0 Public Ed Storage	Exist. Bay Storage	Exist. Bay Storage	
11.0 Bay Storage	65	250	
12.0 EMS Storage	Exist. EMS Office	60	
13.0 Quartermaster Storage - 3	130	180	(1) Contract (1) Medic (1) Volunteer
Sub-Total	6,295	7,060	
0% Circulation Factor	-	-	
APPARATUS AREA TOTAL	6,295	7,060	Net Sq. Ft.

E. Support/Storage

1.0 Mechanical Room	-	60	Mix of RTU and furnace
2.0 Electrical Service	50	80	
3.0 I.T. Room	85	75	(1) racks - camera, remote access, alerting, phones, etc.
4.0 Water Service/Sprinkler	Exist. Bay Floor	-	keep on bay floor
5.0 Training Device Storage	Exist. Bay Floor	1,000	
6.0 Prop Storage	Exist. Bay Floor	500	
7.0 Miscellaneous Storage	Exist. Bay Floor	100	Tables and Chairs
8.0 Stairs - 2	200	800	200sf per floor
9.0 Elevator	-	200	200sf per floor
10.0 Emergency Generator	-	-	located outside
Sub-Total	335	2,815	
10% Circulation Factor	-	282	
SUPPORT/STORAGE TOTAL	335	3,097	Net Sq. Ft.

Sub-total Net Building Area	9,303	18,268	
15% Grossing Factor	-	2,740	Walls, mechanical chases, etc. allowance
TOTAL GROSS BUILDING AREA REQUIRED	7,180	21,008	Gross Sq. Ft.

EXTERIOR SPACE NEED REQUIREMENTS

Parking, TOTAL			
Public Parking		4	
Staff Parking	18	20	
Volunteer Parking		10	
Outdoor Patio	200	200	
Dumpster Enclosure	150	150	SF

Existing SF
Lower Level: 5,520 sf
Upper Level: 1,608 sf

SECTION 4

Fire Station No.61 Existing Condition Report



Existing Building Condition Report

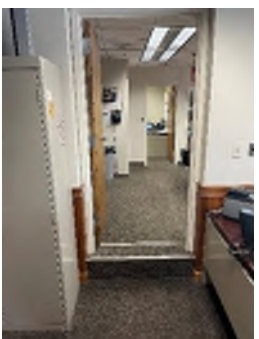
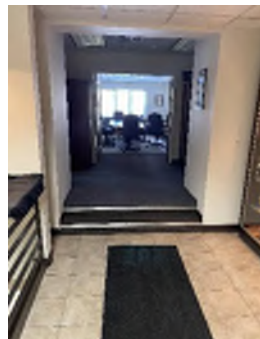
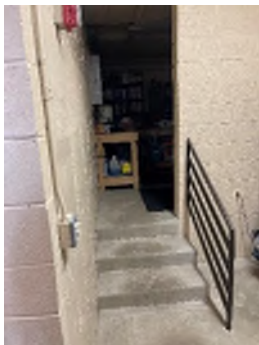
Fire Station No. 61 was originally built in 1956. The original station was two stories. There was an addition to the bays in the 1960's and an addition to the second story in 1997. The bays and original portion of the facility is constructed of CMU masonry bearing structure with face brick exterior on the front façade with accent tile panels. The second floor is precast concrete. The bays and original building's roofs are flat with steel bar joist structure. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the admin and residence areas.

Site and Parking

- Visitation by the public is difficult due to there being (3) entrance doors to approach with no clear main entrance. There are several doors around the facility that could serve as a main entry. In addition, every entrance or egress exit is not accessible. A main entrance and means of accessible egress need to be added.
- The public and staff parking spaces for the facility is on the west side of the building. There are some convenience parking spaces and accessible parking spaces provided near East entrance, but most visitors approach from the west, who will typically use the first parking lot they approach. This site access then requires public to cross the apparatus bay apron to reach the entry. This poses a potential safety risk for public and firefighters and needs to be addressed.
- The asphalt parking and drives are well maintained but have areas of cracking and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- The concrete apron has cracking at the control joints and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- The existing concrete apron at the front of the station is not large enough to pull the vehicles out for regular inspections as requires the staff to stop traffic downtown to back the vehicles into the apparatus bay. The depth of the apron should be increased to allow safer vehicle operation and required vehicle inspections.

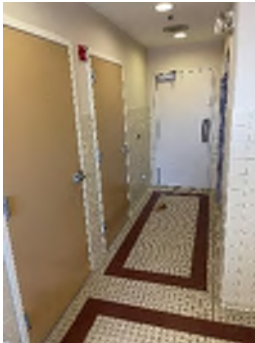
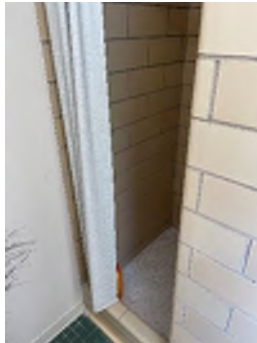
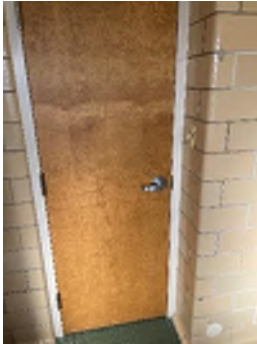
SECTION 4**Fire Station No.61****Existing Condition Report****Building Envelope:**

- The existing flat roof consists of roofing membrane, rigid insulation and is supported by steel decking and bar joists. The roofing membrane appears to be nearing the end of its life expectancy and should be replaced soon.
- There are several steel lintels at window and door openings that have surface rust present. If not addressed soon these lintels will continue to deteriorate and potentially allow water to penetrate the cavity wall and lead to other issues. It is suggested that all steel lintels be sanded and receive the required primer/paint coats to seal and protect the steel.
- Several areas of veneer brick were noted as having efflorescence or cracked grout joints at walls, parapets, and sills. Though some areas appear to have been tuck pointed or caulked, there were many other areas that have been yet to be addressed. These issues appear to be the result from water penetrating the cavity wall from multiple sources such as parapets, and heads and sills of windows. These issues should be addressed by tuckpointing all of the exterior brick veneer walls.
- Large portions of the existing accent tile wall panels on all sides of the facility are cracking and starting to fall off, this leaves the existing substrate exposed to the elements and further damage. This issue needs to be addressed so as to not allow more water to penetrate the tile surfaces and continue to damage the wall.
- Due to the time frame in which the building was constructed and from reviewing the original construction drawings, the exterior cavity walls contain approximately 1" of rigid insulation. This is a third of the required amount based on today's construction standards and Energy Code requirements. This condition results in a higher energy usage and cost for the Owner.
- The existing aluminum clad wood windows (1997) appear to be in good shape, no issues with the windows were reported. It is suggested they be replaced with more energy efficient windows to reduce energy usage and cost for the Owner.
- The existing glass sectional overhead doors (1997) have missing glass panels, cracked seals and do not meet the current energy code. This condition results in a higher energy usage and cost for the Owner. Overhead doors appear to be at the end of their life expectancy and should be replaced soon.

SECTION 4**Fire Station No.61
Existing Condition Report****Accessibility:**

Since the building was constructed and last renovated, accessibility requirements have changed with the Americans with Disabilities Act (ADA). The accessibility guidelines mandate that all public facilities are to be designed, constructed, or altered to assure equal accessibility to all members of society. If any type of renovation within the building occurs, multiple accessibility violations would need to be addressed. The violations range from minor issues to larger problems that would require significant renovation work. Below is a summary of violations reviewed during the building assessment:

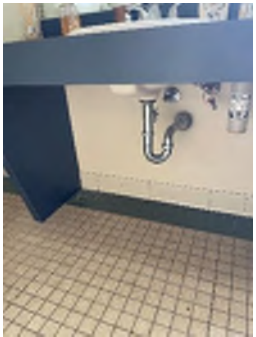
- All entrance/egress exits for the facility do not meet ADA requirements due to existing elevation changes at stairs and gas curbs that do not allow a handicapped visitor or employee to enter or exit the facility safely.
- There is no existing elevator, accessible stairs or ramps that currently serve the facility, a handicapped visitor or employee cannot currently access the public board room, training room, administration offices and conference room since they are on the second floor.
- Existing Stair from the Apparatus Bay to the Second floor does not meet ADA requirements due to head clearance issues. Head clearance is inches below the required minimum head clearance.
- Existing Stair from the Apparatus Bay to the Second floor does not have ADA required guardrails and handrails. Also, handrails do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- All second-floor egress paths to exit the facility do not meet ADA requirements due to existing elevation changes at stairs with no ramps or lifts provided as well as trip hazards and obstacles at door thresholds that do not allow a handicapped visitor or employee to exit or travel through the facility safely.

SECTION 4**Fire Station No.61
Existing Condition Report****Accessibility:**

- All second-floor toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls. Additionally, shower bases are either raised above the top of floor elevation or have a block curb at shower entrance that does not allow access to the showers.
- All second-floor toilet/shower rooms are lacking an ADA compliant toilet stall.
- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.
- Most doors access and exits to and from occupiable rooms along the path of egress do not have the required push/pull clear floor space provided that allows a handicapped visitor or employee to enter or exit the facility safely.
- Existing stairs, toilet rooms and exits do not meet ADA signage requirements, no signage is currently provided. The entire facility needs to be provided with ADA compliant rooms signage.

SECTION 4

Fire Station No.61 Existing Condition Report



Building Code Issues:

- There is no existing elevator that serves the facility. Currently, a handicapped visitor or employee cannot currently access the public board room, training room, administration offices and conference room since they are on the second floor. This issue needs to be addressed.
- Existing Stair from the Apparatus Bay to the Second floor does not have ADA required guardrails and handrails. Also, handrails do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- There is not a code compliant egress path from second floor. Stair is not enclosed in fire rated construction, does not meet the minimum width requirement, and does not exit directly to the exterior. Two egress stairs required for exiting. This issue needs to be addressed.
- Code required fire serrations are not provided between Storage (Apparatus Bay), Residence (Bunks, Dayroom, Kitchen, etc) and Business (Administration) occupancies. This issue needs to be addressed.
- Hollow metal steel framing glazing systems at stair location are not fire rated. This issue needs to be addressed.
- Sprinkler/Electric room off apparatus bay is currently being used for overflow storage and minimum clearances to panels and water main is not provided. This is allowed but does allow for tampering with valves and equipment. Best practice is to provide a location for this equipment that can be secured and reduce storage in this space.
- First floor toilet room and second floor mech room do not have code required floors drains provided. This issue needs to be addressed.
- All exposed sink and lavatory piping not covered or protected.
- Commercial hood in second floor kitchen not provided with required make-up air unit. This issue needs to be addressed is hood is altered in the future.

SECTION 4**Fire Station No.61****Existing Condition Report****NFPA Life Safety Code:**

The National Fire Prevention Association (NFPA) publishes a series of safety codes and standards devoted to minimizing the possibility of fire and other risks. As a public facility dedicated to minimizing fires and other risks, this PSB is required to follow the standards set forward by the NFPA Life Safety Code Standards. Below is a list of NFPA violations that were observed:

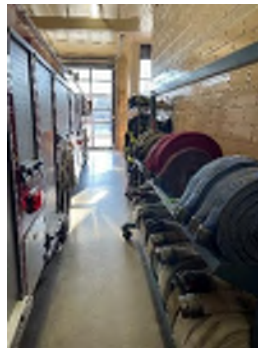
- There is no NFPA 72 compliant gas detection system within the Apparatus Bay.

NFPA 1851 lays out the guidelines for handling elements that have been contaminated with hazardous materials. Many of the standards are related to standard operating procedures that need to be developed by the Fire Department. However, some of the procedures also require physical spaces that need to be integrated into the existing building. Listed below are some of the observed violations of NFPA 1851 due to space limitations within the current facility:

- To prevent cross contamination, a designated decontamination area is required for routine cleaning of personal protective equipment that has been in contact with hazardous materials. There is no dedicated decontamination room observed within the current facility, all fire gear is being stored on the Apparatus Bay floor.

General Notes:

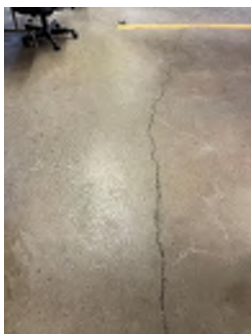
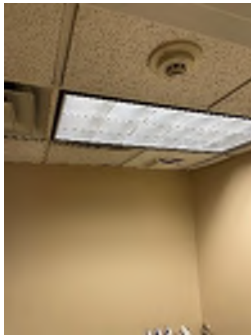
- Most of the facility has 2'x2' acoustical ceiling tiles that appear to be in good condition. All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms and kitchen be replaced with a more durable product like solid surface or quartz.

SECTION 4**Fire Station No.61****Existing Condition Report****First Floor Interior:****Entry**

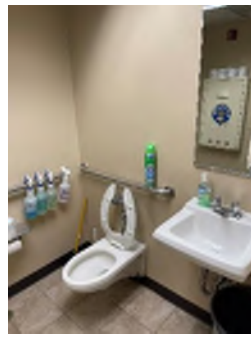
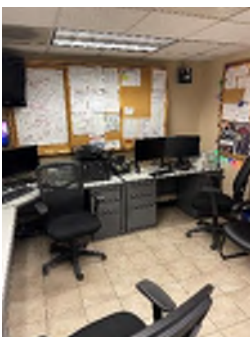
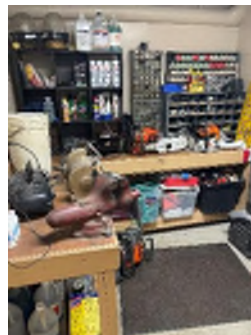
- Existing entrance doors do not meet the current Building and ADA codes and need to be addressed. See Building Code and Accessibility sections for additional information.
- There are (4) existing entrances into the station and none of them clearly designate a main or public entrance. All exterior HM doors do not have any sidelights or visions light glass provided. Existing hollow metal doors do not help designate entry into the facility or invite public. At a minimum, (1) door should be selected and designated as the main entry.
- There are no vestibules provided at entrances, this allows unconditioned air to enter conditioned spaces very time the door is opened. This condition results in a higher energy usage and cost for the Owner. At a minimum, designated main entry should be provided with a vestibule.

Apparatus Bay

- Apparatus Bays are a back-in style bay. The bays are tight based upon the original bay spacing. In addition, equipment, storage, and other storage is also stored directly off the bay floor. This storage encroaches on egress aisles around vehicles and provides a safety concern.
- Apparatus Bay has (6) bays that house (1) Ladder Truck, (2) Engines, (1) Squad, (1) Medic.
- Apparatus bay walls are exposed masonry that consists of glazed block up to 8'-0" with painted block above. Block appears to be in good shape overall but there was block separation noted at the southwest corner of the apparatus bays. Slight separation at the vertical joint at the interface between two CMU walls in the SW corner due to not interlocking running bond of the block when installed. This issue should be addressed.
- Apparatus Bays are equipped with a vehicle exhaust capture system. The motor for this system is mounted in the bays. This installation in a space with all hard surfaces (sealed concrete floor, exposed concrete planks, block walls) increases the amount of noise that is produced in the apparatus bays, providing a negative impact on acoustics within the space.

SECTION 4**Fire Station No.61****Existing Condition Report****Apparatus Bay**

- The Apparatus Bay is heated by forced air furnaces. No cooling is provided. Exhaust fan at North wall of Apparatus Bay. 20-year-old mechanical equipment is in fair condition but past its useful lifespan.
- (7) floor drains serve the Apparatus Bay floor. The floor drains are routed through a triple oil basin.
- There is no NFPA 72 compliant gas detection system within the Apparatus Bay. This issue needs to be addressed.
- All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The existing glass sectional overhead doors (1997) have missing glass panels, cracked seals and do not meet the current energy code. This condition results in a higher energy usage and cost for the Owner. Overhead doors appear to be at the end of their life expectancy and should be replaced soon.
- The Apparatus Bay doors are only 12'-0" high, which limits what equipment can be stored at the Station. The department of transportation standards recommends a minimum height of 13'-10" that will accommodate most equipment. This issue should be addressed.
- Existing concrete slab cracking was observed in the Apparatus Bay. Floor cracking in the apparatus bays does not present a structural integrity issue but issue should be addressed.
- Exposed concrete slab is in fair condition but has received years of stains after absorbing fossil fuels and chemicals. It is suggested that the concrete floor get coated with an epoxy system to seal the existing conditions of the slab, protect for future use and add slip resistance to the floor coating.

SECTION 4**Fire Station No.61
Existing Condition Report****Apparatus Bay**

- Turnout gear lockers are provided and installed along the walls of the bay. Locating gear directly on the bay floor exposes the personal protective equipment to UV lighting, fluorescent lighting, apparatus exhaust, and potential theft. This is a vital piece of protective equipment for the firefighter. Maintenance and proper storage is vital. Best practices say that this equipment should be housed in a separate room that can be shut off from most of the items listed above.
- All personal and gear laundry is done on the bay floor, this poses issues for contamination between clean and dirty spaces. Clean towels and other items are stored exposed on the bay floor. To prevent cross contamination, a designated decontamination area is required for routine cleaning of personal protective equipment that has been in contact with hazardous materials. There is no dedicated decontamination room observed within the current facility, all fire gear is being stored on the Apparatus Bay floor.
- The EMS supply room is undersized and is not easily accessible under the stairs. Room should be increased to allow room for occupants to access equipment. Room is secured which follows NFPA guidelines.
- A separate EMS Decon area is not provided NFPA guidelines recommends an EMS Decon area be provided to wash and clean off pathogens and other contaminants from equipment during calls.

Work Room

- Work Room is undersized and does not allow for all of the toolboxes and related equipment to be located in the same room.

Radio Room

- The radio room is undersized. This office is the main office for the firefighters and should be sized appropriately to allow them to complete reports and duties. This space should be provided with a gas curb as best practice to separate it from the gases and fumes of the apparatus bay.

Apparatus Bay Toilet

- Toilet Room is undersized and does not meet the current ADA requirements. See accessibility notes for additional information.

SECTION 4**Fire Station No.61
Existing Condition Report****Second Floor Interior:****Admin Lobby and Conference Room**

- Several building and accessibility code issues were noted, see building and accessibility code notes for additional information.
- Conference room is undersized and needs to accommodate not just a conference table for (10) but also loose seating for (20) public attendance.
- Flooring, ceilings, and lighting all appear to be original to the last renovation but appear to be in fair condition.
- All existing light fixtures appear to be fluorescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.

Fire Chief, Battalion Chief, Officer Offices and Conference Room

- Several building and accessibility code issues were noted, see building and accessibility code notes for additional information.
- Fire Chief's Office is a correctly sized but could be reduced if required for renovation. Office accommodates (1) workstation and (1) meeting table.
- Officer's Office appears to be original and is correctly sized. There are (4) workstations that appear to be in good condition, but workspace is very small with desks in extremely close proximity. This space can be changed from workstations to countertops surrounding the room to allow for a more economic use of space and file storage.
- (2) offices and conference room are a bit under sized but appear to be currently working for the users. Offices have combined file storage in the conference room, might want to consider moving into offices for security reasons.
- Flooring, ceilings, and lighting all appear to be original to the last renovation but appear to be in fair condition.

SECTION 4**Fire Station No.61****Existing Condition Report****Storage Rooms**

- Second floor mech room do not have code required floors drains provided. This issue needs to be addressed.
- Storage and supply rooms appear to be correctly sized. There is a potential opportunity to reorganize, and change replace shelving and remove unused equipment to provide more storage space.

Kitchen

- The kitchen for the facility is undersized. Existing refrigerators and ice makers are located in adjacent storage rooms because there is not space to locate them in the kitchen. Current trends have utilized multiple refrigerators and pantries to accommodate the multiple shifts.
- Existing countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in kitchen be replaced with a more durable product like solid surface or quartz.
- Commercial hood in second floor kitchen not provided with required make-up air unit. This issue needs to be addressed is hood is altered in the future.
- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to reach range and maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.

Training Room

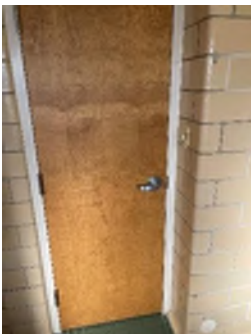
- Existing training room is severely undersized. Currently training occurs weekly at this station. Existing training room was designed to seat (18) but (60+) attend weekly training sessions and require the sessions to be located at on the bay floor or at station 62. To correctly accommodate the current space needs for training this space needs to be larger.

SECTION 4**Fire Station No.61
Existing Condition Report****Bunk/Locker Room**

- There are (4) existing bunk areas separated by cubical partitions. Bunk count does not meet current need for future growth. Existing bunks do not allow required separation between individuals but does allow noise to easily reverberate throughout the entire room. Current trends have all 4 walls of the bunk room from floor to ceiling provide with sound batte insulation to reduce sound transfer, doors or door opening can be provided depending on the station's operation.
- (6) lockers are provided, this is not enough lockers to meet future growth. Additional lockers need to be provided. Current trends have the lockers either located in the individual bunk rooms or in a combined locker room with toilet/shower rooms directly located off the locker room to allow for indivual changing space.

**Men's and Women's Toilet Rooms**

- All second-floor toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls. Additionally, shower bases are either raised above the top of floor elevation or have a block curb at shower entrance that does not allow access to the showers.
- Current trends have individual toilet/shower rooms provided in lieu of men's and women's multiuser toilet rooms to allow for indivual changing, shower and toilet room space.
- Existing countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms be replaced with a more durable product like solid surface.
- Countertops do not meet ADA requirements in regard to maximum work surface height requirements. This needs to be addressed.



SECTION 4**Fire Station No.62****Existing Condition Report****Existing Building Condition Report**

Fire Station No. 62 was originally built in 1972. The original station is two stories. There was a significant renovation to the existing station in 1997 and not much has been done to the station since then. The facility is constructed of CMU masonry bearing structure with face brick exterior. The second floor is composite concrete deck with steel bar joists. The bay roofs are flat, structure is steel bar joists, the house is wood trusses with plywood deck and shingles. The interior walls at these locations are mainly CMU block partitions in the apparatus bay and bay support areas with gypsum board partitions in the residence areas.

Site and Parking

- The public and staff parking spaces for the facility is on the west side of the building.
- There are two existing public entrances, neither public entrance or egress exit is accessible, a main entrance and means of accessible egress needs to be added.
- The asphalt parking lot and drives are well maintained but have areas of cracking and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- The concrete apron has cracking at the control joints and should be replaced in the near future. If not replaced now, water will continue to penetrate below the paved surface to the base and degrade the surface.
- Existing trash enclosure for dumpsters need to be provided per Village Ordinance. Trash enclosure pickets appear to be deteriorating and should be replaced soon. Steel bollards and framed gate doors to be provide in lieu of wood framed for longer life cycle and durability.

Building Envelope:

- Several areas of veneer brick were noted as having efflorescence or cracked grout joints at walls. Though some areas appear to have been tuck pointed or caulked but there were many other areas that have been yet to be addressed. These issues appear to be the result from water penetrating the cavity wall from multiple sources such as parapets, and heads and sills of windows. These issues should be addressed by tuckpointing all of the exterior brick veneer walls.
- Existing flat roof membrane and pitched roof shingles appear to be in good shape. Roofs should be regularly inspected and maintained per manufacturer's warranty.
-

SECTION 4

Fire Station No.62 Existing Condition Report

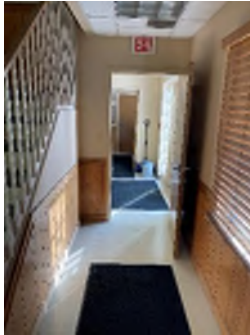
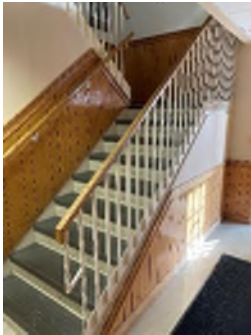


Building Envelope:

- Due to the time frame in which the building was constructed and from reviewing the original construction drawings, the exterior cavity walls contain approximately 1" of rigid insulation. This is a third of the required amount based on today's construction standards and Energy Code requirements. This condition results in a higher energy usage and cost for the Owner.
- There are several steel lintels at window and door openings that appear to have started to rust at the surface and were painted. If not addressed soon these lintels will continue to deteriorate and potentially allow water to penetrate the cavity wall and lead to other issues. It is suggested that all steel lintels be sanded to remove paint and surface rust and receive the required primer/paint coats to seal and protect the steel.
- The existing aluminum clad wood windows (1997) appear to be in good shape, no issues with the windows were reported. It is suggested they be replaced with more energy efficient windows to reduce energy usage and cost for the Owner.
- The existing glass sectional overhead doors (1997) appear to be in good shape, no issues with the doors were reported. It is suggested they be replaced with more energy efficient doors to reduce energy usage and cost for the Owner.
- Several existing column covers and North entry are broken at the base and should be repaired or replaced. Broken columns are allowing animals/insects to inhabit the columns and debris to collect at their bases.

SECTION 4**Fire Station No.62
Existing Condition Report****Accessibility:**

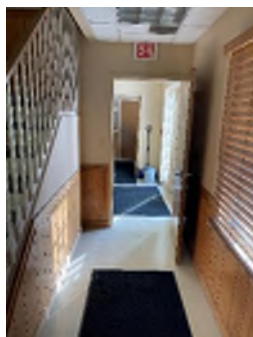
Since the building was constructed and last renovated, accessibility requirements have changed with the Americans with Disabilities Act (ADA). The accessibility guidelines mandate that all public facilities are to be designed, constructed, or altered to assure equal accessibility to all members of society. If any type of renovation within the building occurs, multiple accessibility violations would need to be addressed. The violations range from minor issues to larger problems that would require significant renovation work. Below is a summary of violations reviewed during the building assessment:



- All entrance/egress exits for the facility do not meet ADA requirements due to existing elevation changes at stoops that do not allow a handicapped visitor or employee to enter or exit the facility safely.
- There is no elevator, accessible stairs or ramps that currently services the facility, a handicapped visitor or employee cannot currently access the training room since they are on the second floor.
- Existing Stair to the Second floor does not have ADA required handrails. Also, handrails are not the proper shape or diameter and do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- All second-floor egress paths to exit the facility do not meet ADA requirements due to doors swinging the wrong way that do not allow a handicapped visitor or employee to exit or travel through the facility safely.
- All toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls.
- All toilet/shower rooms are lacking an ADA compliant toilet.

SECTION 4

Fire Station No.62 Existing Condition Report

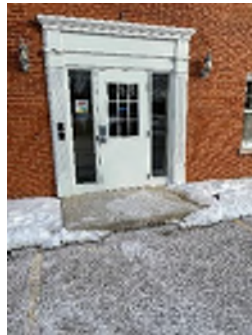


Accessibility:

- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.
- Existing stairs, toilet rooms and exits do not meet ADA signage requirements, no signage is currently provided. The entire facility needs to be provided with ADA compliant rooms signage.

Building Code Issues:

- There is no elevator that services the facility. Currently, a handicapped visitor or employee cannot currently access the public training room or toilet rooms since they are on the second floor. This issue needs to be addressed.
- The existing Stair does not have ADA required hand and guard rails. Also, handrails are not the proper shape or diameter and do not extend beyond the top and bottom risers the required 12". The guardrails and handrails would need to be replaced with new compliant guardrails and handrails.
- There is not a code compliant egress path from second floor. Stair is not enclosed in fire rated construction, does not meet the minimum width requirement, and does not exit directly to the exterior. Two egress stairs required for exiting. This issue needs to be addressed.
- All exposed sink and lavatory piping not covered or protected.

SECTION 4**Fire Station No.62
Existing Condition Report****First Floor Interior:****General Notes**

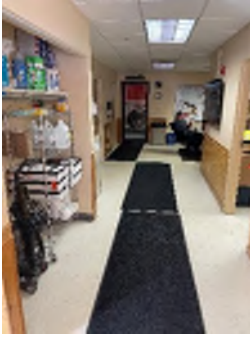
- Most of the facility has 2'x2' acoustical ceiling tiles that appear to be in good condition. All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms and kitchen be replaced with a more durable product like solid surface or quartz.

Entry

- Existing entrance doors do not meet the current Building and ADA codes and need to be addressed. See Building Code and Accessibility sections for additional information.
- There are (2) existing entrances into the station and either of them clearly designate a main or public entrance. Both entrances are close to the parking lot and enter directly into living spaces and not a vestibule/lobby space. Location and designation of main entrance should be addressed.
- There are no vestibules provided at entrances, this allows air infiltration every time the door is opened. This condition results in a higher energy usage and cost for the Owner. At a minimum, designated main entry should be provided with a vestibule.
- West entrance is dark and undersized, visitors entered into a small corridor surrounded with doors. A more inviting entry should be reviewed, this can be addressed in the redesign of the egress stair route to meet code requirements.

SECTION 4

Fire Station No.62 Existing Condition Report



Main Corridor/Dining Room

- Corridor is oversized for this station and is currently taking away valuable storage space from the adjacent quartermaster and watch office.
- Dining Room is the main gathering space for the station. This space is separated from the dayroom, the staff have requested that these spaces be closer in relation to allow gathering by more staff for meals and group activities.
- Doors have been removed from supply closet to allow for more storage, this room is undersized and should be enclosed and relocated from the main gathering space.
- VCT floors appear to be in good shape and maintained but LVT of walk off carpet tiles should be reviewed as replacements due to the current use of loose carpet runners throughout the station.
- There is not an existing gas curb between the apparatus bay and dining room, this is not required but at a minimum the existing storefront door should have weather seals to minimize exhaust and contaminants from entering the living spaces directly.

Kitchen

- The kitchen for the facility is undersized. Current trends have utilized multiple refrigerators and pantries to accommodate the multiple shifts. To provide these amenities the kitchen would have to be larger.
- Sink base cabinet kitchen does not allow front approach wheelchair access as required per ADA. Sink base would need to be replaced with ADA compliant sink base.
- Kitchen Countertops do not meet ADA requirements in regard to maximum work surface height requirements. The countertop is too high for a person in a wheelchair to access.
- Existing kitchen does not meet ADA requirements in regard to reach ranges, sink clearances, turning radius clearances and push/pull door clearance requirements. Existing kitchen does not have enough clear floor space for a person in a wheelchair to turn around, use the countertops/appliances or open the door to exit.

SECTION 4**Fire Station No.62
Existing Condition Report****EMS Supply/Office**

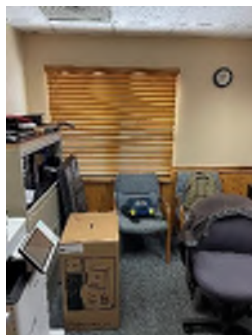
- What once was a report writing room is now EMS storage/office. Office function is underused due to the amount of work space being used for overflow storage. Additional storage space should be provided to allow for the work room to be properly utilized for report writing and studying.
- Existing casework and plastic laminate casework appears to be in good condition.

Quartermaster/IT Room

- Quartermaster storage is completely full and has no room to walk through the space, this space should be larger to accommodate for all the stations current and future storage needs.
- Existing IT equipment should be relocated from quartermaster storage to allow for additional storage to be relocated back into this room.

Toilet Rooms

- All toilet rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- Existing toilet rooms and do not meet ADA signage requirements, no signage is currently provided. The entire facility needs to be provided with ADA compliant rooms signage.

**Radio Room**

- Existing Radio room is not directly off of the apparatus bay, this room should be directly adjacent to the apparatus bay and provide a window in between the two spaces for direct sight onto the bays.
- Existing Radio Room is undersized, should be double the area to allow for mailboxes, (3) additional workstations and a copier to meet the stations current operational needs.
- Existing finishes appear to be in good condition.

SECTION 4

Fire Station No.62 Existing Condition Report



Dayroom

- Existing dayroom is located on the North side of the station. The front door of the station opens directly into the dayroom. Front door faces the main road, this creates for an undesirable entrance to the public. Public and semi-private spaces should be addressed at this station.
- Existing dayroom is undersized, staff had commented on the existing floor plan not allowing the dayroom and kitchen/dining to be directly adjacent to one another. A great room concept allows the staff to more frequently interact with each other during meal prep, dining and group activities.
- There is not an existing gas curb between the apparatus bay and dining room, this is not required but at a minimum the existing storefront door should have weather seals to minimized exhaust and contaminants from entering the living spaces directly.

Second Floor Interior:

Storage/Mech Room

- Existing mechanical room is currently being used for overflow supply storage. To maximize storage in this space it is suggested to utilize storage shelving units to get loose boxes off the floor incase of water heater leaks.

SECTION 4**Fire Station No.62
Existing Condition Report****Bunk/Locker Room**

- There are (4) existing bunk areas separated by cubical partitions. Bunk count does not meet current need or future growth. Existing bunks do not allow required separation between individuals but does allow noise to easily reverberate throughout the entire room. Current trends have all 4 walls of the bunk room from floor to ceiling provide with sound batte insulation to knock down sound transfer, doors or door opening can be provided depending on the station's operation.
- (6) lockers are provided, this is not enough to meet future growth. Additional lockers need to be provided. Current trends have the lockers either located in the individual bunk rooms or in a combined locker room with toilet/shower rooms directly located off the locker room to allow for individual changing space.

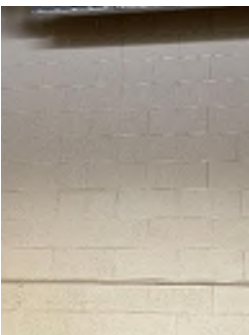
**Men's and Women's Toilet/Shower Rooms**

- All second-floor toilet/shower rooms do not meet ADA requirements in regard to reach ranges, plumbing fixture clearances, turning radius clearances and push/pull door clearance requirements. Inside the toilet rooms there is not enough clear floor space for a person in a wheelchair to turn around, transfer onto the toilet or open the door to exit. Also, the plumbing fixtures and several toilet accessories are not ADA compliant and the required grab bars are not provided.
- All second-floor toilet/shower rooms are lacking ADA compliant shower stalls. Additionally, shower bases are either raised above the top of floor elevation or have a block curb at shower entrance that does not allow access to the showers.
- All second-floor toilet/shower rooms are lacking an ADA compliant toilet stall.
- Current trends have individual toilet/shower rooms provided in lieu of men's and women's multiuser toilet rooms to allow for individual changing, shower and toilet room space.
- The countertops are plastic laminate with a composite wood core type, this product type at a wet surface location is not suggested due to possible delamination of the finish and deterioration of the composite wood core. It is suggested that all countertops in toilet rooms be replaced with a more durable product like solid surface.
- Countertops do not meet ADA requirements in regard to maximum work surface height requirements. This needs to be addressed.



SECTION 4

Fire Station No.62 Existing Condition Report



Training Room

- Existing training room is severely undersized. Currently training occurs weekly at this station. Existing training room was designed to seat (18) but (60+) attend weekly training sessions and require the sessions to be located at on the bay floor or at station 62. To correctly accommodate the current space needs for training this space needs to be larger.
- No training storage room is provided adjacent to the training room, Storage cabinets line the walls. By not have a separate storage room this undersized room to be less usable due to training tools and equipment to occupy the already limited space.
- Location of the staff's toilet and shower rooms directly off of the training room allows for continuous interruption during training as well as when staff gets back from a call. These spaces should be separated, and training room should have its own single user toilet rooms adjacent to them.

Apparatus Bays

- Apparatus Bays are a back-in style bay. The bays are tight based upon the original bay spacing. In addition, equipment, storage, and other storage is also stored directly off the bay floor. This storage encroaches on egress aisles around vehicles and provides a safety concern. The lack of bay, seasonal, training and public ed storage needs to be addressed.
- Apparatus Bay has (5) bays, (4) vehicle bays + (1) wash bay. Existing bays house (1) Ladder Truck, (2) Engines, (1) Squad, (2) Medic, (1) Brush Truck and (1) Boat.
- Apparatus bay walls are exposed masonry block, block is painted. Block appears to be in good shape overall but there were several step cracks noted at South wall of the apparatus bays. It appears that some areas of step cracking was addressed but areas of new cracking is apparent. This issue should be addressed.
- The Apparatus Bay is heated by gas fired heaters. No cooling is provided. Exhaust fan at North wall of Apparatus Bay. 20-year-old mechanical equipment is in fair condition but past its useful lifespan.
- Trench drains serve the Apparatus Bay floor. The floor drains are routed through an external triple oil basin.

SECTION 4**Fire Station No.62
Existing Condition Report****Apparatus Bays**

- All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient LED light fixtures.
- The existing glass sectional overhead doors (1997) appear to be in good shape, no issues with the doors were reported. It is suggested they be replaced with more energy efficient doors to reduce energy usage and cost for the Owner.
- The Apparatus Bay doors are only 12'-0" high, which limits what equipment can be stored at the Station. The department of transportation standards recommends a minimum height of 13'-10" that will accommodate most equipment. This issue should be addressed.
- Existing concrete slab cracking was observed in the Apparatus Bay. Floor cracking in the apparatus bays does not present a structural integrity issue but issue should be addressed.
- Exposed concrete slab is in fair condition but has received years of stains after absorbing fossil fuels and chemicals. It is suggested that the concrete floor get coated with an epoxy system to seal the existing conditions of the slab and protect for future use. Epoxy floor systems also provide slip resistance.
- Turnout gear lockers are provided and installed along the walls of the bay. Locating gear directly on the bay floor exposes the personal protective equipment to UV lighting, fluorescent lighting, apparatus exhaust, and potential theft. This is a vital piece of protective equipment for the firefighter. Maintenance and proper storage is vital. Best practices say that this equipment should be housed in a separate room that can be shut off from most of the items listed above.
- All personal and gear laundry is done on the bay floor, this poses issues for contamination between clean and dirty spaces. Clean towels and other items are stored exposed on the bay floor. To prevent cross contamination, a designated decontamination area is required for routine cleaning of personal protective equipment that has been in contact with hazardous materials. There is no dedicated decontamination room observed within the current facility, all fire gear is being stored on the Apparatus Bay floor.

SECTION 4

Fire Station No.62 Existing Condition Report



Apparatus Bays

- The lack of bay support and training storage is currently a large issue at this station. Approximately 500 square feet of apparatus floor is being occupied by miscellaneous training equipment, props and materials. These items are required for the Companies required training and need to be housed close to where training occurs due to operations. Due to the lack of additional storage areas at the existing station the Company is forced to take up valuable bay space for storage. By storing these teams on the bay these items take up space for additional vehicle storage by the Company, County and MABAS at the station. The lack of bay support and training storage needs to be addressed.
- Sprinkler riser is located on the apparatus bay floor. This is allowed but does allow for tampering with valves and equipment. Best practice is to provide a location for this equipment that can be secured and protected.

Work Room

- Existing work room is slightly oversized to house all of the Fire Company's vehicle part storage. Existing work includes work bench, tool box, hazard storage and janitor equipment.

SECTION 5

Fire Station No.61 & No.62 Recommendations

Analysis of Glen Ellyn Volunteer Fire Company Station No.61 & No.62:

The analysis of Fire Station No.61 & No.62 focuses on 5 major points of concern:

1. Systems, equipment, and spaces/ functions that the facility should have with regards to current Fire Service standards and recommendations
2. Space the current Fire Station is lacking because of the size of existing facility.
3. Relationships/ interconnection & separation/ isolation of spaces.
4. Building envelope issues/ concerns and structural deficiencies
5. Miscellaneous comments/ issues

Each item has also been evaluated on a life safety basis. Certain items should be completed sooner than others, based upon the impact they have on the safety of the occupants, officers, firefighters, or public. Categories are as follows:

- (a) Urgent – items that present an immediate hazard to the safety of the occupants. Typically, these items should be corrected within a 1-year period.
- (b) Required – items that are necessary for a safe environment but present less of an immediate hazard to the safety of the occupants. Typically, these items should be typically corrected within a 2-year period.
- (c) Recommended – items that do not present any immediate hazard to the occupants. Typically, these items should be typically completed within a 3-year period if included in the Company's plan.

This double classification approach is shown to provide a minimum amount of work required to get the current facilities safe for its occupants. It helps define each item according to operations and need. Ultimately, it helps the Company plan on how best to address points of concern throughout the facility. Correcting each safety item classified (a) or (b), however, will still not address any space shortcomings in the building.

Glen Ellyn Volunteer Fire Company – Station 61		Type of Item	Priority of Item	
Item/ Issue		1, 2, 3, 4, 5	a, b, c	Estimated Impact
1	61 - Replace flat roof membrane - End of life expectancy	4	c	\$100,000
2	61 - Prep and repaint exposed exterior steel lintels	4	c	\$15,000
3	61 - Clean brick from efflorescence, assuming roof is repaired to stop water infiltration	4	c	\$15,000
4	61 - Repair/ replace exterior tile accent work	4	c	\$50,000
5	61 - Repair/ replace overhead doors	4	c	\$100,000
6	61 - Make the station ADA accessible. This includes zero-entry, ramps, lifts, door clearances, and/or elevator	1	b	\$500,000
7	61 - Provide accessible toilet fixtures, showers, lavatories, sinks, & kitchen.	1	b	\$150,000
8	61 - Provide required secondary egress stair from the second floor	1	a	\$250,000
9	61 - Provide required fire rating around existing stairway. Modify stair to meet code requirements.	1	a	\$90,000
10	61 - Provide floor drains in first floor toilet room and second floor mechanical rooms	1	b	\$20,000
11	61 - Install undersink piping protection	1	b	\$1,000
12	61 - Provide NFPA 72 gas detection system in apparatus bays	1	a	\$75,000
13	61 - Upgrade lighting to LED	5	c	\$120,000
14	61 - Repair structural issue in apparatus bay masonry in the SW corner	4	b	\$10,000
15	61 - Replace mechanical systems for apparatus bays - end of life expectancy	5	c	\$35,000
16	61 - Address concrete slab cracking in apparatus bays	5	c	\$5,000

Glen Ellyn Volunteer Fire Company – Station 62		Type of Item	Priority of Item	
Item/ Issue		1, 2, 3, 4, 5	a, b, c	Estimated Impact
1	62 - Replace asphalt parking lot - End of life expectancy	5	c	\$35,000
2	62 - Replace concrete apron	5	c	\$40,000
3	62 - Clean brick from efflorescence, repair roof coping to stop water infiltration	4	c	\$12,000
4	62 - Prep and repaint exposed exterior steel lintels	4	c	\$14,000
5	62 - Repair columns at front entry	4	c	\$5,000
6	62 - Make the station ADA accessible. This includes zero-entry, ramps, lifts, door clearances, and/or elevator	1	b	\$400,000
7	62 - Provide required secondary egress stair from the second floor	1	a	\$250,000
8	62 - Provide required fire rating around existing stairway. Modify stair to meet code requirements.	1	a	\$80,000
9	62 - Provide accessible toilet fixtures, showers, lavatories, sinks, & kitchen.	1	b	\$160,000
10	62 - Upgrade lighting to LED	5	c	\$80,000

SECTION 5

Fire Station No.61 & No.62

Recommendations

Summary of Recommendations:

This facility study includes an evaluation of the existing stations, an analysis of each station's space needs, and a conceptual design study to identify how a renovation of the each station to improve the workflow and efficiencies for the Fire Company.

The purpose of evaluating the existing stations is to review the current building conditions with regards to current Fire service, building codes, space requirements, and facility requirements, as well as current staffing arrangements of the Company's future growth. By evaluating and making recommendations to prioritize and address the current building conditions, a baseline cost impact is established to bring the building up to current standards, without addressing space or operational deficiencies.

Total impact of the existing building conditions:

Station 61:	Low	\$X
	High	\$X
Station 62:	Low	\$X
	High	\$X

The space needs analysis compares the existing square footage of the spaces/rooms against the required square footage, based on industry standards, code requirements and past project experience. From the findings of the space needs analysis, it was determined that the space needs for each station exceeds the current space available within their existing buildings.

The conceptual design study provides potential solutions on how best to modify each station to meet the Company's current and future needs highlighted throughout this study.

Summary of Concepts/Budgets

X

This study is to be utilized as a starting point and is intended to provide the Glen Ellyn Volunteer Fire Company with the necessary information to make an informed decision on which direction should be taken to address the space needs for Fire Stations No 61 & No 62.

Once the decision is made whether to renovate and build additions, or build a new building in the case of Station 61, FGM Architects is prepared to assist the Company as needed.

SECTION 6**Fire Station No.61 & No.62****Potential Solutions****Potential Solutions**

Utilizing the space needs identified in Section 3, potential conceptual solutions were developed to identify how renovations and/or additions could take advantage of the existing space (facility) and create more efficient flow and workspace for both departments and bring the facility up to date to current standards.

Four solutions were explored to look at how the existing building could be renovated, and how much additional space might be needed to accomplish the long-term goals of the Fire Company.

It should be noted that working within an existing structure with various constraints and limitations can be less efficient and require additional space to meet the program needs.

The Potential Solutions studied include the following:

Fire Station No.61

- Phase 1** – Circulation Addition & Renovate Toilet rooms
- Phase 2** – Renovation of Administration and Residence Areas
- New Station** – Demo/Replace Fire Station

Fire Station No.62

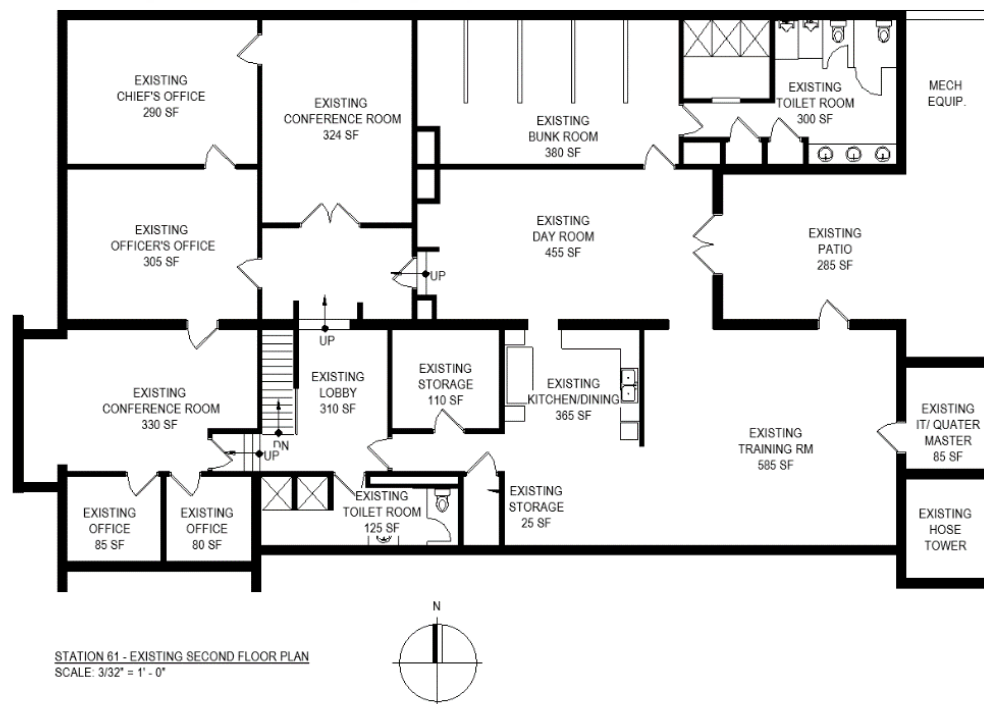
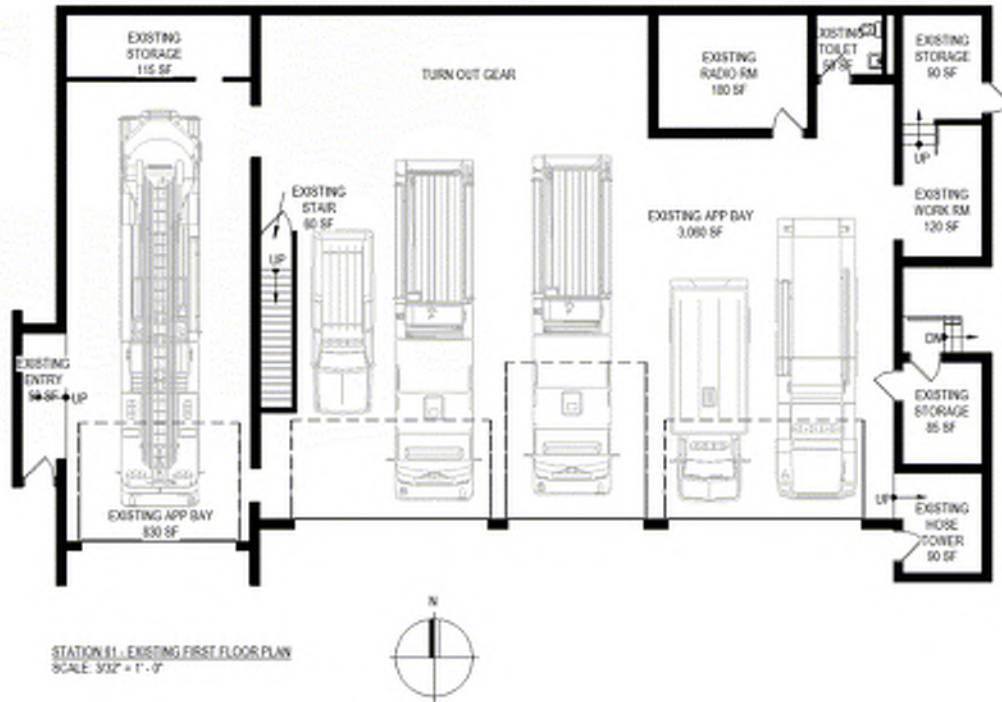
- Phase 1** – Circulation Addition, Bay Support Addition, and Renovate Toilet rooms
- Phase 2** – Renovation of Residence, First Floor
- Phase 3** – Renovation of Residence, Second Floor (can be done with Phase 2 for cost savings on efficiency)

On the following pages are descriptions, plan diagrams, and budgets of each concept explored.

SECTION 6

Fire Station No.61

Existing Plan Diagrams

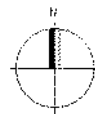


SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 1

Site Plan Diagram

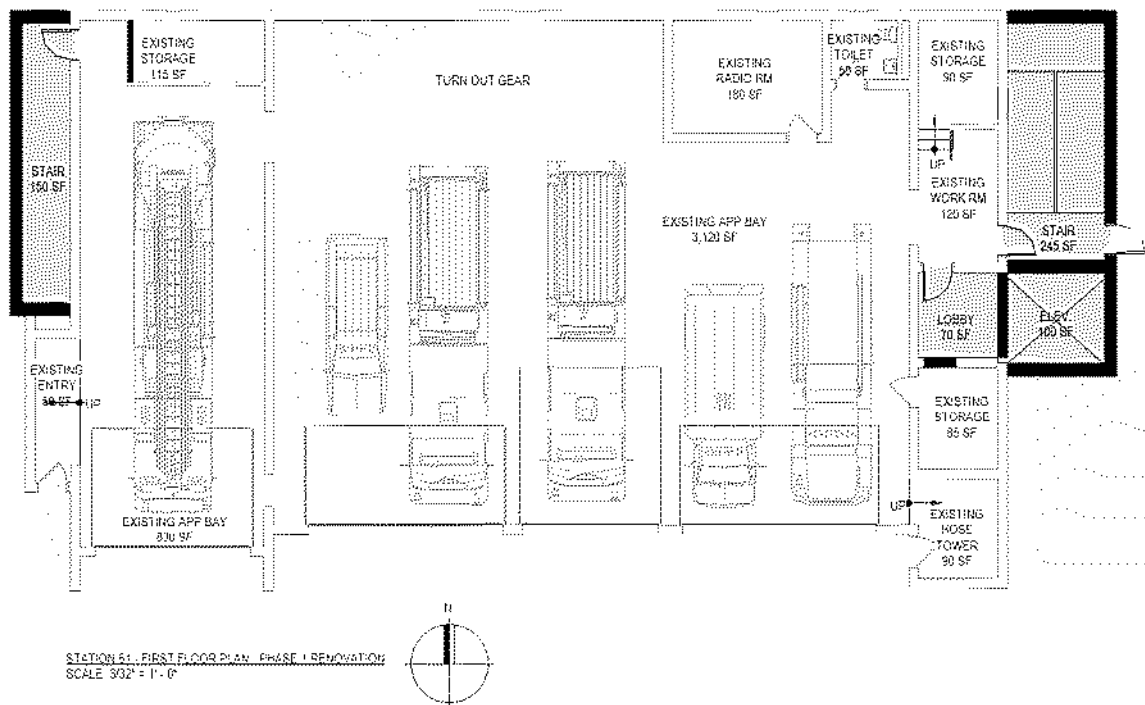


SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 1

First Floor Plan Diagram



FGMARCHITECTS		Glen Ellyn Volunteer Fire Company					
April 11, 2022		Station 61					
FGMA# 22-3310.01		Renovation - Phase 1 - Scope and Budget					
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		193	SF	135	26,055	27,985
1.2	Medium Renovation		0	SF	183	0	0
1.3	Heavy Renovation		1,290	SF	255	328,350	352,170
1.4	Bidding Contingency	10% of Construction Cost				35,243	38,016
1.5	Subtotal					\$389,648	\$418,171
2.0	Fire Station Addition						
2.1	Station Addition		1,245	SF	325	404,625	437,075
2.2	Exterior Envelope	Structural steel and maintenance	1	Allowance		85,000	100,000
2.3	Replace OH Doors		4	Each	18,000	72,000	100,000
2.4	Site Work		1	Allowance		80,000	120,000
2.5	Bidding Contingency	10% of Construction Cost. Includes current market premiums				64,163	73,708
2.6	Subtotal					\$705,788	\$810,783
3.0	SubTotal Project Budget					\$1,095,436	\$1,228,954
3.1	Construction Contingency	10% of Construction Cost				309,346	122,895
3.2	Architectural & Engineering Fees	10% of Construction Cost				309,346	122,895
3.3	Environmental Testing	0.7%				5,467	6,145
3.4	Legal, Survey, Env. Fees	0.7%				5,467	6,145
3.5	Utility & Permit Fees	0.7%				5,467	6,145
3.6	Material Testing During Construction		1	Allowance		3,500	5,000
3.7	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.8	Plan Printing		1	Allowance		2,000	2,500
3.9	Fixtures, Furnishings, & Equipment	21.8% (usually 1% of Construction Cost)				TBD	TBD
3.10	Subtotal					\$1,334,048	\$1,500,678
3.11	TOTAL PROJECT BUDGET					\$1,334,048	\$1,500,678
3.12	5% Inflation (if bid in 2023)		244,700	Low	175.00% High	\$1,400,750	\$1,575,712

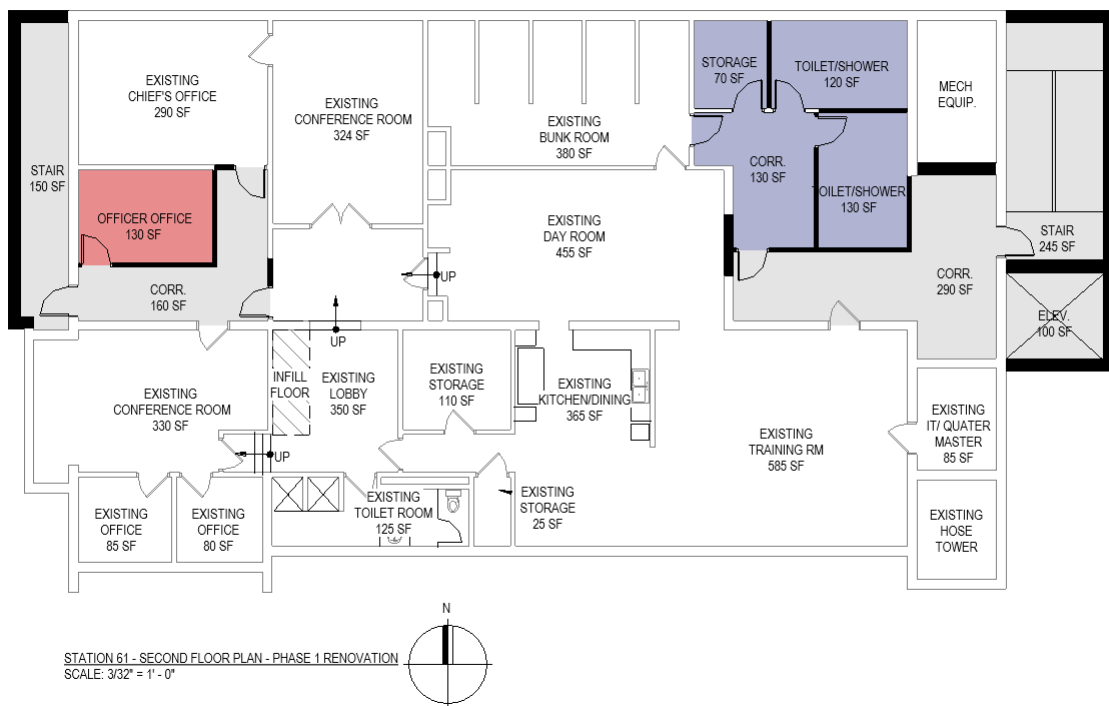
- 4.0 NOTES:**
- The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
 - This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
 - This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
 - Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2023 based upon recorded market conditions.

SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 2

Second Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		540	SF	135	72,900	78,300
1.2	Medium Renovation		1,180	SF	185	215,940	233,540
1.3	Heavy Renovation		1,045	SF	255	265,385	285,285
1.4	Bidding Contingency	10% of Construction Cost				55,123	60,313
1.5	Subtotal					\$608,548	\$663,438
2.0	SubTotal Project Budget					\$608,548	\$663,438
2.1	Construction Contingency	20% of Construction Cost				60,855	66,344
2.2	Architectural & Engineering Fees	10% of Construction Cost				60,855	66,344
2.6	Material Testing During Construction		1	Allowance		3,500	5,000
2.7	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.8	Plan Printing		1	Allowance		2,000	2,500
2.9	Fixtures, Furnishings, & Equipment	100% of Quality 75% of Construction Cost				TBD	TBD
2.10	Subtotal					\$735,757	\$803,625
2.11	TOTAL PROJECT BUDGET					\$735,757	\$803,625
2.12	5% Inflation (if bid in 2023)		526,788	Low	526,788	High	
						\$772,545	\$843,806

3.0 NOTES:

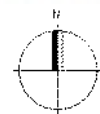
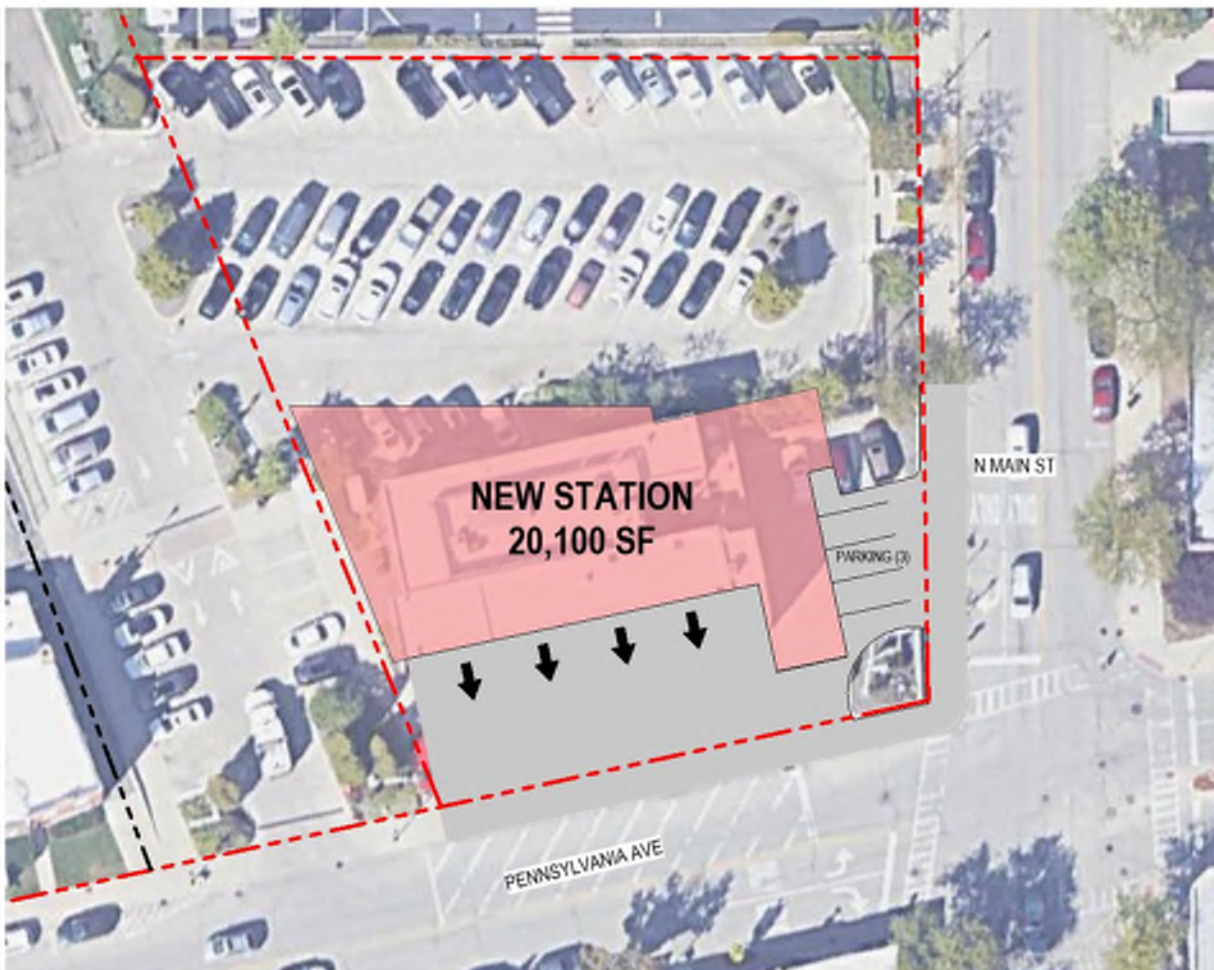
- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 3.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 3.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 3.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2023 based upon recorded market conditions.

SECTION 6

Fire Station No.61

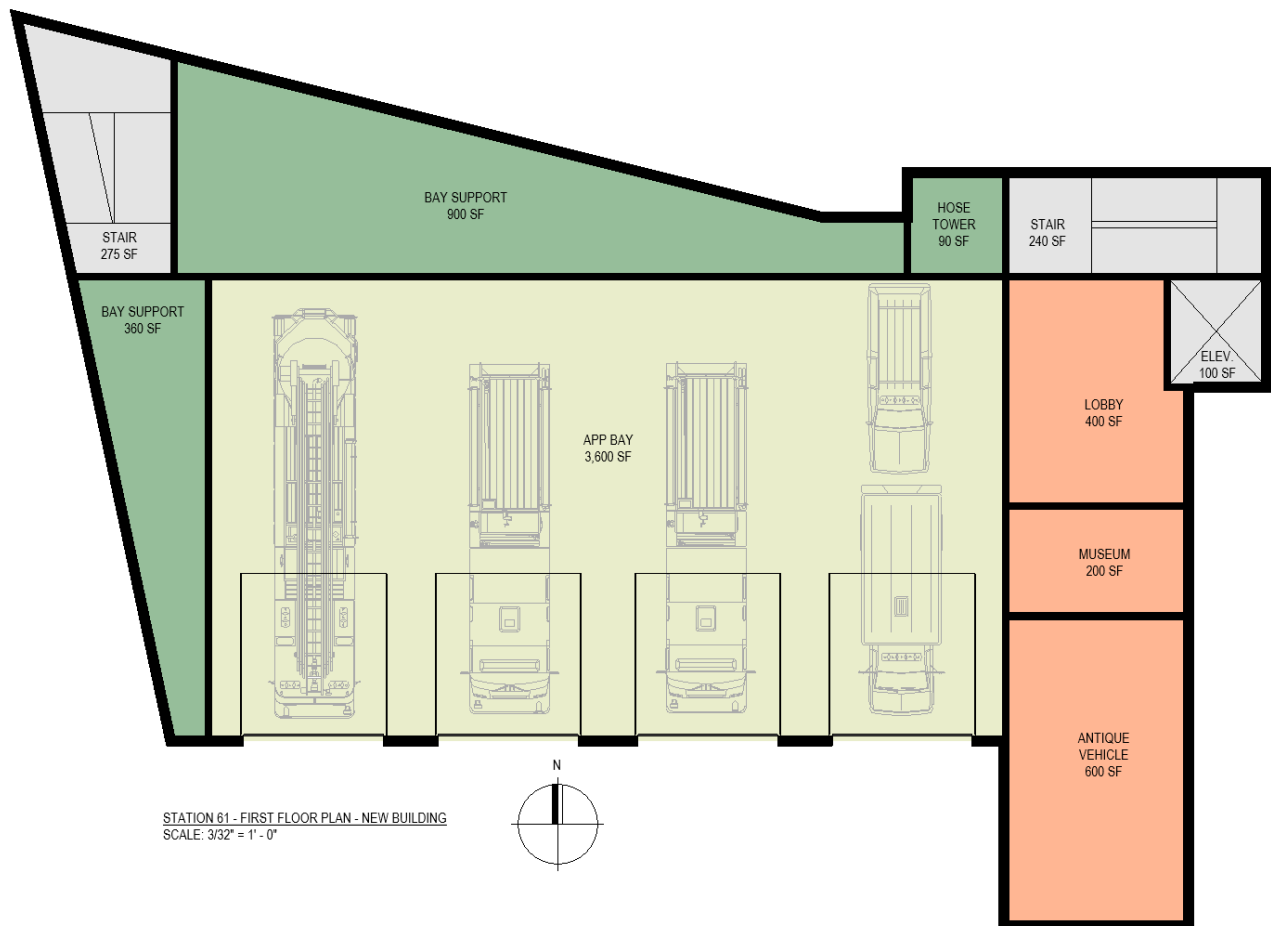
New Construction

Site Plan Diagram



SECTION 6

Fire Station No.61
New Construction
First Floor Plan Diagram



SECTION 6

Fire Station No.61

New Construction

Second Floor Plan Diagram

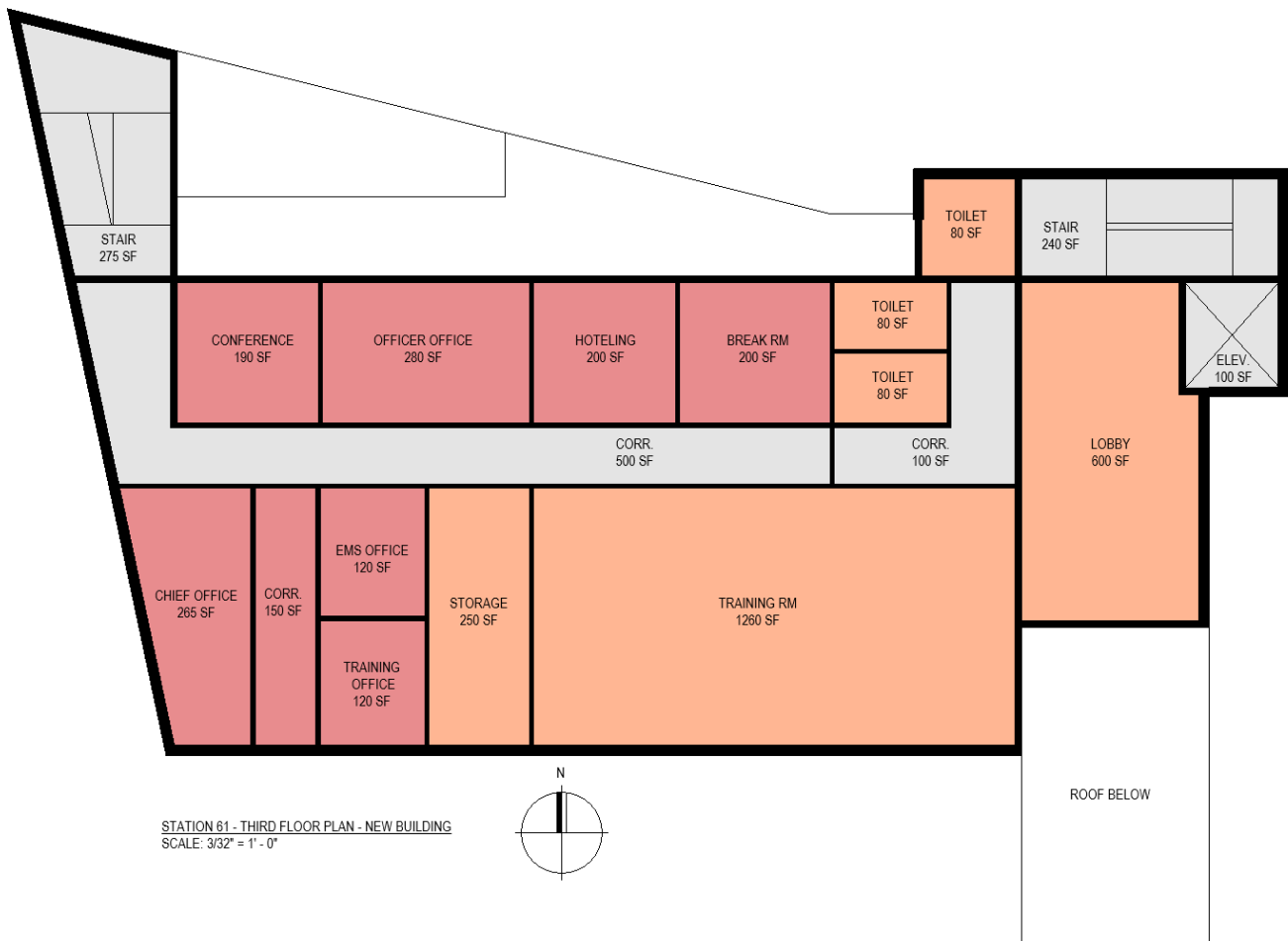


SECTION 6

Fire Station No.61

New Construction

Third Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost	
1.0	New Fire Station							
1.1	New Station Construction		21,500	SF	320	340	6,880,000	7,300,000
1.2	Demolish Existing Station		30,595	SF	12	15	327,140	158,925
1.3	Site Work	Gravel of Village parking	1	Allowance			350,000	200,000
1.4	Bidding Contingency	3.0% of Construction Cost includes current market conditions					3,076,571	1,150,889
1.5	Subtotal						\$8,230,711	\$8,819,264
2.0	SubTotal Project Budget						\$8,230,711	\$8,819,264
2.1	Construction Contingency	2.0% of Construction Cost					823,071	881,926
2.2	Architectural & Engineering Fees	3.0% of Construction Cost					823,071	881,926
2.3	Legal, Survey, Env. Fees	5.0%					82,307	88,193
2.4	Utility & Permit Fees	10.0%					41,154	44,096
2.5	Material Testing During Construction		1	Allowance			3,500	5,000
2.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	
2.7	Plan Printing		1	Allowance			2,000	2,500
2.8	Fixtures, Furnishings, & Equipment	2.0% of Construction Cost				TBD	TBD	
2.9	Subtotal						\$90,005,834	\$18,722,905
2.10	TOTAL PROJECT BUDGET						\$90,005,834	\$18,722,905
2.11	5% Inflation if bid in 2024		200,000	Low	200,000	High	\$10,506,105	\$11,759,051

1.0 NOTES:

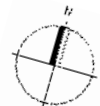
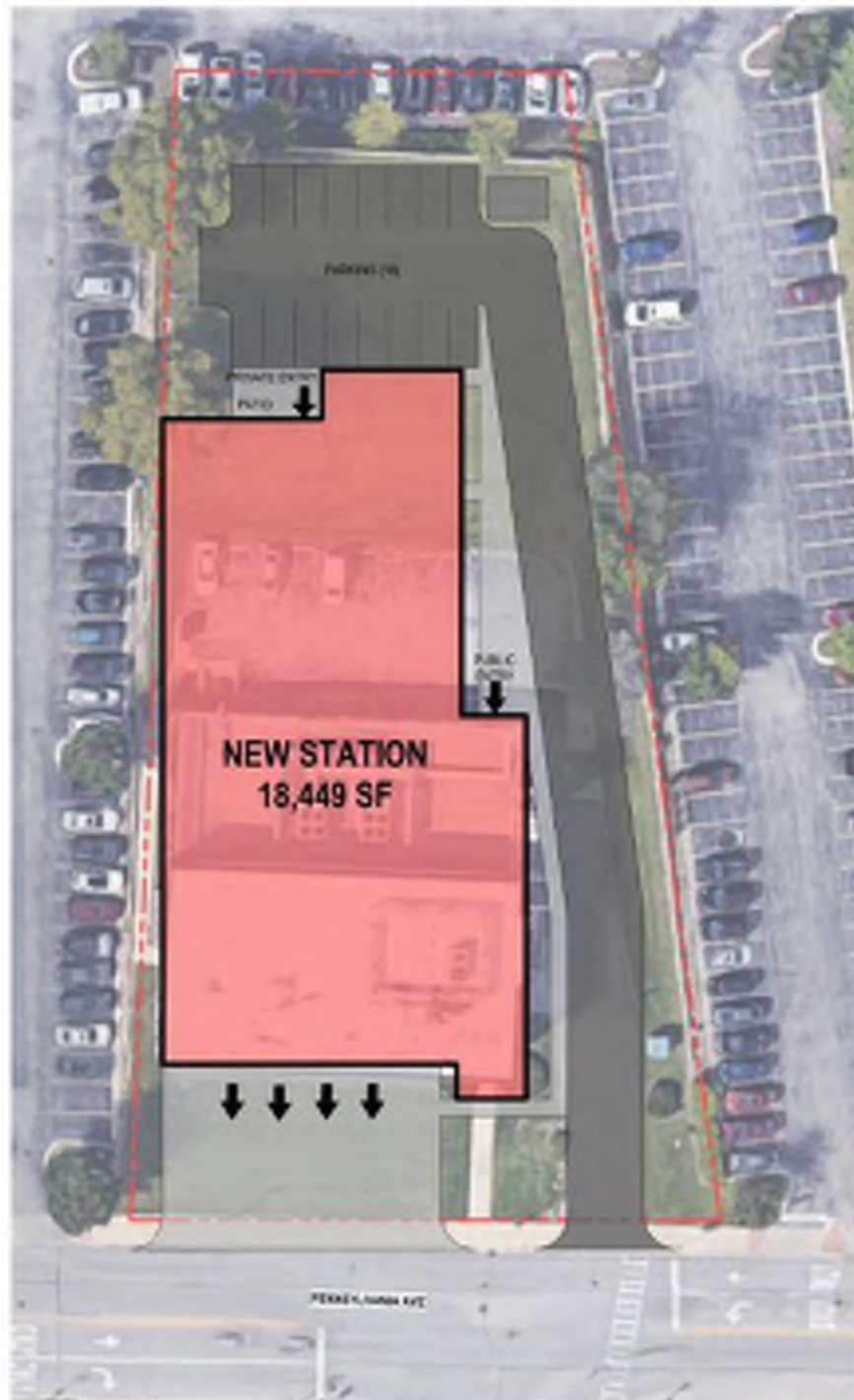
- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 3.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 3.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 3.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 6

Fire Station No.61

New Site

Site Plan Diagram



Fire Station No.61
New Site
First Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	New Fire Station						
1.1	New Station Construction		18,995	SF	415 430	7,882,925	8,167,850
1.2	Demolish Existing Building		11,274	SF	13 16	146,562	180,384
1.4	Bidding Contingency	2.5% of Construction Cost, Includes current market premiums				1,204,423	1,252,235
1.5	Subtotal					\$9,233,910	\$9,600,469
2.0	Subtotal Project Budget					\$9,233,910	\$9,600,469
2.1	Construction Contingency	3.0% of Construction Cost				923,391	960,047
2.2	Architectural & Engineering Fees	3.0% of Construction Cost				923,391	960,047
2.3	Legal, Survey, Env. Fees	1.0%				92,339	96,005
2.4	Utility & Permit Fees	0.75%				46,170	48,003
2.5	Material Testing During Construction		1	Allowance		8,500	5,000
2.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.7	Plan Printing		1	Allowance		2,000	2,500
2.8	Furniture, Furnishings, & Equipment	30% of Utility 75% of Construction Cost				TBD	TBD
2.9	Subtotal					\$11,224,781	\$11,672,070
2.10	TOTAL PROJECT BUDGET					\$11,224,781	\$11,672,070
2.11	5% inflation if bid in 2024		\$94,375 Low		\$94,375 High	\$11,285,936	\$11,755,678

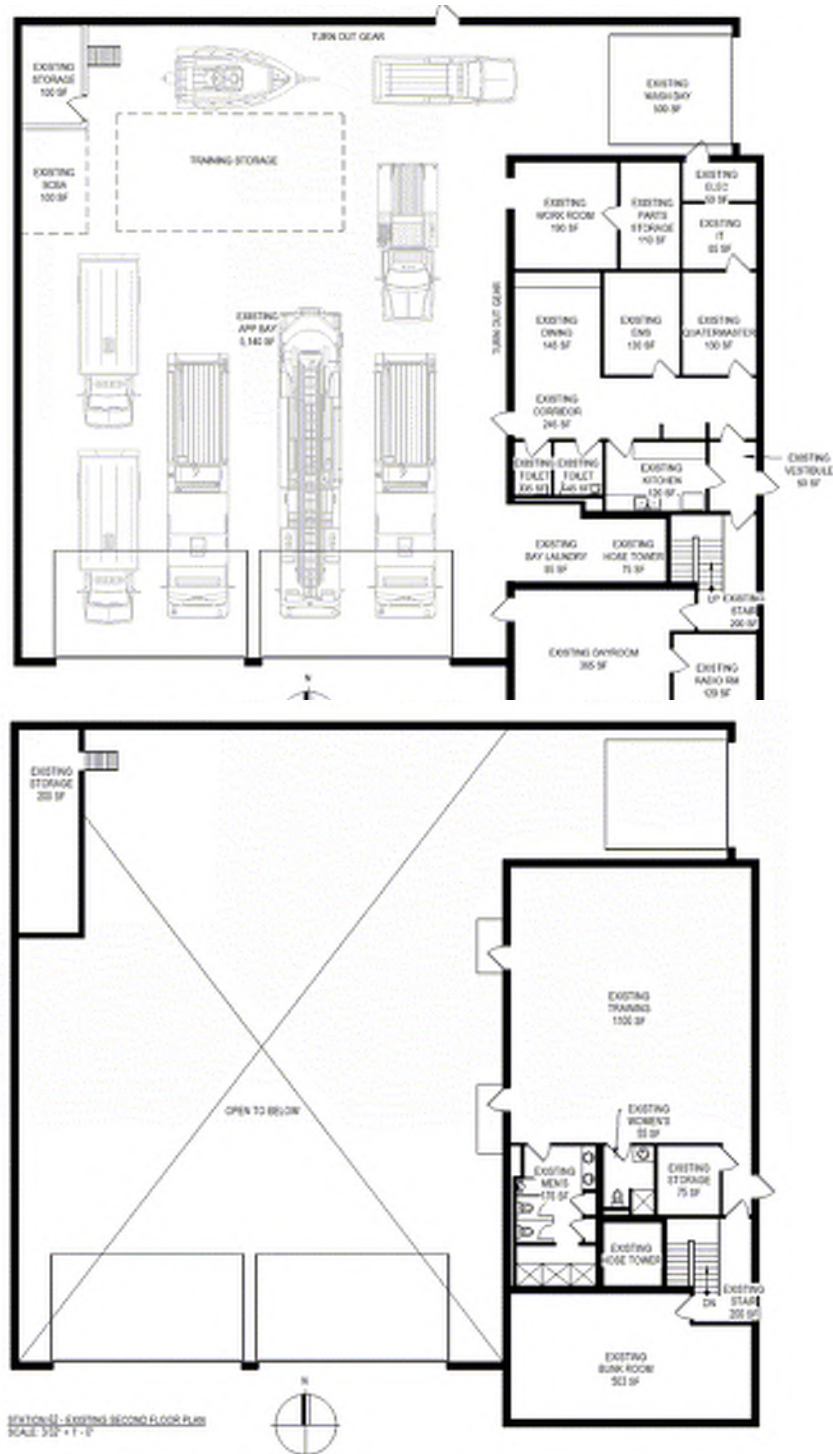
3.0 NOTES:

- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 3.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 3.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 3.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 6

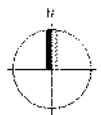
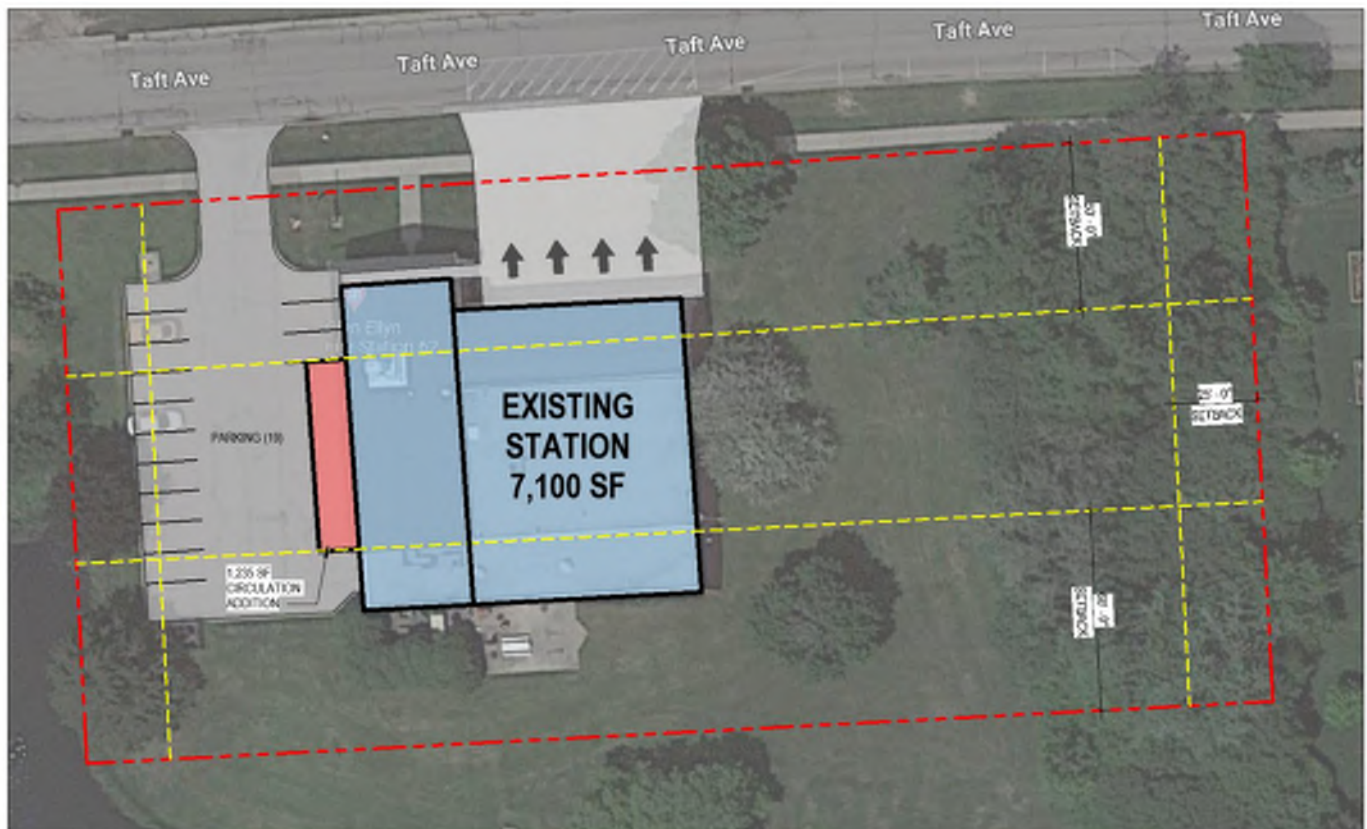
Fire Station No.62

Existing Plan Diagrams



SECTION 6

Fire Station No.62
Renovation Phase 1
Site Plan Diagram

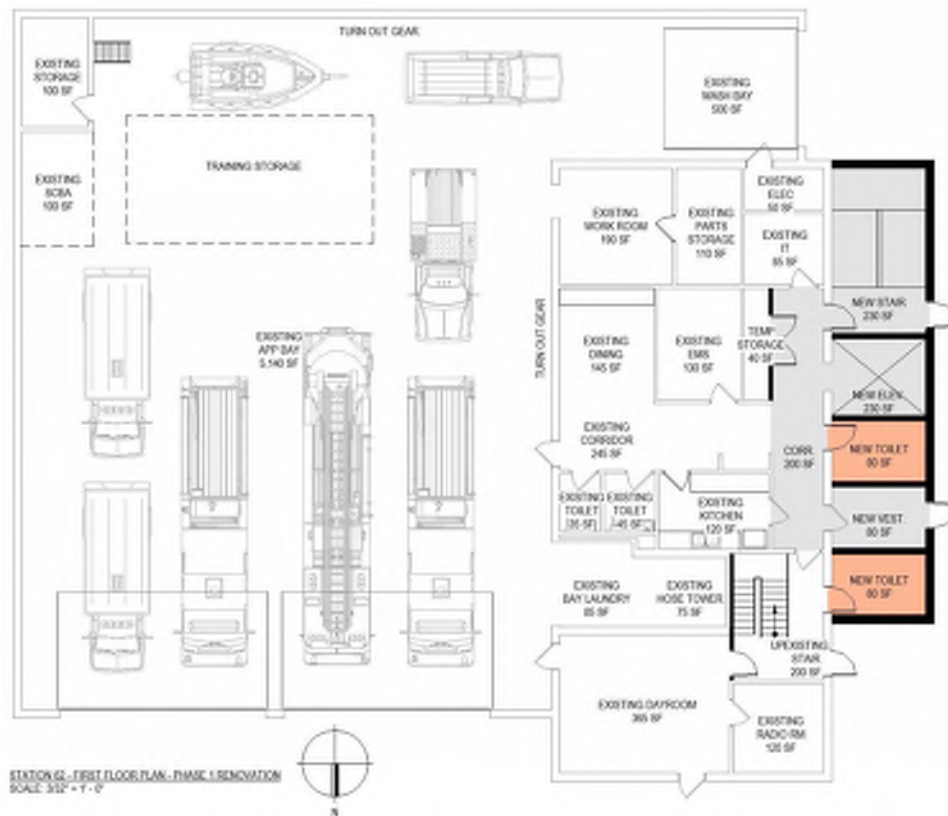


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 1

First Floor Plan Diagram

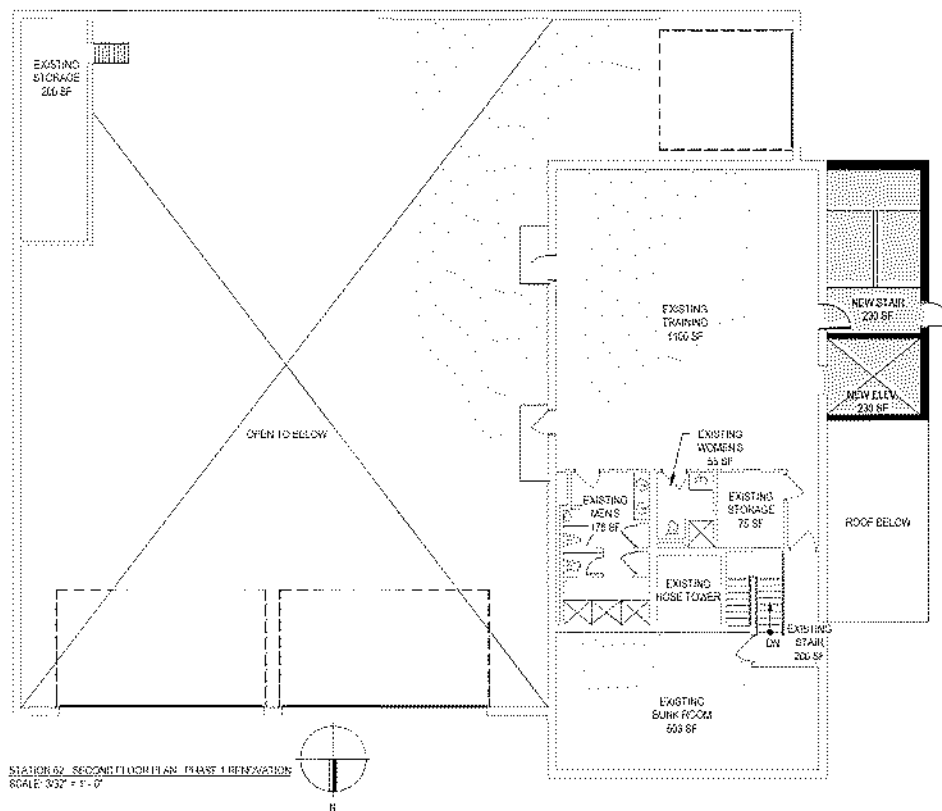


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 1

Second Floor Plan Diagram



FGMARCHITECTS

April 11, 2022

FGMAR 22-3310.01

Glen Ellyn Volunteer Fire Company
Station 62

Renovation - Phase 1 - Scope and Budget



Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost	
1.0	Fire Station Renovation							
1.1	Light Renovation		310	SF	135	41,850	44,950	
1.2	Medium Renovation		0	SF	183	0	0	
1.3	Heavy Renovation		0	SF	245	0	0	
1.4	Bidding Contingency	10% of Construction Cost				4,185	4,495	
1.5	Subtotal					\$46,035	\$49,445	
2.0	Fire Station Addition							
2.1	Station Addition		2,250	SF	325	731,250	753,750	
2.2	Exterior Envelope		1	Allowance		80,000	120,000	
2.3	Replace OH Doors		2	Each	18,000	36,000	50,000	
2.4	Site Work	none existing lot to the east	1	Allowance		840,000	175,000	
2.5	Bidding Contingency	10% of Construction Cost, includes current market premiums				99,725	109,875	
2.6	Subtotal					\$1,996,975	\$3,208,625	
3.0	SubTotal Project Budget					\$1,143,090	\$3,258,070	
3.1	Construction Contingency	10% of Construction Cost				114,309	125,807	
3.2	Architectural & Engineering Fees	10% of Construction Cost				114,309	125,807	
3.3	Legal, Survey, Env. Fees	0.7%				5,735	6,290	
3.4	Utility & Permit Fees	0.5%				5,735	6,290	
3.5	Material Testing During Construction		1	Allowance		3,500	5,000	
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	
3.7	Plan Printing		1	Allowance		2,000	2,500	
3.8	Furniture, Furnishings, & Equipment	10% of Construction Cost				TBD	TBD	
3.9	Subtotal					\$1,888,542	\$3,529,765	
3.10	TOTAL PROJECT BUDGET					\$1,888,542	\$3,529,765	
3.11	4% Inflation if bid in 2023		EST. MID	Low	143,261	High	\$1,466,064	\$1,590,955

4.0 NOTES:

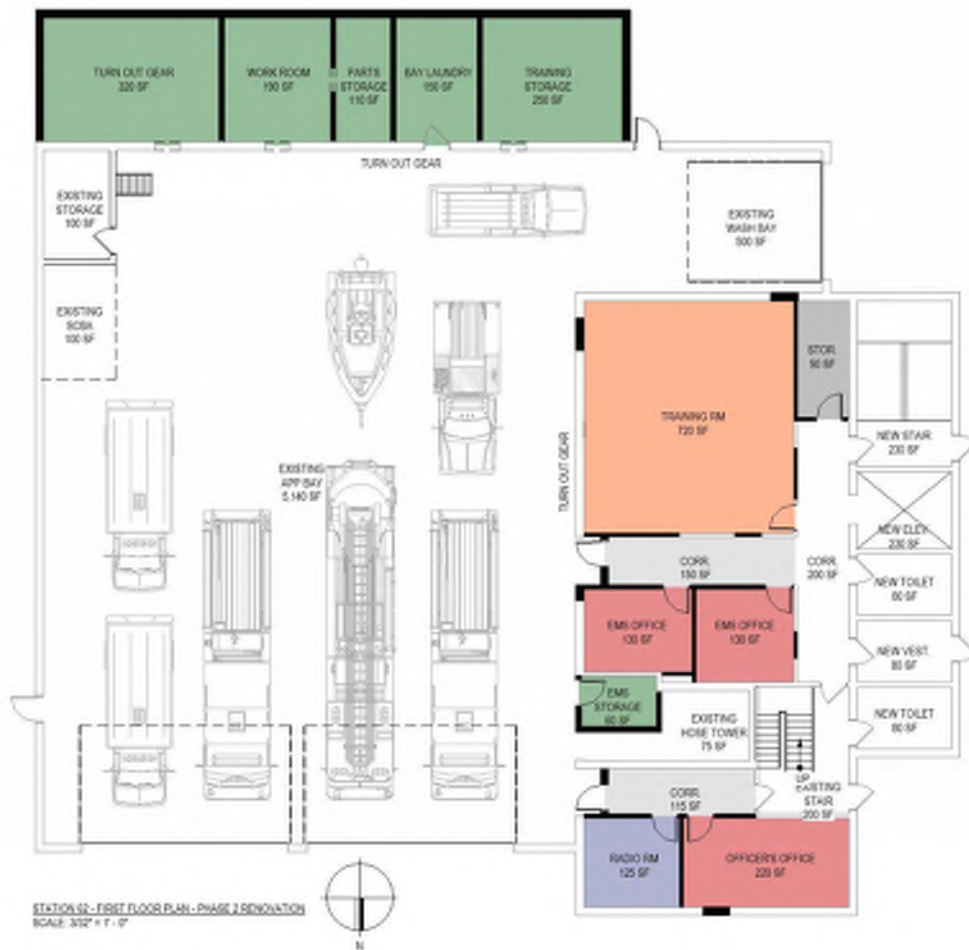
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2023 based upon recorded market conditions.

SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 2

Second Floor Plan Diagram

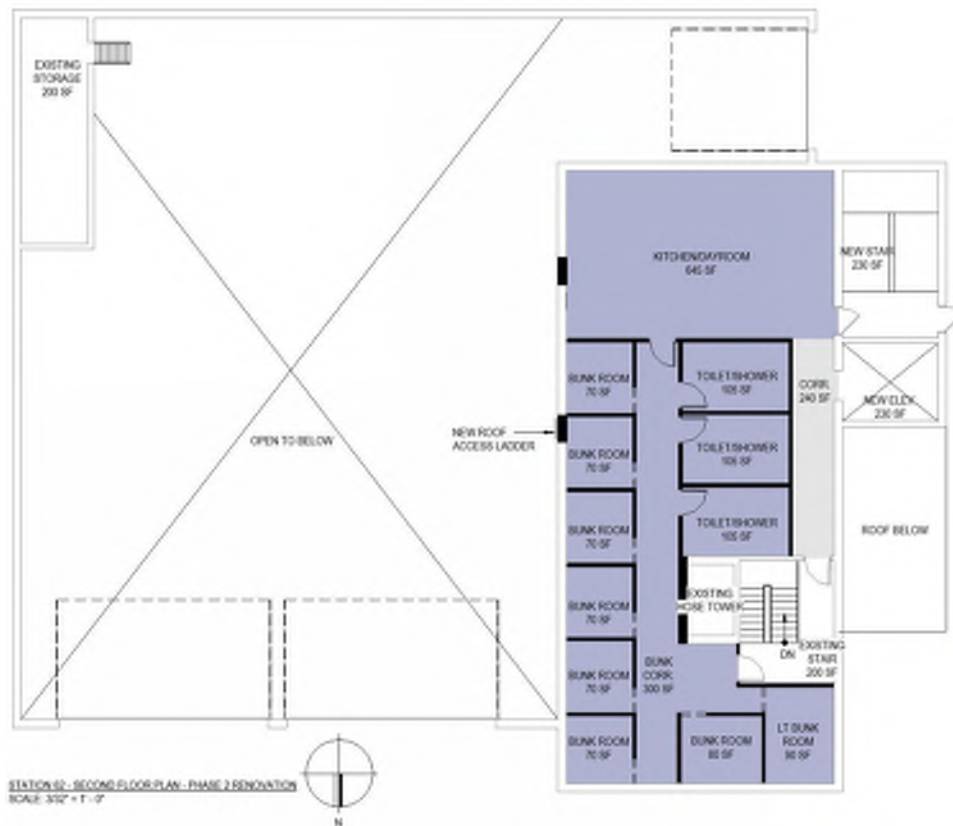


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 2

First Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		0	SF	115	0	0
1.2	Medium Renovation		1,555	SF	183	284,565	335,665
1.3	Heavy Renovation		460	SF	245	111,780	123,780
1.4	Bidding Contingency	10% of Construction Cost				89,615	45,665
1.5	Subtotal					\$435,960	\$480,810
2.0	SubTotal Project Budget					\$435,960	\$480,810
2.1	Construction Contingency	20% of Construction Cost				45,598	45,031
2.2	Architectural & Engineering Fees	10% of Construction Cost				45,598	45,031
2.3	Material Testing During Construction		1	Allowance		3,500	5,000
2.4	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.5	Plan Printing		1	Allowance		2,000	2,500
2.6	Fixtures, Furnishings, & Equipment	100% of 20% of Construction Cost				TBD	TBD
2.7	Subtotal					\$528,675	\$583,871
2.8	TOTAL PROJECT BUDGET					\$528,675	\$583,871
2.9	4% Inflation (if bid in 2023)		121,040	Year	12% / Year	\$549,822	\$607,226

3.0 NOTES:

- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 3.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 3.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 3.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2023 based upon recorded market conditions.



Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		130	SF	135	17,550	18,850
1.2	Medium Renovation		725	SF	183	132,675	147,175
1.3	Heavy Renovation		1,265	SF	243	307,395	332,695
1.4	Rolling Contingency	50% of Construction Cost				45,762	49,872
1.5	Subtotal					\$501,382	\$548,592
2.0	SubTotal Project Budget					\$501,382	\$548,592
2.1	Construction Contingency	20% of Construction Cost				50,138	54,859
2.2	Architectural & Engineering Fees	50% of Construction Cost				50,138	54,859
2.3	Material Testing During Construction		1	Allowance		3,500	5,000
2.4	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
2.5	Plan Printing		1	Allowance		2,000	2,500
2.6	Furniture, Furnishings, & Equipment	20% of Subtotal 1.5 of Construction Cost				TBD	TBD
2.7	Subtotal					\$609,158	\$665,810
2.8	TOTAL PROJECT BUDGET					\$609,158	\$665,810
2.9	4% Inflation if bid in 2023		124,362	low	126,610	high	
						\$633,941	\$692,443

3.0 NOTES:

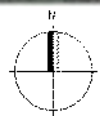
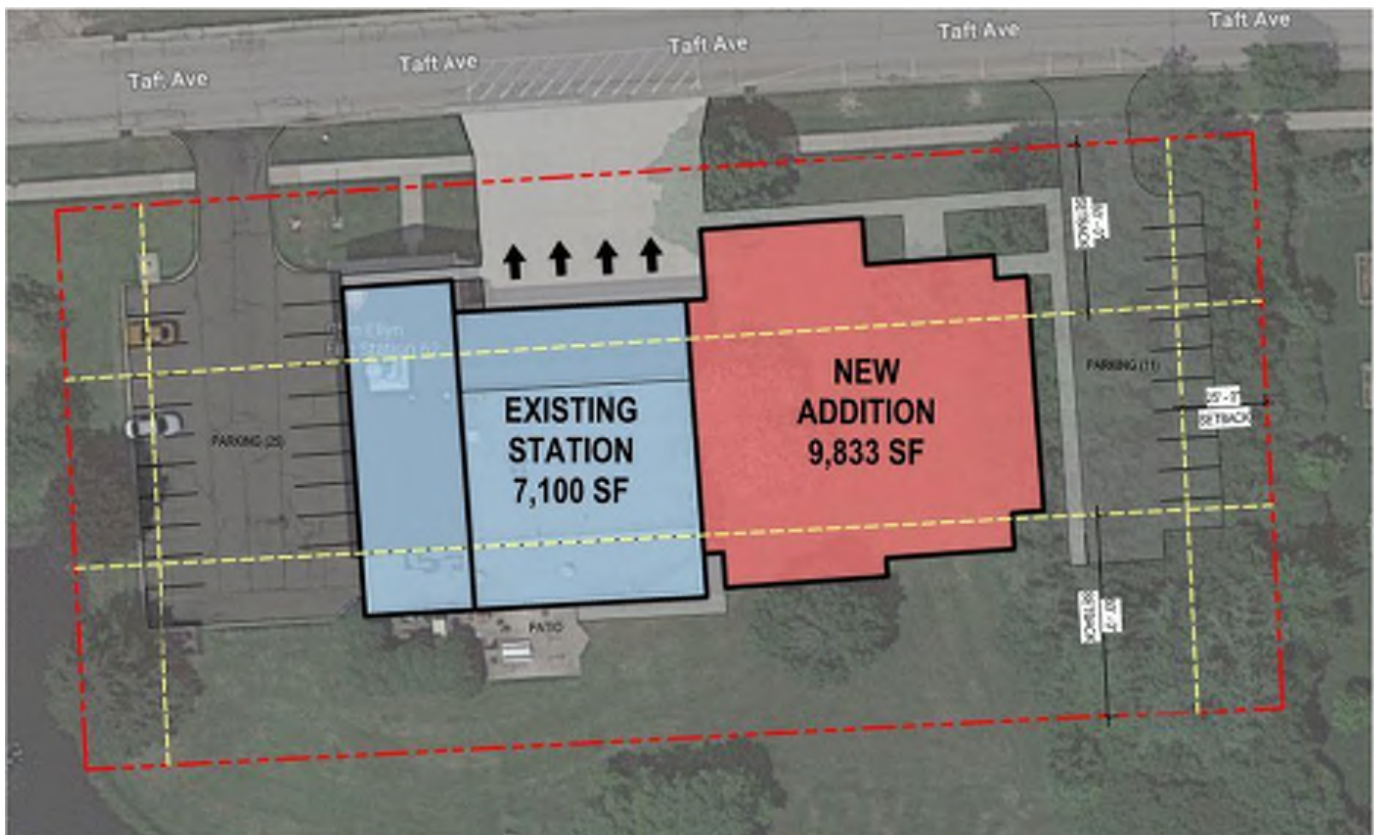
- The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2023 based upon recorded market conditions.

SECTION 6

Fire Station No.62

Renovation/Addition – Concept B

Site Plan Diagram

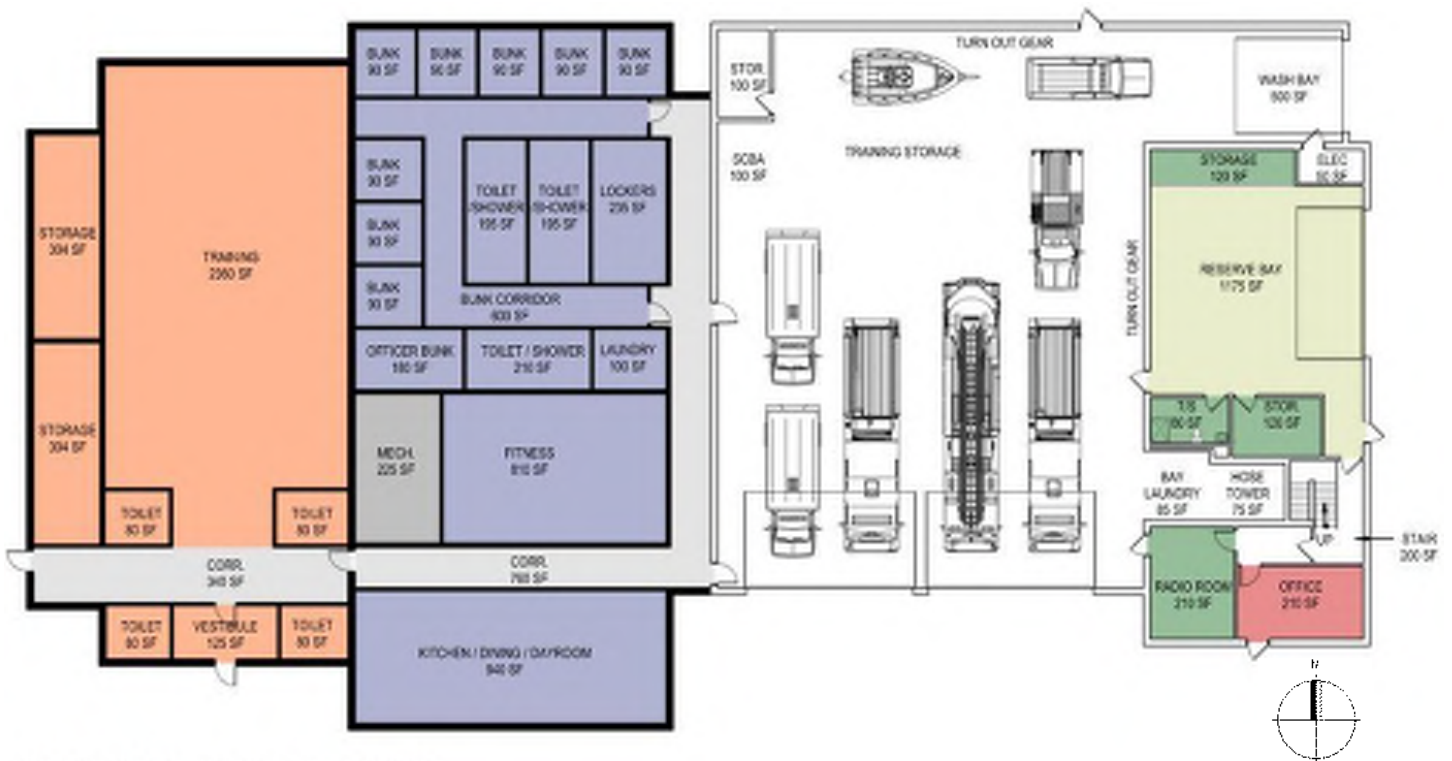


SECTION 6

Fire Station No.62

Addition/Renovation – Concept B

First Floor Plan Diagram



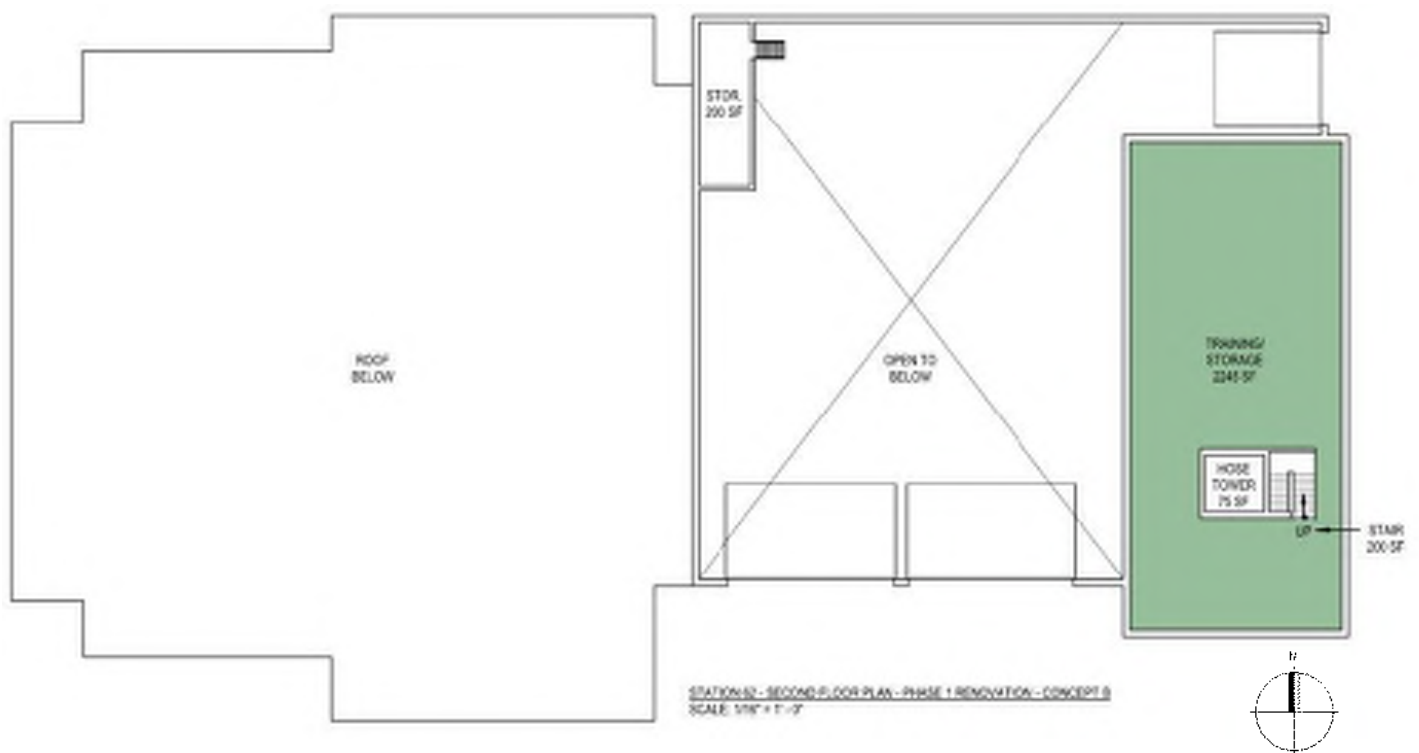
STATION 62 - FIRST FLOOR PLAN - PHASE I RENOVATION - CONCEPT B
SCALE: 1/8" = 1' - 0"

SECTION 6

Fire Station No.62

Addition/Renovation – Concept B

Second Floor Plan Diagram



FGMARCHITECTS		Glen Elynn Volunteer Fire Company					
June 29, 2022		Station 62					
FGMAR 22-3310.01		Add/Reno - Option B - Scope and Budget					
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		8,725	SF	145	1,265,125	1,352,375
1.2	Medium Renovation		3,180	SF	181	215,640	288,540
1.3	Heavy Renovation		280	SF	263	58,120	63,320
1.4	Bidding Contingency	3% of Construction Cost				230,908	248,255
1.5	Subtotal					\$1,770,293	\$1,953,290
2.0	Fire Station Addition						
2.1	Station Addition		9,845	SF	340	3,347,800	3,583,425
2.2	Exterior Envelope		1	Allowance		110,000	140,000
2.3	Replace Oil Doors	replace doors, and new door	3	Each	18,000	54,000	75,000
2.4	Site Work	new parking lot to the east	1	Allowance		160,000	190,000
2.5	Bidding Contingency	3.1% of Construction Cost. Includes current market premiums				550,695	599,764
2.6	Subtotal					\$4,223,995	\$4,598,189
3.0	Subtotal Project Budget					\$5,994,288	\$6,551,479
3.1	Construction Contingency	3.0% of Construction Cost				599,229	650,348
3.2	Architectural & Engineering Fees	3.0% of Construction Cost				599,229	650,348
3.3	Legal, Survey, Env. Fees	0.3%				29,961	32,507
3.4	Utility & Permit Fees	0.3%				29,961	32,507
3.5	Material Testing During Construction		1	Allowance		5,500	5,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.7	Plan Printing		1	Allowance		2,000	2,500
3.8	Furniture, Furnishings, & Equipment	3% of Construction Cost				TBD	TBD
3.9	Subtotal					\$7,256,168	\$7,874,290
3.10	TOTAL PROJECT BUDGET					\$7,256,168	\$7,874,290
4.11	10% inflation of bid in 2026		(\$10,347) Low		(\$14,011) High	\$7,546,833	\$8,189,261

4.0 NOTES:

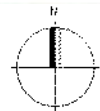
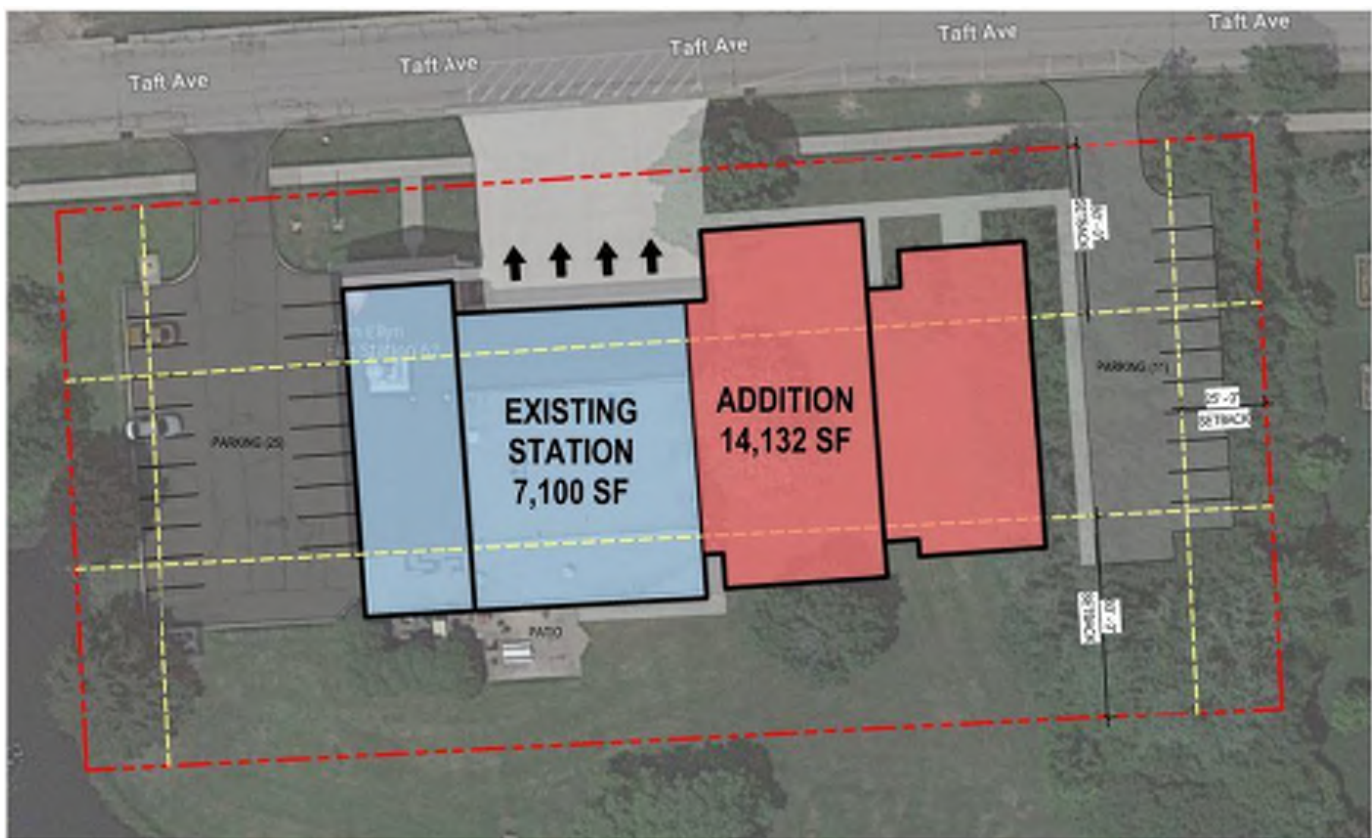
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 6

Fire Station No.62

Renovation/Addition – Concept C

Site Plan Diagram

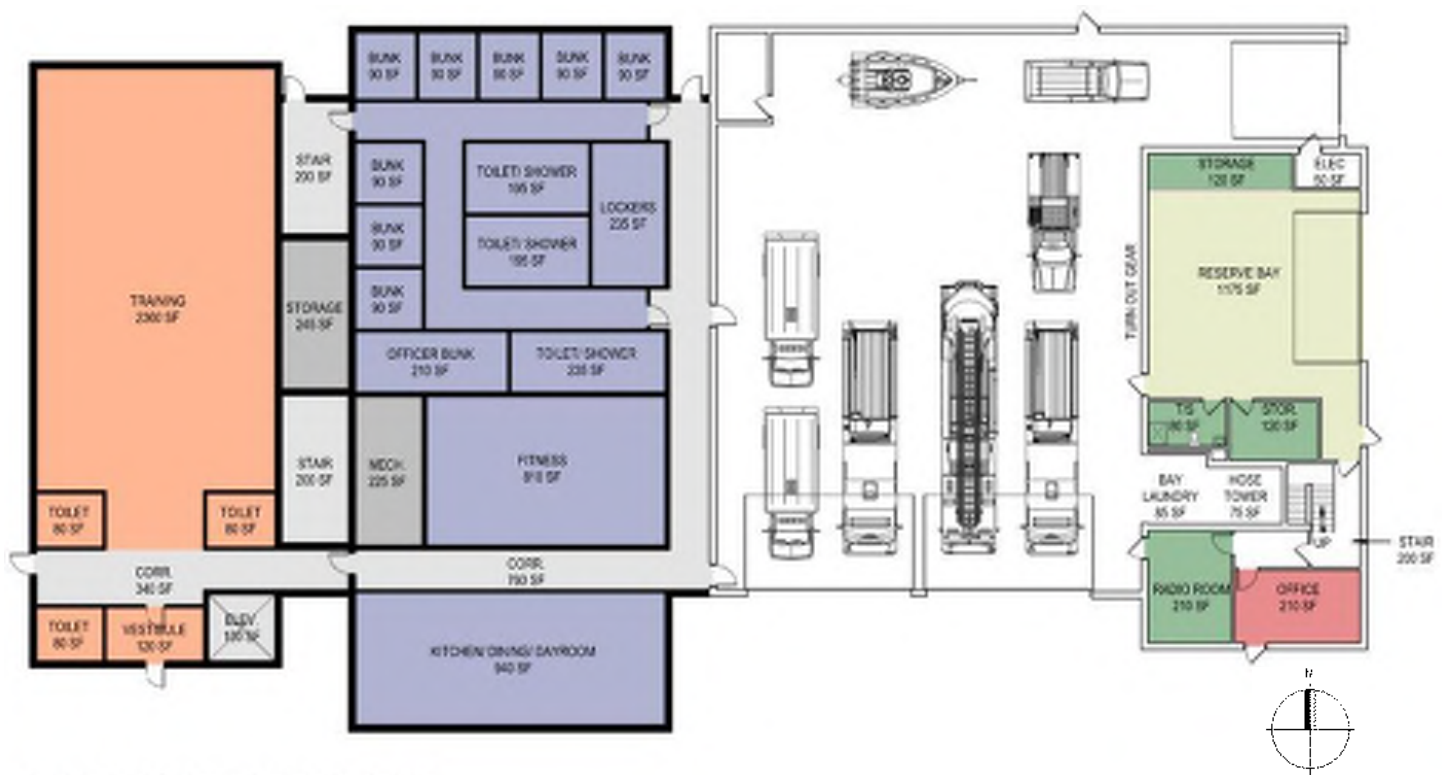


SECTION 6

Fire Station No.62

Addition/Renovation – Concept C

First Floor Plan Diagram



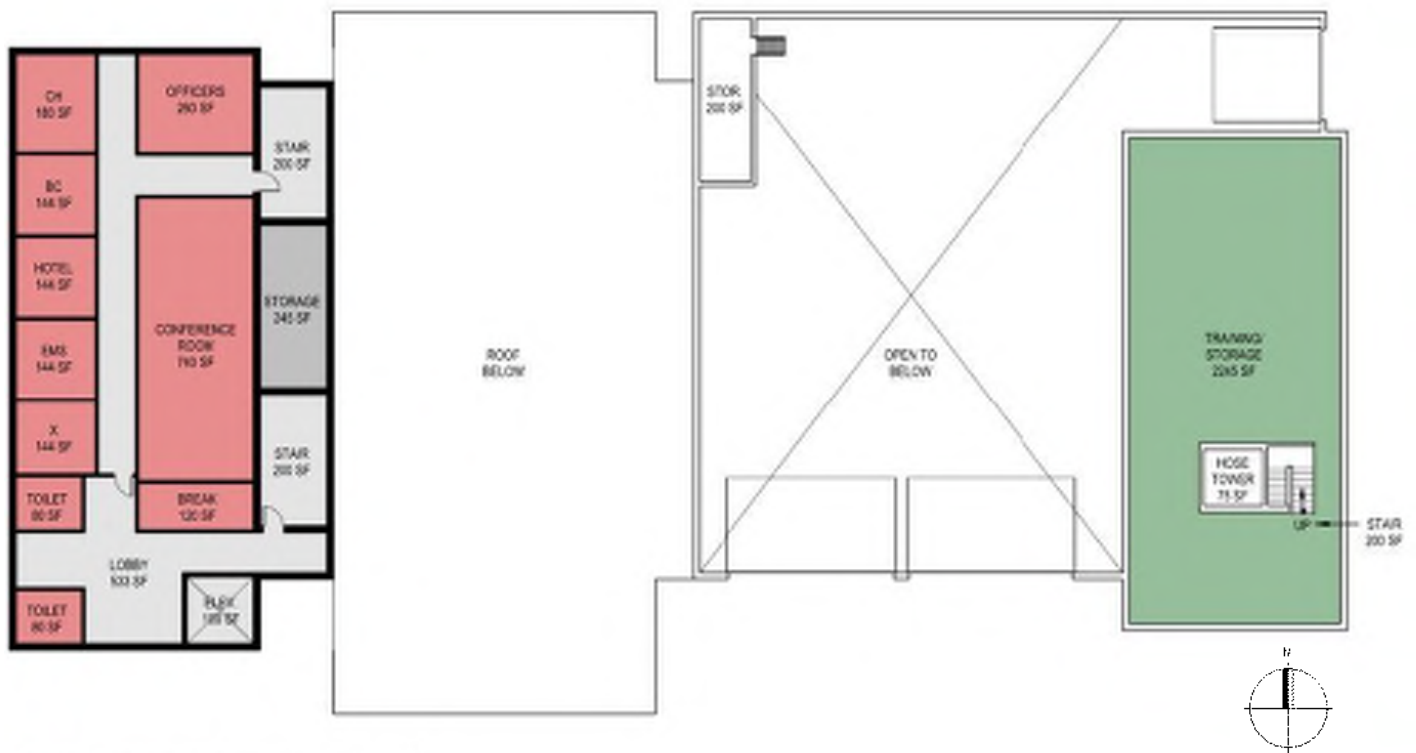
STATION 62 - FIRST FLOOR PLAN - PHASE 1 RENOVATION - CONCEPT C
SCALE: 1/8" = 1'-0"

SECTION 6

Fire Station No.62

Addition/Renovation – Concept C

Second Floor Plan Diagram



STATION 62 - SECOND FLOOR PLAN - PHASE 1 RENOVATION - CONCEPT C
SCALE: 1/8" = 1' - 0"



Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost
1.0	Fire Station Renovation						
1.1	Light Renovation		8,725	SF	145	1,265,125	1,352,375
1.2	Medium Renovation		1,180	SF	185	215,940	259,540
1.3	Heavy Renovation		240	SF	243	58,320	61,120
1.4	Bidding Contingency	1% of Construction Cost				233,908	248,255
1.5	Subtotal					\$1,770,293	\$1,903,290
2.0	Fire Station Addition						
2.1	Station Addition		35,190	SF	160	5,630,400	5,179,350
2.2	Exterior Envelope		3	Allowance		130,000	140,000
2.3	Replace OH Doors	replace doors, and new door	3	Each	18,000	54,000	75,000
2.4	Site Work	new parking lot to the east	1	Allowance		160,000	190,000
2.5	Bidding Contingency	2% of Construction Cost, includes current market premium				772,290	837,653
2.6	Subtotal					\$5,920,890	\$6,422,003
3.0	Sub Total Project Budget					\$7,691,183	\$8,325,293
3.1	Construction Contingency	2% of Construction Cost				769,118	832,529
3.2	Architectural & Engineering Fees	2% of Construction Cost				769,118	832,529
3.3	Legal, Survey, Env. Fees	0.1%				38,456	41,625
3.4	Utility & Permit Fees	0.1%				38,456	41,625
3.5	Material Testing During Construction		1	Allowance		5,500	5,000
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD
3.7	Plan Printing		1	Allowance		2,000	2,500
3.8	Fixtures, Furnishings, & Equipment	FM&T equals 7% of Construction Cost				TBD	TBD
3.9	Subtotal					\$9,311,833	\$10,083,184
3.10	TOTAL PROJECT BUDGET					\$9,311,833	\$10,083,184
3.11	4% Inflation of bid in 2024		103,373	low	540,344	high	59,683,304

4.0 NOTES:

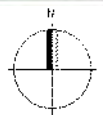
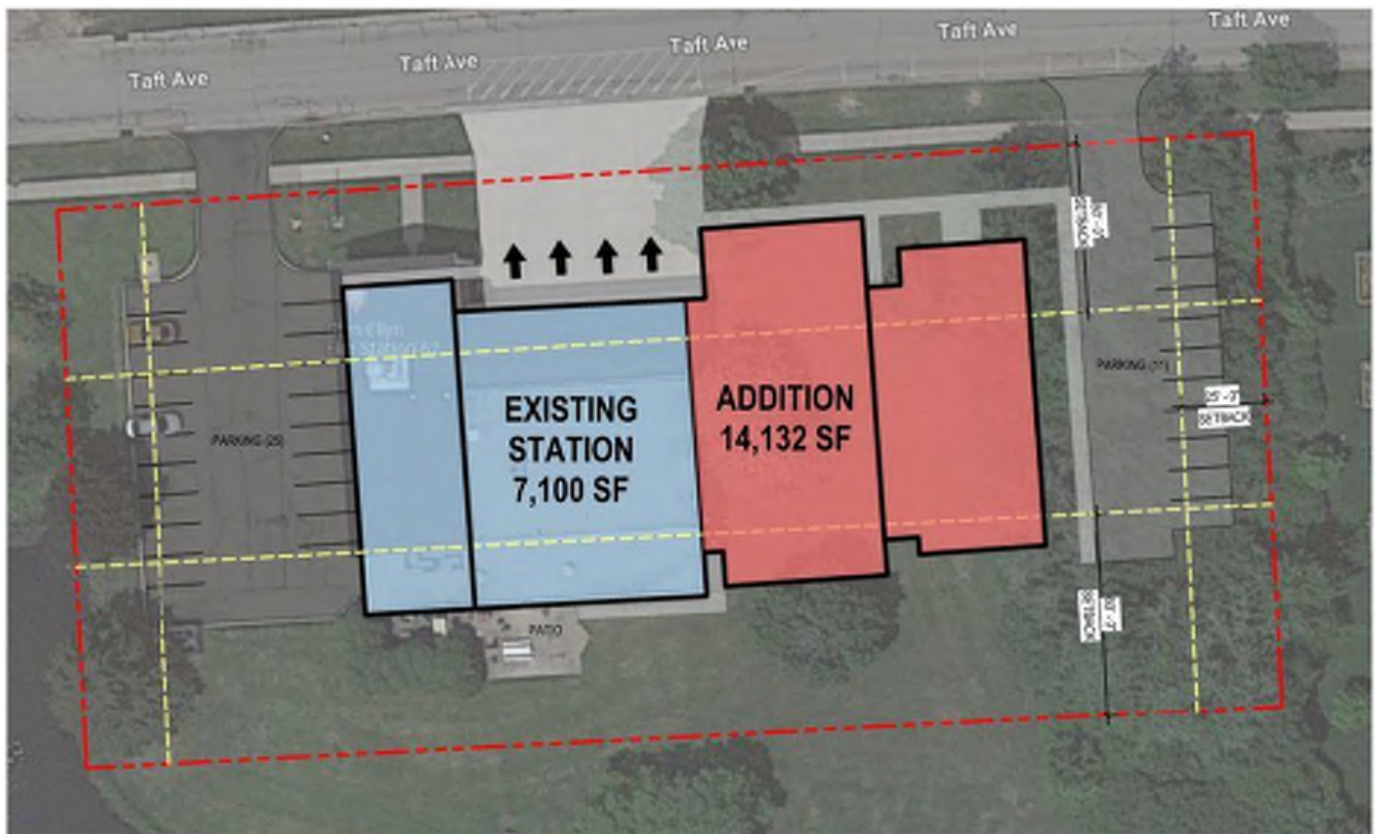
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- 4.2 This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- 4.3 This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- 4.4 Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 6

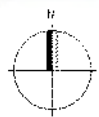
Fire Station No.62

Renovation/Addition – Concept D

Site Plan Diagram



Fire Station No.62
Addition/Renovation – Concept D
First Floor Plan Diagram



SECTION 6

Fire Station No.62

Addition/Renovation – Concept D

Second Floor Plan Diagram





Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost	
1.0	Fire Station Renovation							
1.1	Light Renovation		8,725	SF	145	1,265,125	1,352,375	
1.2	Medium Renovation		1,180	SF	183	215,940	239,540	
1.3	Heavy Renovation		240	SF	243	58,320	63,120	
1.4	Bidding Contingency	2.0% of Construction Cost				280,908	248,755	
1.5	Subtotal					\$1,770,293	\$1,903,790	
2.0	Fire Station Addition							
2.1	Station Addition		11,320	SF	340	4,528,800	4,861,800	
2.2	Exterior Envelope		1	Allowance		110,000	140,000	
2.3	Replace Old Doors	replace doors, and new door	5	Each	18,000	25,000	75,000	
2.4	Site Work	new parking lot to the east	1	Allowance		160,000	180,000	
2.5	Bidding Contingency	2.0% of Construction Cost, includes permit marker premiums				227,620	240,020	
2.6	Subtotal					\$5,586,420	\$6,056,820	
3.0	SubTotal Project Budget					\$7,356,713	\$7,960,610	
3.1	Construction Contingency	2.0% of Construction Cost				735,103	796,011	
3.2	Architectural & Engineering Fees	2.0% of Construction Cost				735,103	796,011	
3.3	Legal, Survey, Env. Fees	0.5%				36,755	39,801	
3.4	Utility & Permit Fees	0.5%				36,755	39,801	
3.5	Material Testing During Construction		1	Allowance		3,500	5,000	
3.6	Moving Costs/ Relocating Costs		1	Allowance		TBD	TBD	
3.7	Plot Printing		1	Allowance		2,000	2,500	
3.8	Furniture, Furnishings, & Equipment	2.0% of Construction Cost				TBD	TBD	
3.9	Subtotal					\$8,900,325	\$9,639,233	
3.10	TOTAL PROJECT BUDGET					\$8,900,325	\$9,639,233	
3.11	4% Inflation if bid in 2024		226,000	low	138,169	high	\$9,256,234	\$10,024,803

4.0 NOTES:

- The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
- This estimate excludes: land purchase costs, moving expense, premium costs for work done in phases, out of sequence, out of normal working hours, hazardous material removal, foundation obstructions, traffic signalization costs, environmental costs which are unknown at this time, extraordinary site development costs, escalation to actual midpoint construction. Contingencies are added for unknown conditions at this time.
- This estimate is based on preliminary information available at this time. The scope of this estimate should be reviewed to insure that our interpretation of the information is correct. This estimate will be updated as the design evolves and is completed.
- Estimate is based on current market conditions and does not factor in escalation. Apply escalation annually beginning January 2024 based upon recorded market conditions.

SECTION 7

Fire Station No.61 & No.62
Conclusion/ Summary