



Agenda
Village of Glen Ellyn
Special Finance Commission Meeting
Friday, September 1, 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**
- E. Financial Reports**
 - 1) Annual Comprehensive Financial Report as of December 31, 2022
- F. Fire and EMS Services - 5 Year Forecast**
 - 1) Fire and EMS Services
- G. Staff Report**
- H. Chairperson's Report**
- I. Trustee Liaison's Report**
- J. Other Business**
- K. Reminders**
- L. New Commissioner Orientation**
 - 1) New Commissioner Orientation
- M. Adjourn**



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

Meeting 9/1/2023 7:00 AM
Department: Finance
Department Head: Patrick Brankin
Category: Report
Prepared By: Patrick Brankin

**AGENDA ITEM (ID # 2023-
863)**

DOC ID: 2023-863

Annual Comprehensive Financial Report as of December 31, 2022

Statement of the Issue:

Each year, the Village must undergo an audit of its financial statements. Attached to this item is the Village's audited financial statements for the fiscal year 2021, which covers the period from January 1, 2021 to December 31, 2022.

Analysis:

Attached to this agenda item is the full Annual Comprehensive Financial Report for the fiscal year ended December 31, 2022. Some notable items about this report and the audit process include:

Opinion

The Village received an "unmodified" audit opinion, which is the best possible outcome resulting from the independent audit process. An unmodified opinion means that no exceptions were noted which would result in a material misstatement of financial information presented. The opinion can be found on pages 11-13 of the attached document.

Management's Discussion and Analysis

Immediately following the auditor's opinion letter is the Management's Discussion and Analysis. This provides a narrative summary of the results of the Village operations and financial position as of December 31, 2022. This is the best place for a casual reader to focus their attention for an overview of the Village's financial performance.

Financial Performance

As noted above, the Management's Discussion and Analysis provides an overview of the 2022 financial performance. Earlier this year, staff provided a year-end report, which was a cash-basis report. The audited financial statements are prepared on an accrual basis subsequent to that report.

Management Letter

The audit also includes an assessment of the Village's internal control structure and would report any significant deficiencies or material weaknesses in internal control that were found during the audit. There were no such material weaknesses or significant deficiencies identified.

SAS 114 Letter to those Charged with Governance

Auditing standards require a SAS 114 letter be delivered to the Village Board for each audit. This letter highlights certain areas required by auditing standards and is attached to this agenda item.

Budget Impact:

N/A

Contribution to Strategic Plan

Action Requested:

None - discussion only.

Attachments:

1. Glen Ellyn Management Letter 22
2. Glen Ellyn SAS 114 22

VILLAGE OF GLEN ELLYN, ILLINOIS

MANAGEMENT LETTER



FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2022

535 Duane Street
Glen Ellyn, IL 60137
Phone: 630.547.5353
www.glenellyn.org



August 17, 2023

The Honorable Village President
Members of the Board of Trustees
Village of Glen Ellyn, Illinois

In planning and performing our audit of the financial statements of the Village of Glen Ellyn, Illinois, (the Village), for the year ended December 31, 2022, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Village Board of Trustees, management, and others within the Village of Glen Ellyn, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Village personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well-prepared audit package and we appreciate the courtesy and assistance given to us by the entire Village staff.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATIONS

1. **GASB STATEMENT NO. 94 PRIVATE-PUBLIC AND PUBLIC-PUBLIC PARTNERSHIPS AND AVAILABILITY PAYMENT ARRANGEMENTS**

Comment

In March 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which provides guidance regarding the information needs of financial statement users by improving the comparability of financial statements among governments that enter into public-private and public-public partnerships (PPPs) and availability payment arrangements (APAs) and by enhancing the understandability, reliability, relevance, and consistency of information about PPPs and APAs. A PPP is an arrangement in which a government (the transferor) contracts with an operator to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definitions Service Concession Arrangements (SCAs) if (a) the operator collects and is compensated by fees from third parties, (b) the transferor (government) determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services, and (c) the transferor (government) is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. An APA is an arrangement in which a government compensates an operator for activities that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* is applicable to the Village's financial statements for the year ended December 31, 2023.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new criteria associated with PPPs and PPAs to determine the appropriate financial reporting for these activities under GASB Statement No. 94.

Management's Response

Management acknowledges this comment and, if applicable, will work to implement it by December 31, 2023, as required by GASB.

CURRENT RECOMMENDATIONS - Continued

2. **GASB STATEMENT NO. 96 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS**

Comment

In May 2020, the Governmental Accounting Standards Board (GASB) issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) by governments. It establishes uniform accounting and financial reporting requirements for SBITAs, improves the comparability of financial statements among governments that have entered into SBITAs, and enhances the understandability, reliability, relevance, and consistency of information about SBITAs. GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* is applicable to the Village's financial statements for the year ended December 31, 2023.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new SBITA criteria in conjunction with the Village's current arrangements to determine the appropriate financial reporting for these activities under GASB Statement No. 96.

Management Response

Management acknowledges this comment and, if applicable, will work with Lauterbach and Amen, LLP to implement it by December 31, 2023, as required by GASB.

CURRENT RECOMMENDATIONS - Continued

3. **GASB STATEMENT NO. 100 ACCOUNTING CHANGES AND ERROR CORRECTIONS**

Comment

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 100, *Accounting Changes and Error Corrections*, which establishes accounting and financial reporting requirements for (a) accounting changes, and (b) the correction of an error in previously issued financial statements (error correction). Accounting changes are (a) changes in accounting principle, (b) changes in accounting estimates, or (c) changes to or within the financial reporting entity. Error corrections are (a) errors from mathematical mistakes, mistakes in the application of accounting principles, or oversight or misuse of facts that existed at the time the financial statements were issued, or (b) a change from (i) applying an accounting principle that is not generally accepted to transactions or other events that previously were significant to (ii) applying a generally accepted accounting principle to those transactions or other events is an error correction. GASB Statement No. 100 requires that (a) changes in accounting principal and error corrections are reported retroactively, (b) changes in accounting estimates are reported prospectively, and (c) changes to or within the financial reporting entity should be reported by adjusting the current reporting period's beginning net position, fund balance, or fund net position, as applicable, for the effect of the change as if the change occurred as of the beginning of the reporting period. GASB Statement No. 100, *Accounting Changes and Error Corrections* is applicable to the Village's financial statements for the year ended December 31, 2025.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review any accounting changes or error corrections to determine the appropriate financial reporting for these activities under GASB Statement No. 100.

Management Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

CURRENT RECOMMENDATIONS - Continued

4. **GASB STATEMENT NO. 101 COMPENSATED ABSENCES**

Comment

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 101, *Compensated Absences*, which establishes standards of accounting and financial reporting for (a) compensated absences, and (b) associated salary-related payments, including certain defined contribution pensions and defined contribution other post-employment benefits (OPEB). The statement requires that a liability should be recognized for any type of leave that has not been used at year-end if (a) The leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Examples of leave that should be reviewed, and potentially measured under GASB Statement No. 101 are vacation leave, paid time off leave, holiday leave, and sick leave. Examples of leave that are excluded from GASB Statement No. 101 are parental leave, military leave, and jury duty leave. GASB Statement No. 101, *Compensated Absences* is applicable to the Village's financial statements for the year ended December 31, 2025.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new compensated absences and associated salary-related payments, including certain defined contribution pensions and defined contribution other post-employment benefits criteria to determine the appropriate financial reporting for these activities under GASB Statement No. 101.

Management Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

PRIOR RECOMMENDATION

1. GASB STATEMENT NO. 87 LEASES

Comment

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. In accordance with GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued as temporary relieve to governments and other stakeholders in light of the COVID-19 pandemic, GASB Statement No. 87, *Leases* is applicable to the Village's financial statements for the year ended December 31, 2022.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new lease criteria in conjunction with the Village's current leases to determine the appropriate financial reporting for these activities under GASB Statement No. 87.

Status

This comment has been implemented and will not be repeated in the future.



August 17, 2023

The Honorable Village President
Members of the Board of Trustees
Village of Glen Ellyn, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Glen Ellyn, (the Village), Illinois for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 17, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2022. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental and business-type activities' financial statements were:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets, the net pension liabilities is based on estimated assumptions used by the actuary, the total OPEB liability is based on estimated assumptions used by the actuary, and the asset retirement obligation is based on historical costs for similar abandonments, adjusted for inflation. We evaluated the key factors and assumptions used to develop the depreciation expense, the net pension liabilities, the total OPEB liability, and the asset retirement obligation estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

Significant Audit Findings - Continued

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 17, 2023.

Management Consultations with Other Independent Auditors

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and statistical section, which accompanies the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, and we do not express an opinion or provide any assurance on it.

Restrictions on Use

This information is intended solely for the use of the Members of the Board of Trustees and management of the Village and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Members of the Board of Trustees and staff (in particular the Finance Department) of the Village of Glen Ellyn, Illinois for their valuable cooperation throughout the audit engagement.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

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 which allowed the GEVFC to sustain its volunteer model.

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. At that time, the Village acknowledged that this was a partial solution as we had embarked on a facility study and wanted to understand the plan before evaluating fees to meet the new plan. It was recognized at the time that additional funding would likely be required in the near term to maintain pace with operational costs and capital replacement needs.

Over the last year, the Village and GEVFC have completed some long-term planning including a Strategic Plan, a Facilities Plan, as well as made operational improvements to both fire and EMS services at the direction of the Village Board. Below is a brief summary of these accomplishments:

1. **Emergency Management Services:** Village approved a new EMS Supervisor Position with the Metro Contract to address consistency issues as well as provide another vehicle to triage EMS calls. In short, the Village Board approved increasing staffing level 24/7 from 4 FF/Paramedics to 5 FF/Paramedics (1 EMS Supervisor).
2. **Fire Operations:** The Village and GEVFC finalized a new agreement that authorized the hiring of a Full Time Chief as well as supporting additional training and equipping additional volunteers. These costs were incorporated into the CY23 Budget and will be ongoing costs in future budgets.
3. **Capital (Fleet and Facilities):** In addition to having to support the fleet and equipment needs of the Fire Company, the capital fund was established to prepare for managing aging fire stations. In 2022, the Village and GEVFC hired an architectural/building firm to coordinate a Facility Study that was shared with the Village Board earlier this year. The study recommends a \$10M investment in the Fire Stations over the next 5-7 years as well as preparing to replace Fire Station 61 over the next 15-20 years.

Given these key operational changes and to meet the future needs of the community, the Village needs to review the health of all fire/EMS funds to further support these critical emergency services. Given that these fees have not been increased since they were established, this is the right time to evaluate how best to sustain our current service levels and meet the demands of the community.

Board memos detailing the historical and current amounts of the Fire and EMS service fees are attached along with a five-year forecast for the Fire Services Fund based on the current fee levels. Fire Chief Clark attended the last two Finance Commission meetings and will attend the August Finance Commission meeting to answer questions regarding the Fire Company's long term forecast, capital plans and funding options. This meeting is intended to share a few different financial

models to share with the Commission to address these financial needs. Staff looks forward to the discussion and would like to make a recommendation to the Village Board next month.

Contribution to Strategic Plan:

Strategic Priority: Financial Sustainability. **Initiative:** Maintain financial stability and create a financial decision-making framework. Develop fee review schedule including reviewing EMS and Fire/W&S/Building Fees.

Strategic Priority: Financial Sustainability. **Initiative:** Maintain capital funding viability. Continue to prioritize capital projects through annual Capital Improvement Planning.

Attachments:

1. Board memo fire services fee 12-06-2013
2. Board memo fire services fee 04-10-2017
3. GEVFC-Ten Year Forecast-2017-04-02
4. Board memo fire services fee 09-20-2021
5. Board memo Fire and EMS space needs assessment 05-15-2023
6. Fire Station 61 & 62 Study
7. Scenarios A through D

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 ft ²	736		\$ 96.00	\$ 8.00	\$ 70,656
20,000-40,000 ft ²	14		\$ 240.00	\$ 20.00	\$ 3,360
40,000 ft ² +	10		\$ 480.00	\$ 40.00	\$ 4,800
<u>Government</u>	19			\$ -	\$ -
<u>Total</u>					\$ 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.

Village of Glen Ellyn Volunteer Fire Company
Village Financial Support Summary

Item	CY17	CY18	CY19	CY20	CY21	CY22	CY23	CY24	CY25	CY26	Total
<u>Village Revenues</u>											
Fire SSA-1% increase annually	\$ 151,500	\$ 153,015	\$ 154,545	\$ 156,091	\$ 157,652	\$ 159,228	\$ 160,820	\$ 162,429	\$ 164,053	\$ 165,693	
Fire Service Fee-Flat Rate (1)	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	\$ 1,606,000	
Total	\$ 1,757,500	\$ 1,759,015	\$ 1,760,545	\$ 1,762,091	\$ 1,763,652	\$ 1,765,228	\$ 1,766,820	\$ 1,768,429	\$ 1,770,053	\$ 1,771,693	
<u>Fire Company Expenditures</u>											
Operations(2)	\$ 700,000	\$ 721,000	\$ 742,630	\$ 764,909	\$ 787,856	\$ 811,492	\$ 835,837	\$ 860,912	\$ 886,739	\$ 913,341	
Capital-Equipment	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	
Capital-Facilities (4)	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	\$ 746,882	
Total	\$ 1,846,882	\$ 1,867,882	\$ 1,889,512	\$ 1,911,790	\$ 1,934,738	\$ 1,958,373	\$ 1,982,718	\$ 2,007,793	\$ 2,033,621	\$ 2,060,223	
Overall Shortfall (Rev/Exp)	\$ (89,382)	\$ (108,867)	\$ (128,966)	\$ (149,700)	\$ (171,086)	\$ (193,145)	\$ (215,898)	\$ (239,365)	\$ (263,568)	\$ (288,529)	\$ (1,848,505)

(1) Currently a flat rate generating \$803,000 annually. Need approximately \$1.6 to meet operating and capital needs

(2) Assumes a 3% increase annually

(3) Equipment Replacement \$400K annually, to cover all fleet purchases

(4) Annual contribution of \$746,882 to fund capital facility costs. Assumes Improvements to Station #2=\$1M in CY19 and Improvements to Station #1=\$12M in CY25



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

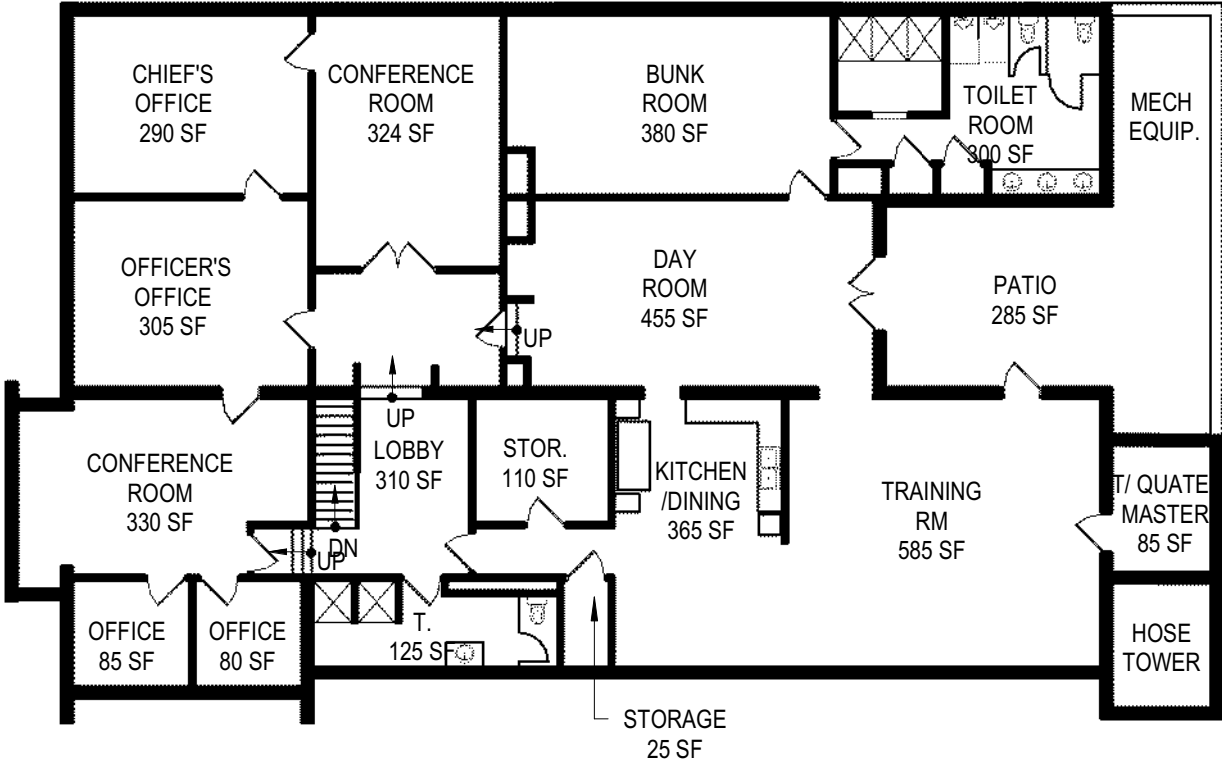
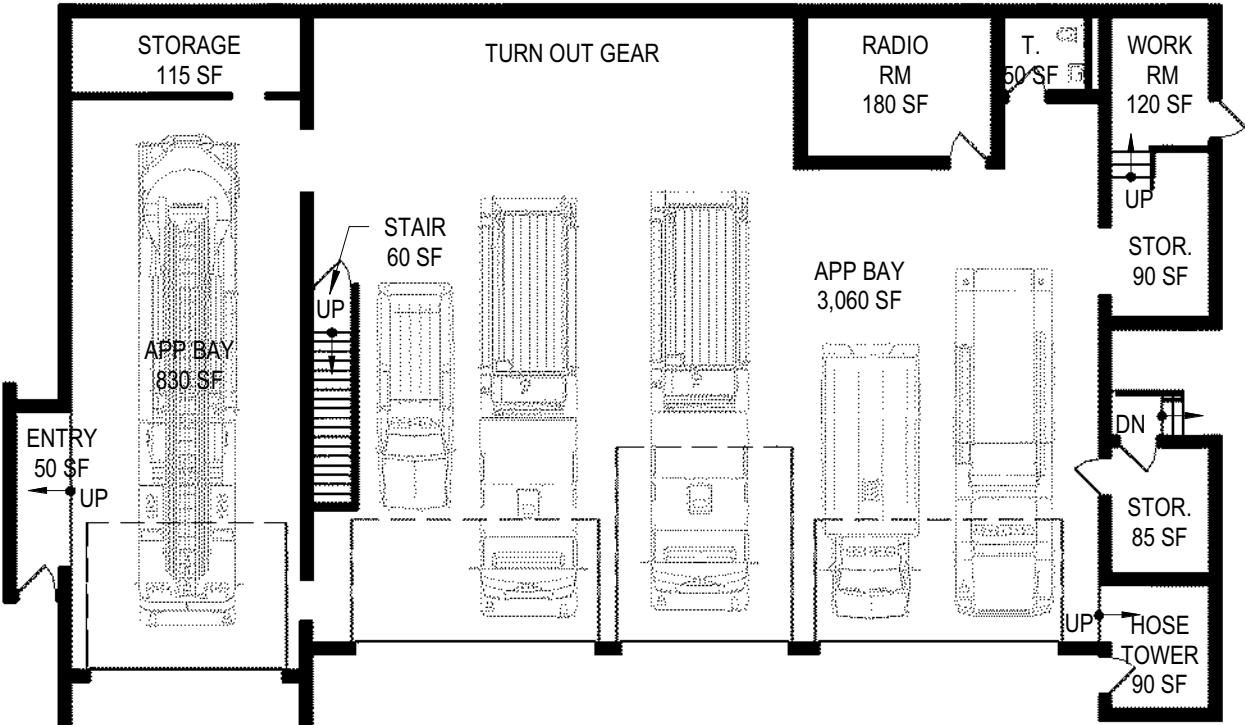
GLEN ELLYN, IL 60137



SITE DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 61

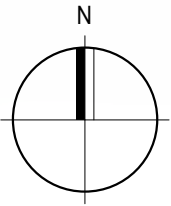
GLEN ELLYN, IL 60137



PLAN DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 62

GLEN ELLYN, IL 60137



SCALE: 1' = 30' - 0"

SITE DIAGRAM - EXISTING

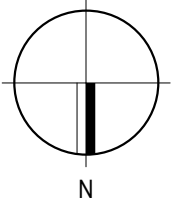
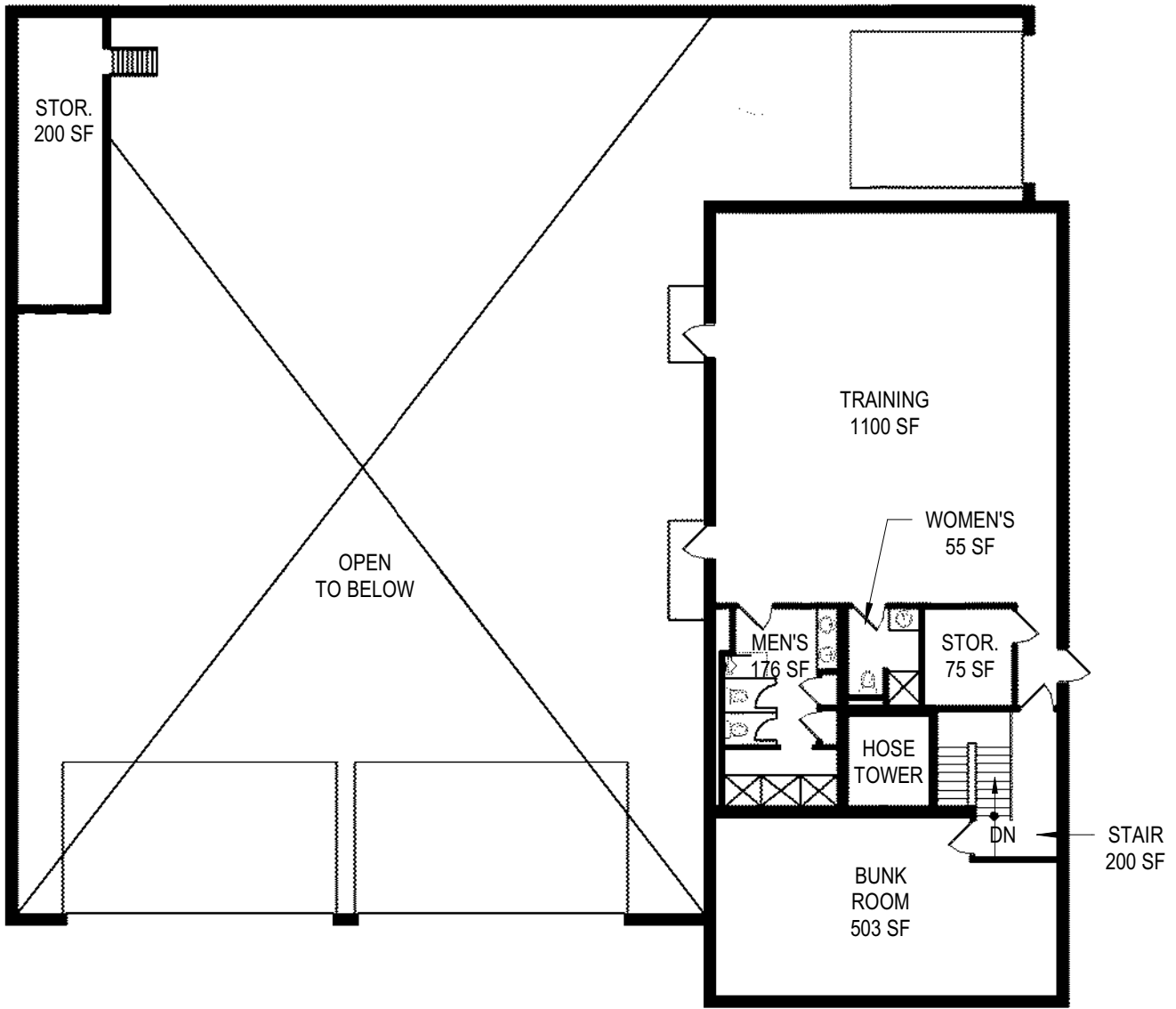
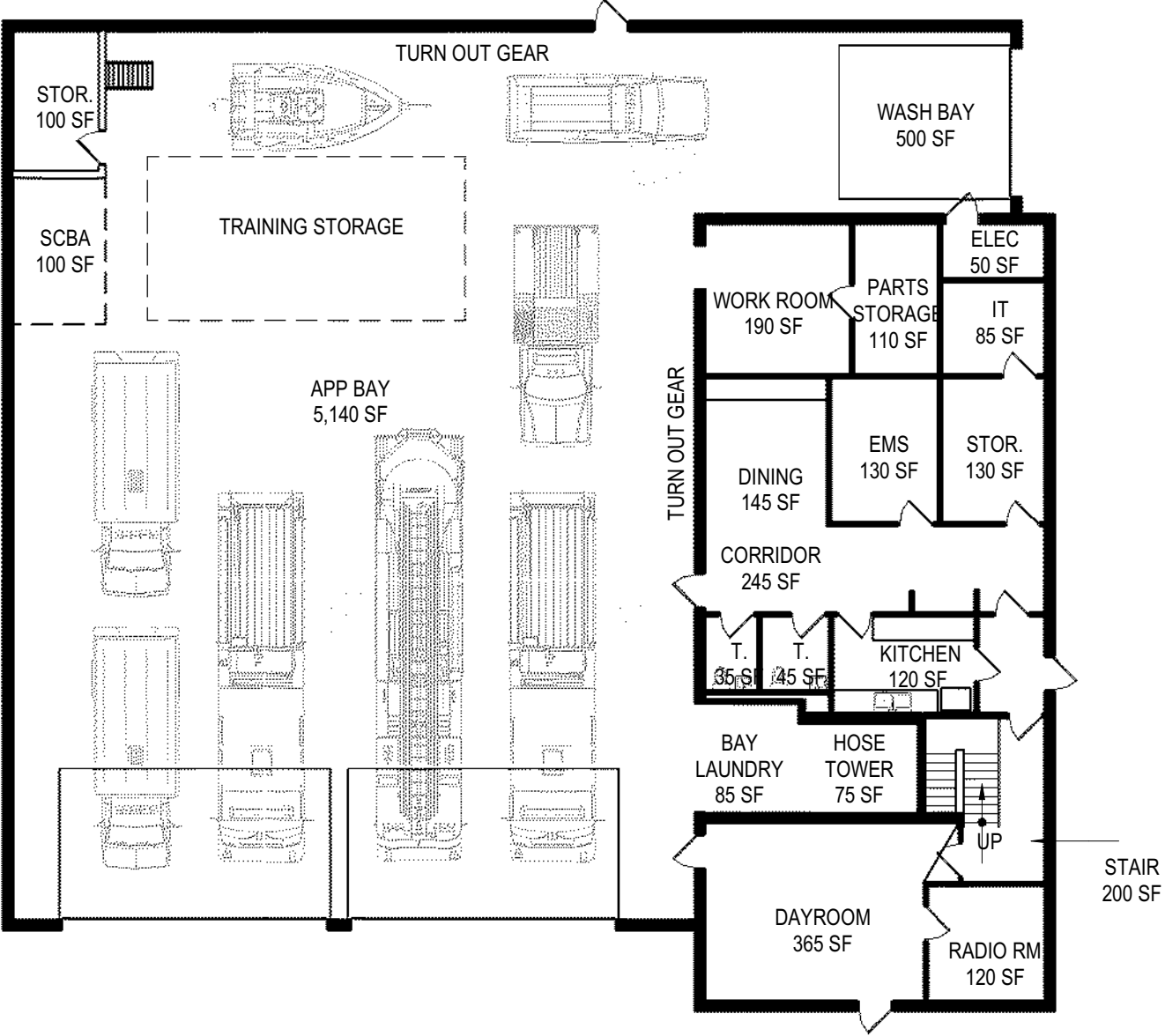
Glen Ellyn Fire
Job No. 22-3310.01

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GLEN ELLYN FIRE COMPANY - STATION 62

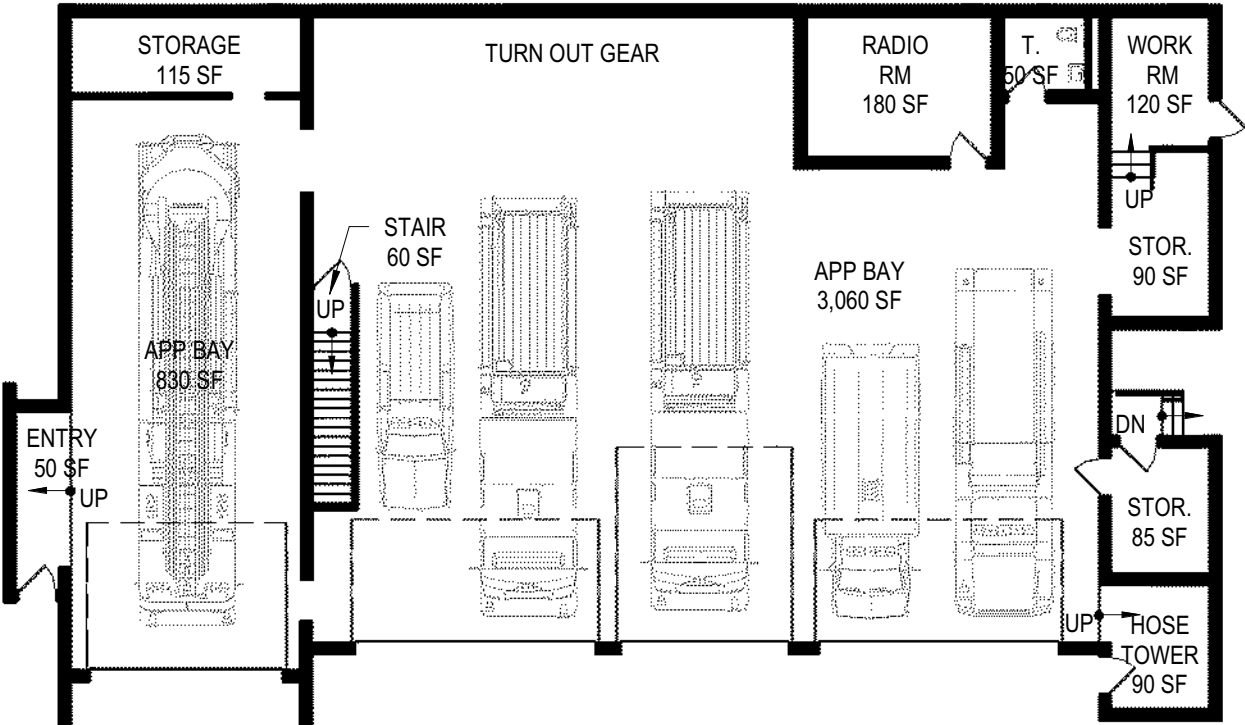
GLEN ELLYN, IL 60137



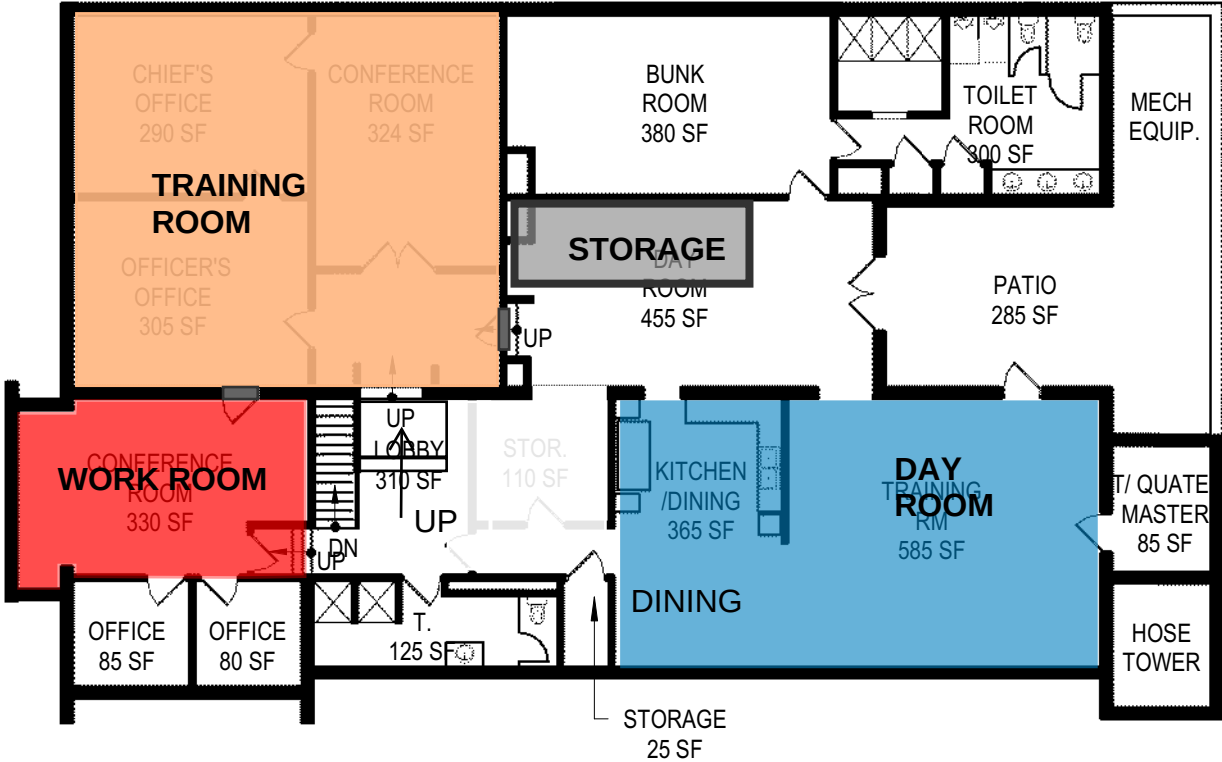
PLAN DIAGRAM - EXISTING

GLEN ELLYN FIRE COMPANY - STATION 61

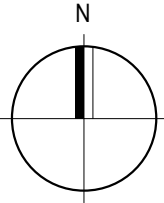
GLEN ELLYN, IL 60137



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



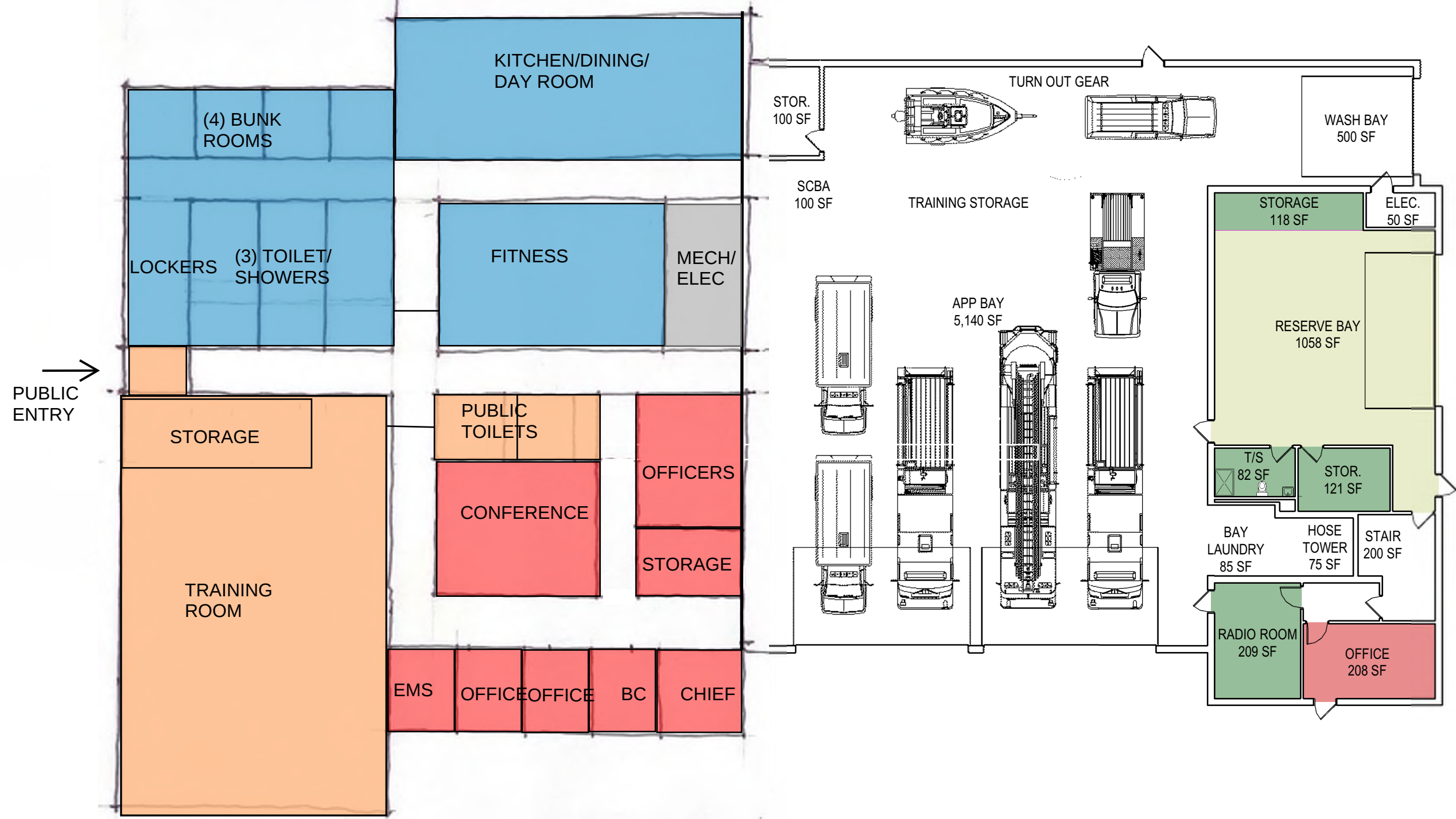
Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost
1.0	Fire Station Renovation							
1.1	Light Renovation		1,350	SF	180	190	243,000	256,500
1.2	Medium Renovation		1,600	SF	260	280	416,000	448,000
1.3	Heavy Renovation		160	SF	320	340	51,200	54,400
1.4	Bidding Contingency	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:

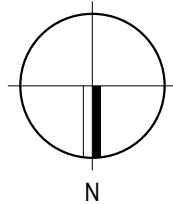
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the 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

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Glen Ellyn Volunteer Fire Company Station 62

Add/Reno -Phase 1 - Scope and Budget

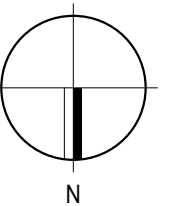
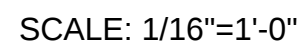


Item	Description	Remarks	Quantity	Unit	\$ / Unit		Low Range Cost	High Range Cost
1.0	Fire Station Renovation							
1.1	Light Renovation		6,390	SF	180	190	1,150,200	1,214,100
1.2	Medium Renovation		495	SF	260	280	128,700	138,600
1.3	Heavy Renovation		1,395	SF	310	330	432,450	460,350
1.4	Bidding Contingency	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.
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GLEN ELLYN, IL 60137



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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	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

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
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- 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.

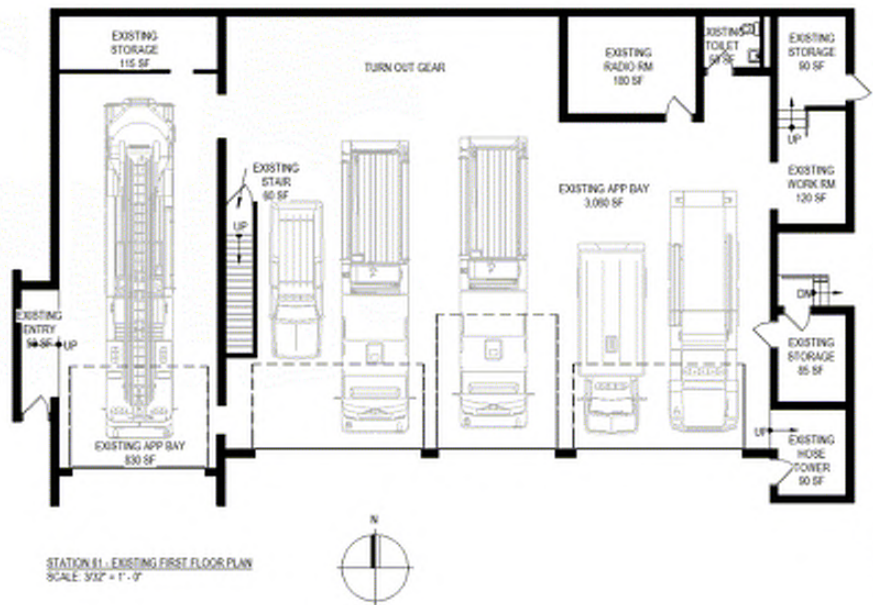
SECTION 2

Fire Station No.61

Existing Building Plans

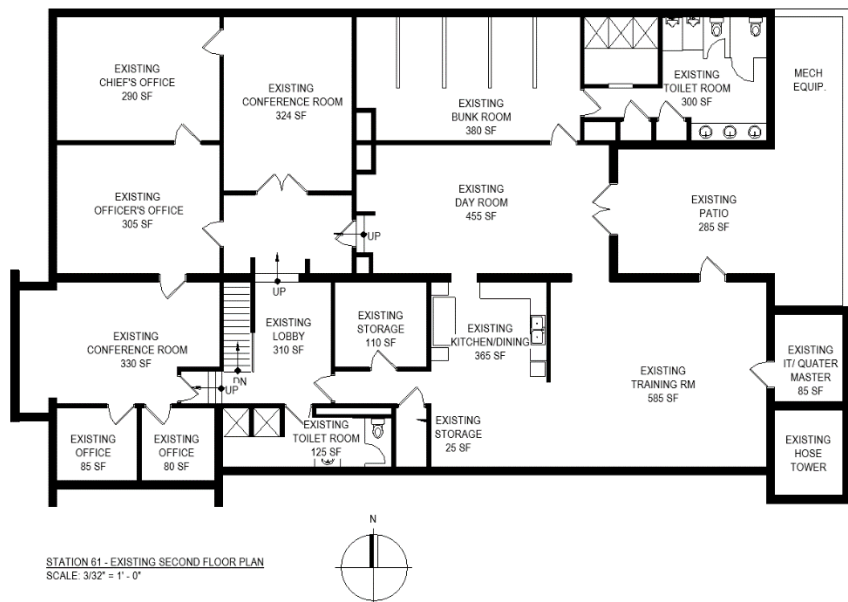
First Floor Net Area:
4,785 sq.ft.

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



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

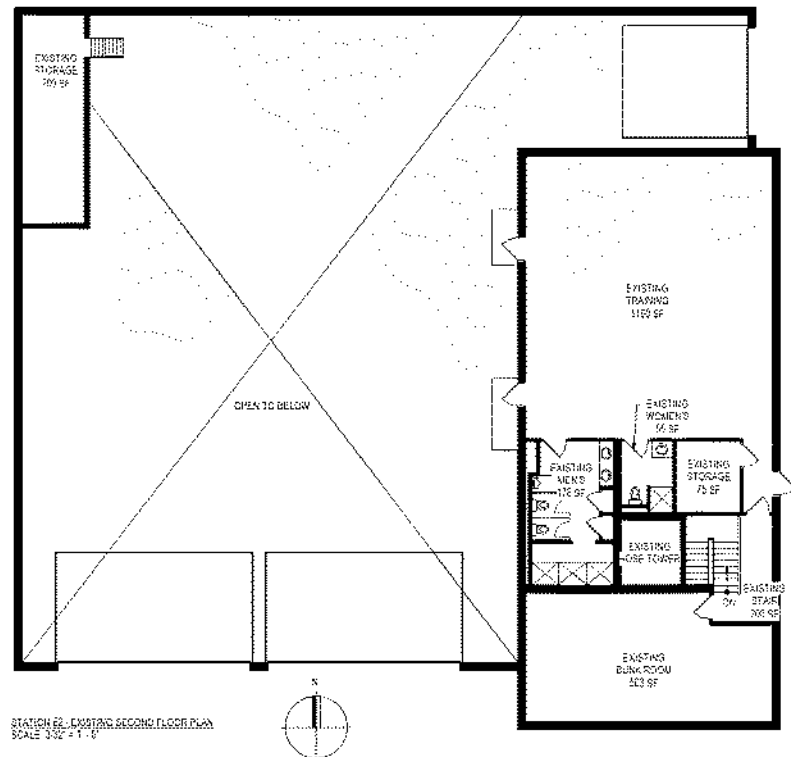
Second Floor Gross Area:
4,970 sq.ft.



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
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 Hosting Office	-	120	Exist. Training Office - Future Hosting
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

FGMARCHITECTS

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 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) 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 8Tyn
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'x6' lockers with 2'x2'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	150	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

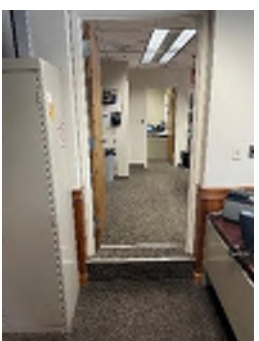
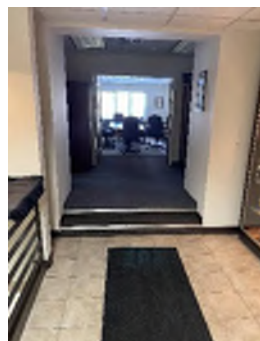
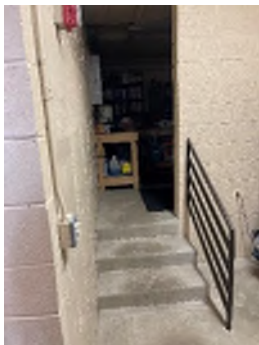
Fire Station No. 61 was originally built in 1956. The original station was two stories. There was an addition to the bays in the 1960's and an addition to the second story in 1997. The bays and original portion of the facility is constructed of CMU masonry bearing structure with face brick exterior on 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.

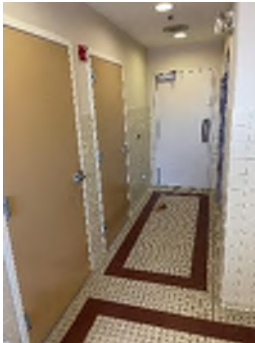
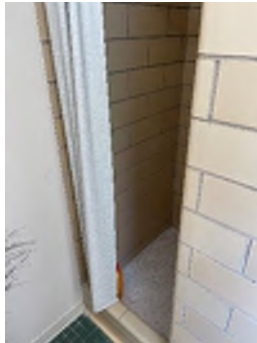
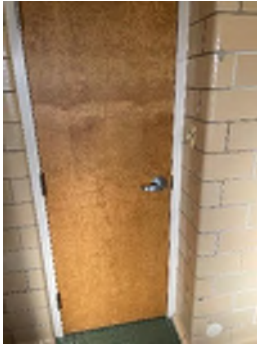
SECTION 4**Fire Station No.61****Existing Condition Report****Building Envelope:**

- 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:

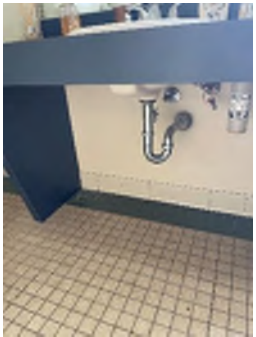
- All entrance/egress exits for the facility do not meet ADA requirements due to existing elevation changes at stairs and gas curbs that do not allow a handicapped visitor or employee to enter or exit the facility safely.
- There is no existing elevator, accessible stairs or ramps that currently serve 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:

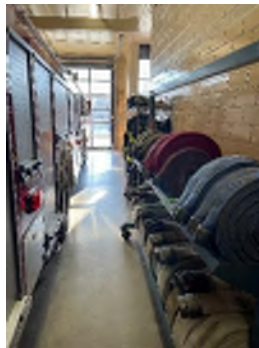
- There is no NFPA 72 compliant gas detection system within the Apparatus Bay.

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:

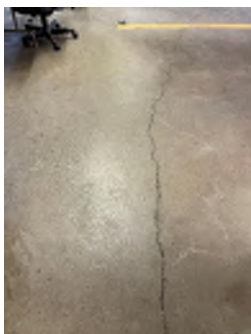
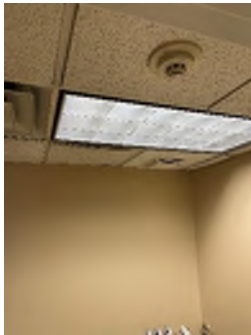
- Most of the facility has 2'x2' acoustical ceiling tiles that appear to be in good condition. All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient 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**

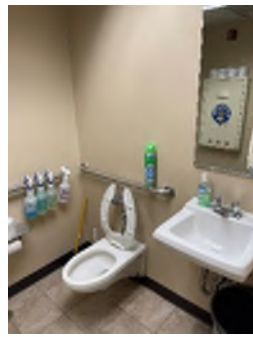
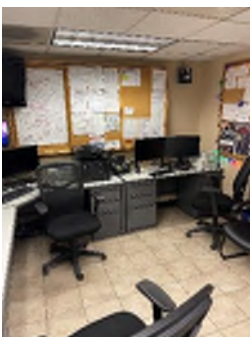
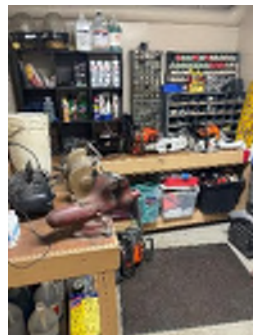
- Existing entrance doors do not meet the current Building and ADA codes and need to be addressed. See Building Code and Accessibility sections for additional information.
- There are (4) existing entrances into the station and none of them clearly designate a main or public entrance. All exterior HM 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

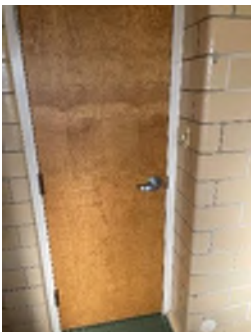
- Existing training room is severely undersized. Currently training occurs weekly at this station. Existing training room was designed to seat (18) but (60+) attend weekly training sessions and require the sessions to be located at on the bay floor or at station 62. To correctly accommodate the current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

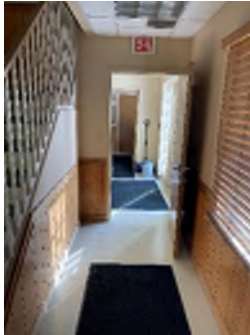
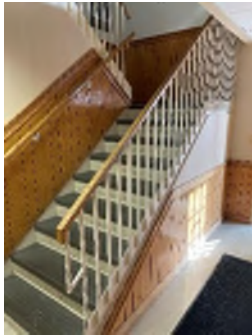
SECTION 4

Fire Station No.62 Existing Condition Report



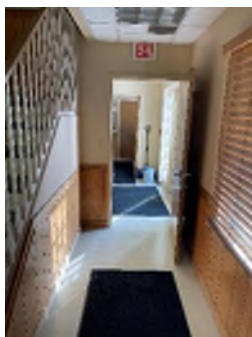
Building Envelope:

- 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:

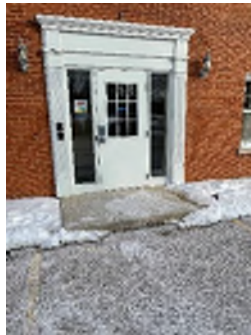
- All entrance/egress exits for the facility do not meet ADA requirements due to existing elevation changes at stoops that do not allow a handicapped visitor or employee to enter or exit the facility safely.
- There is no elevator, accessible stairs or ramps that currently services the facility, a handicapped 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**

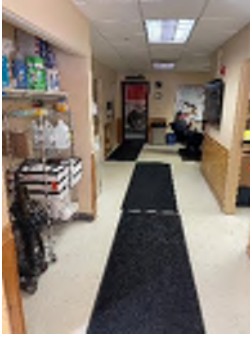
- Most of the facility has 2'x2' acoustical ceiling tiles that appear to be in good condition. All existing light fixtures appear to be florescent type and nearing the end of their life expectancy. It is suggested that all the interior lighting fixtures throughout the facility be replaced with more efficient 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**

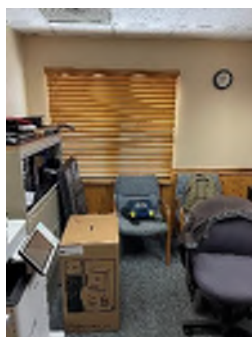
- What once was a report writing room is now EMS storage/office. Office function is underused due to the amount of work space being used for overflow storage. Additional storage space should be provided to allow for the work room to be properly utilized for report writing and studying.
- Existing casework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

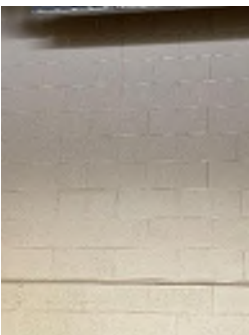
**Men's and Women's Toilet/Shower Rooms**

- 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 Elynn 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

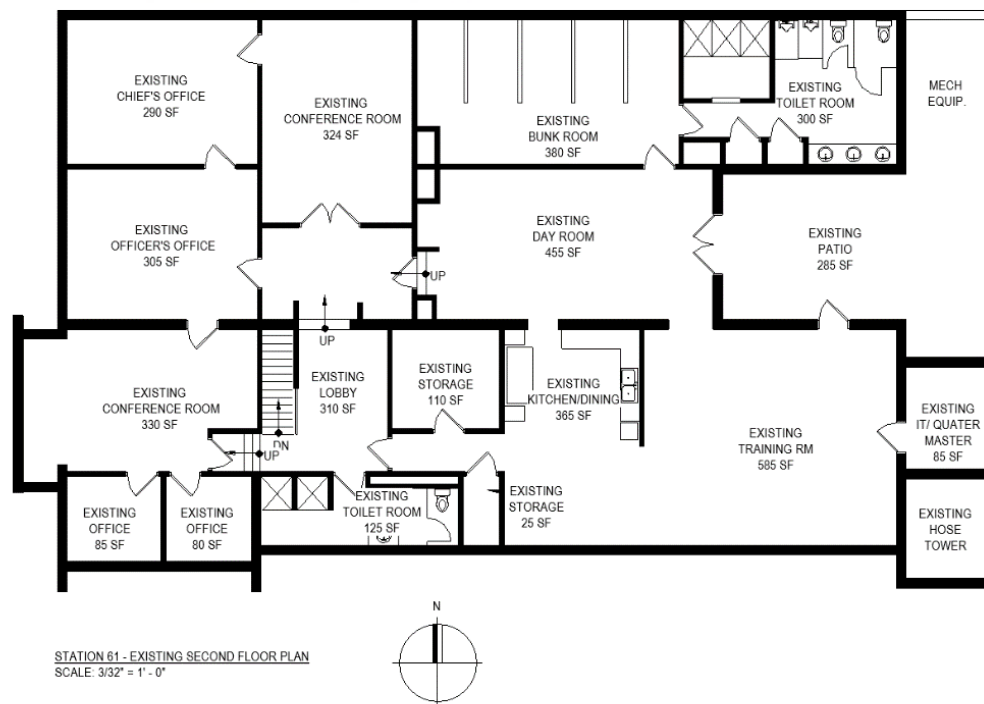
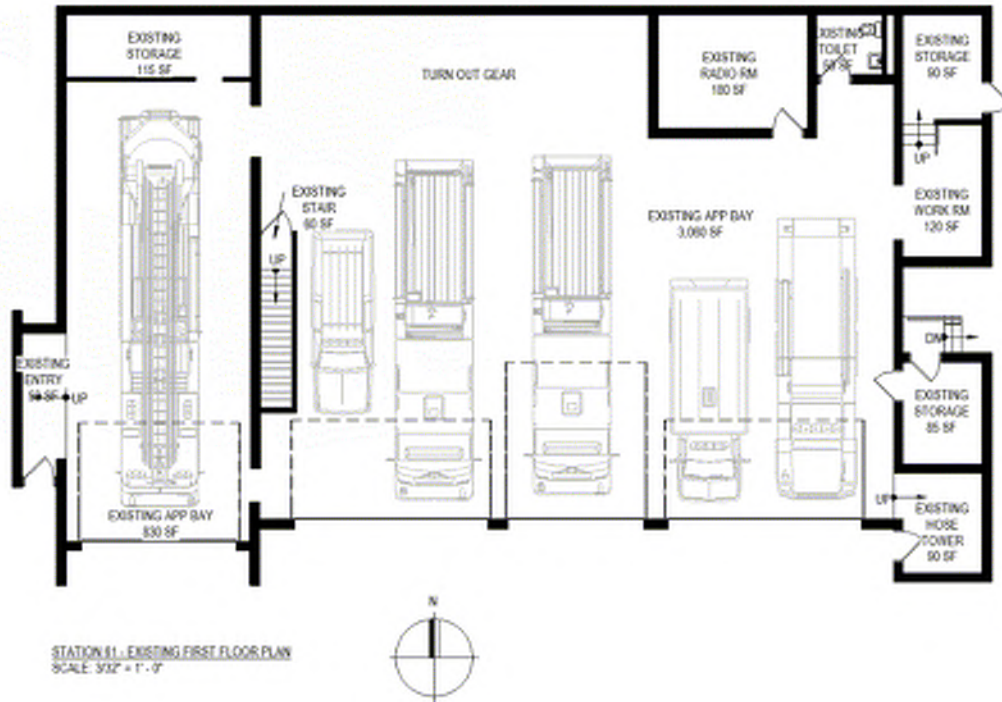
- Phase 1** – Circulation Addition, Bay Support Addition, and Renovate Toilet rooms
- Phase 2** – Renovation of Residence, First Floor
- Phase 3** – Renovation of Residence, Second Floor (can be done with Phase 2 for cost savings on efficiency)

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

SECTION 6

Fire Station No.61

Existing Plan Diagrams

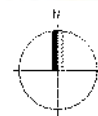


SECTION 6

Fire Station No.61

Addition/Renovation: Concept A - Phase 1

Site Plan Diagram

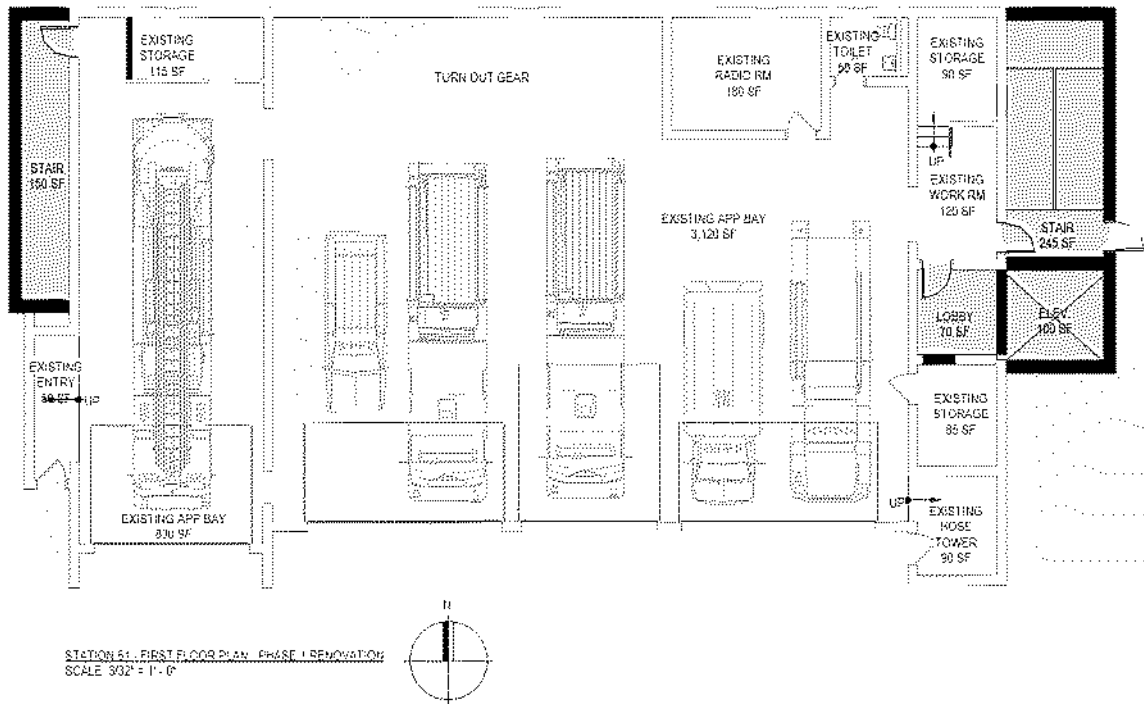


SECTION 6

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				35,343	38,016
1.5	Subtotal					\$389,668	\$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					\$1,095,455	\$1,228,953
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	SN Inflation (if bid in 2023)		244,700	Low	175.04%	High	\$1,400,750
							\$1,575,712

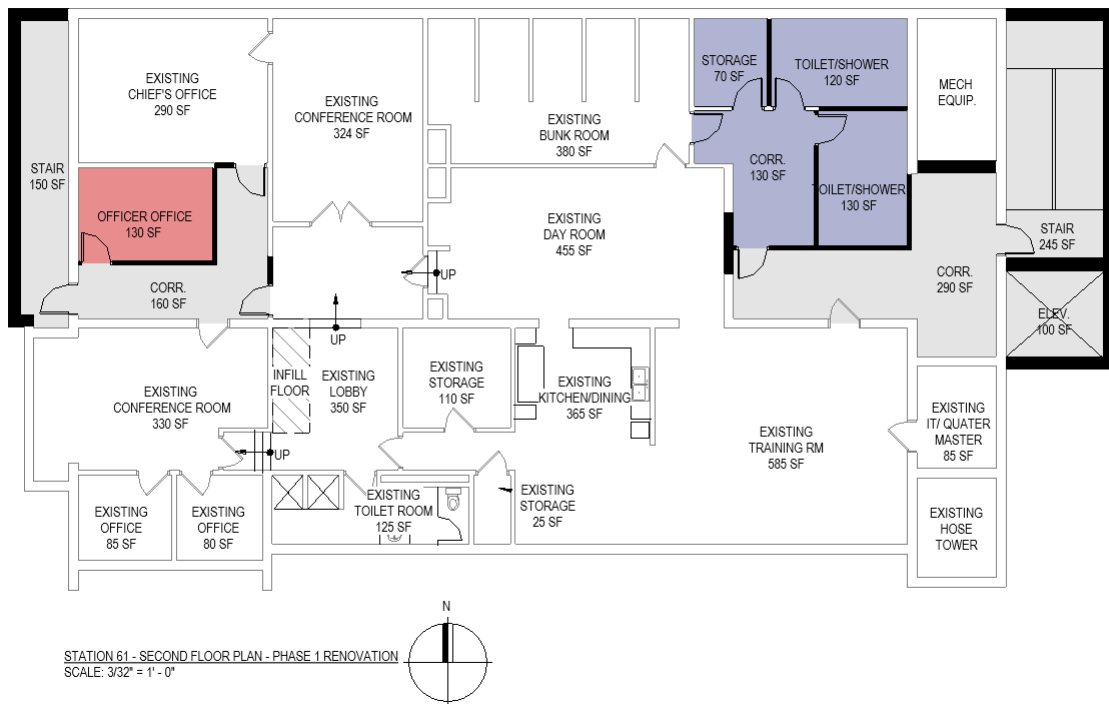
- 4.0 NOTES:**
- The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, 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.
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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
							\$841,806

3.0 NOTES:

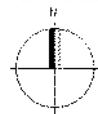
- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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- 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

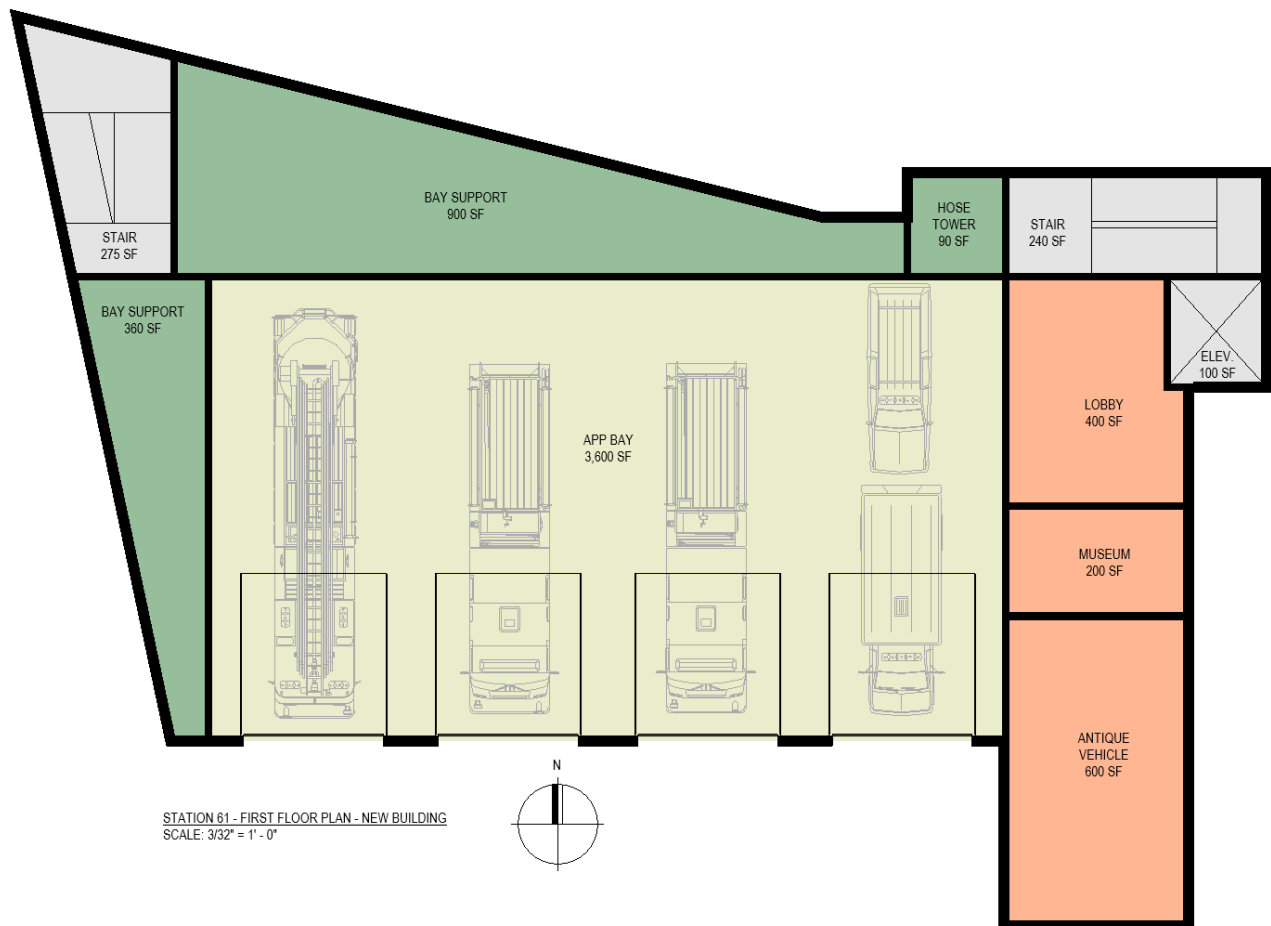


SECTION 6

Fire Station No.61

New Construction

First Floor Plan Diagram



SECTION 6

Fire Station No.61

New Construction

Second Floor Plan Diagram



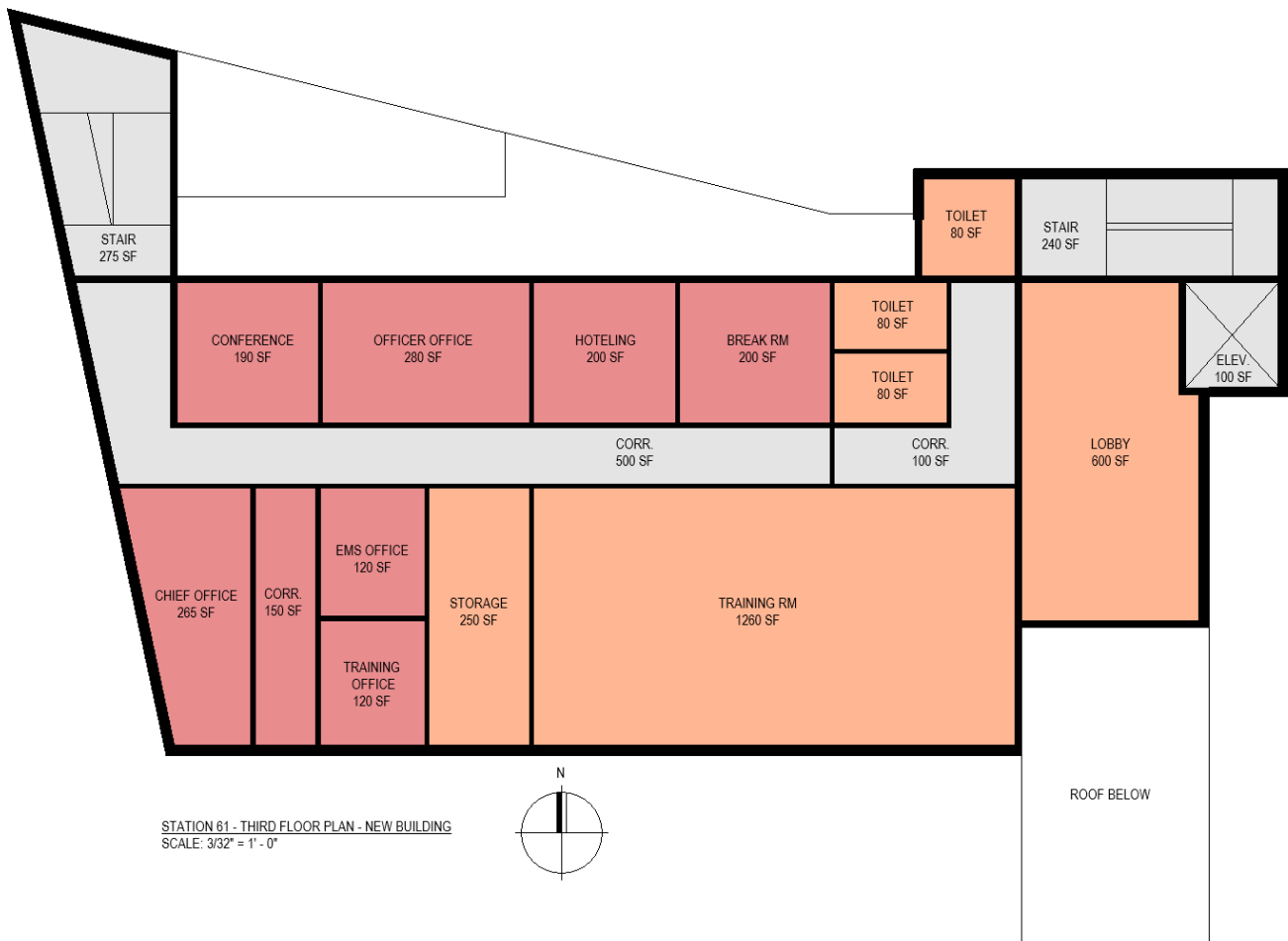
STATION 61 - SECOND FLOOR PLAN - NEW BUILDING
SCALE: 3/32" = 1' - 0"

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	6,880,000	7,300,000
1.2	Demolish Existing Station		30,595	SF	12	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:

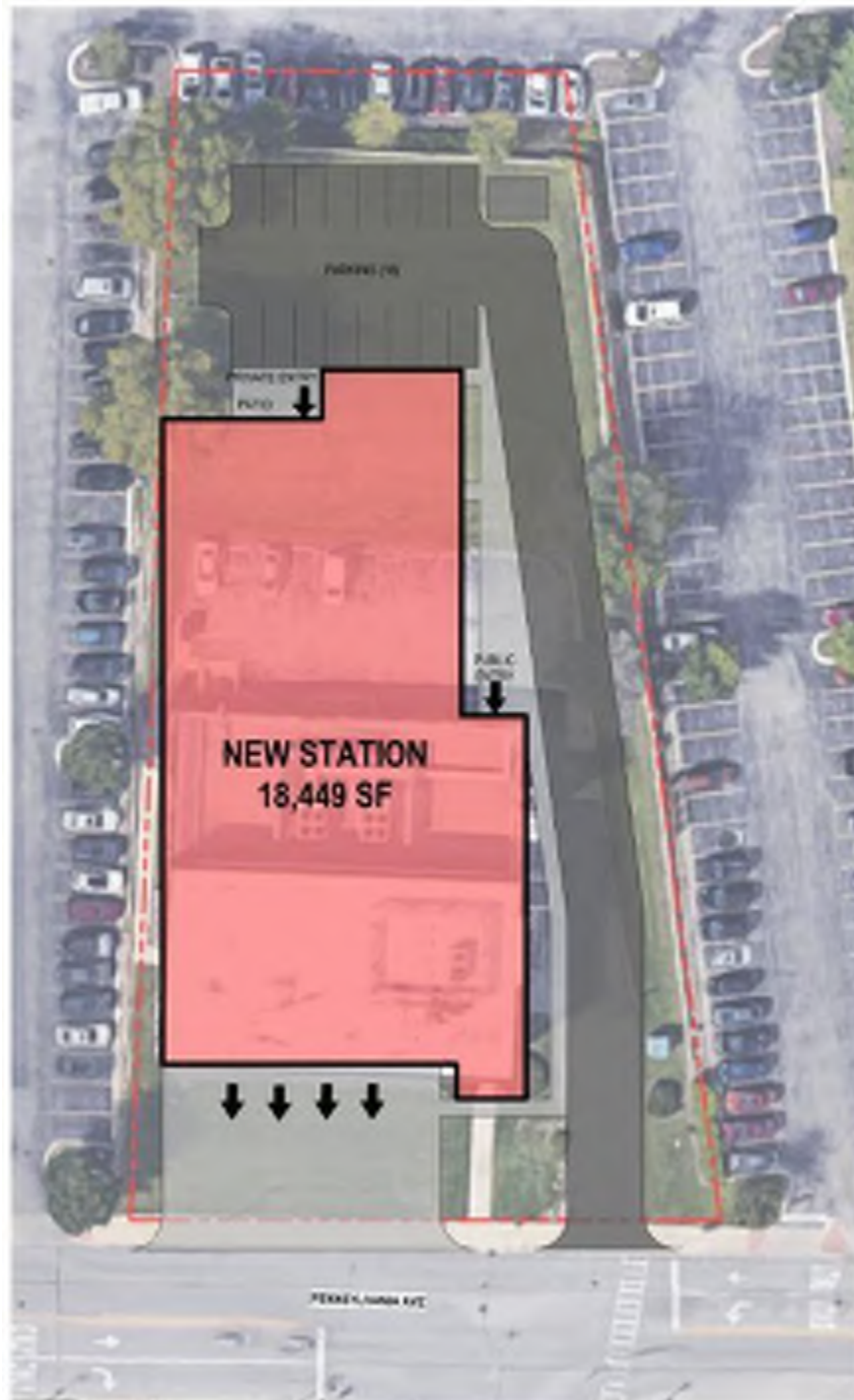
- 3.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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- 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



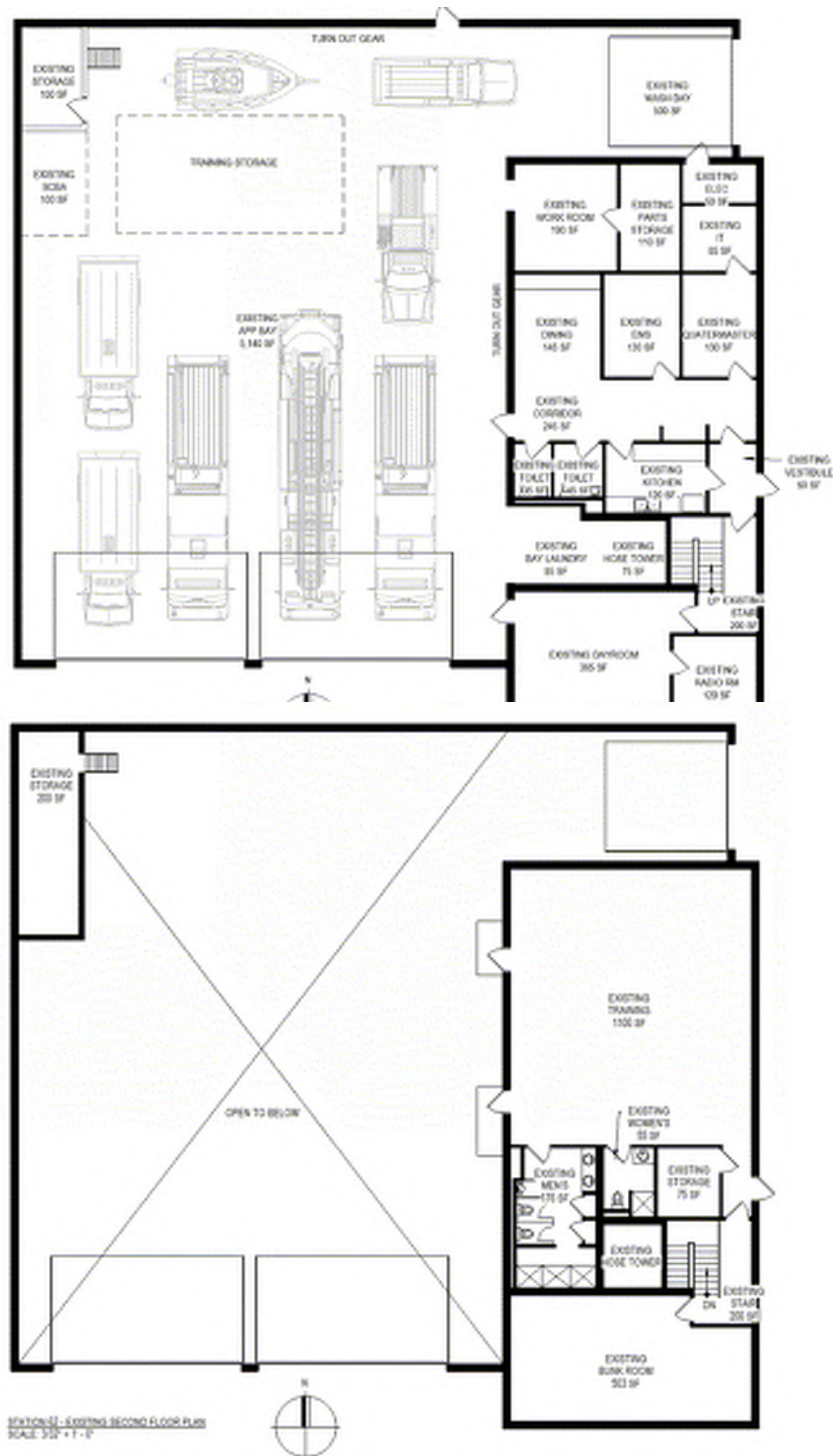
FGMARCHITECTS		Glen Ellyn Volunteer Fire Company		Station 61		New Station/ New Site- Option A - Scope and Budget			
June 29, 2022									
FGMA# 22-3310.01									
Item	Description	Remarks	Quantity	Unit	\$ / Unit	Low Range Cost	High Range Cost		
1.0	New Fire Station								
1.1	New Station Construction		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%					46,173	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						\$11,785,936	\$12,355,678	

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.
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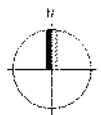
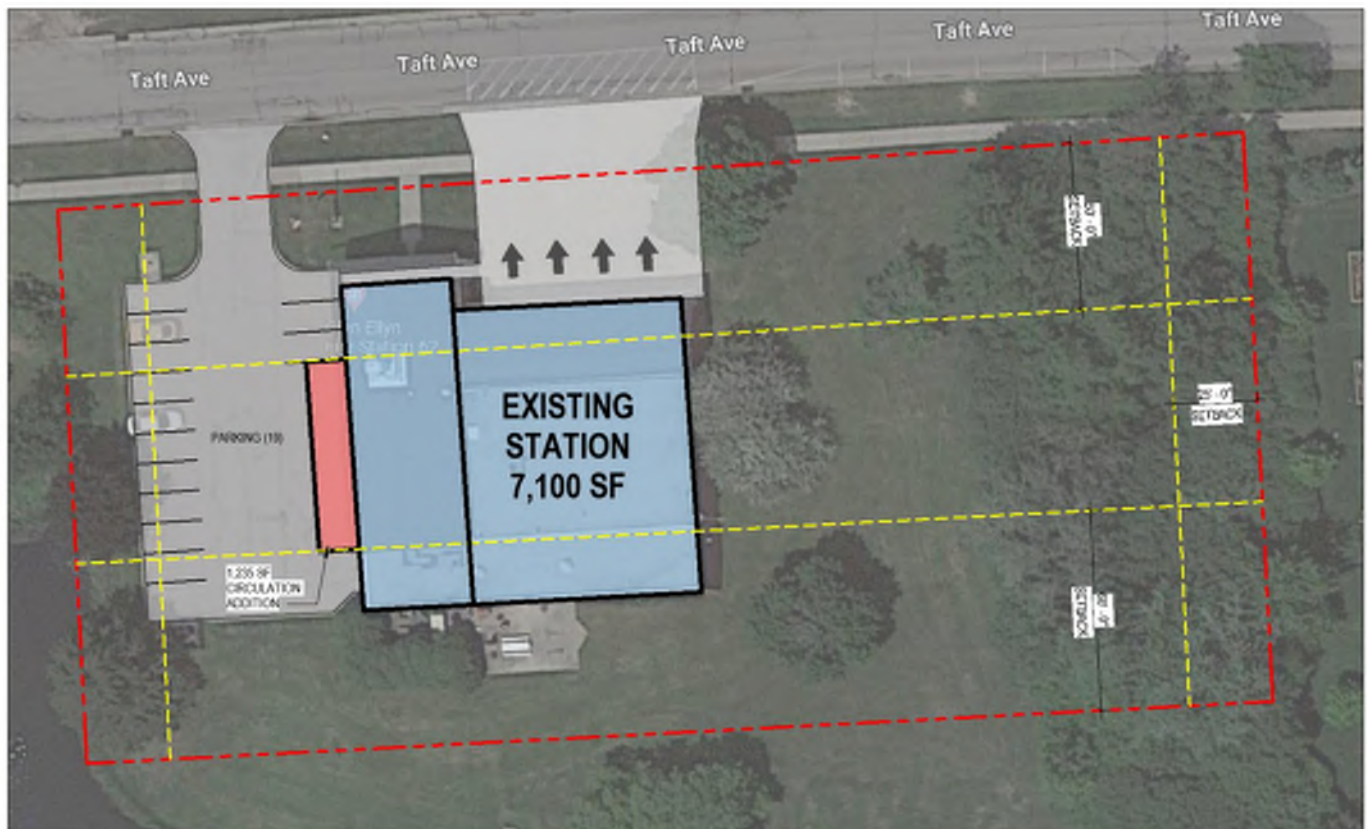
SECTION 6

Fire Station No.62 Existing Plan Diagrams



SECTION 6

Fire Station No.62
Renovation Phase 1
Site Plan Diagram

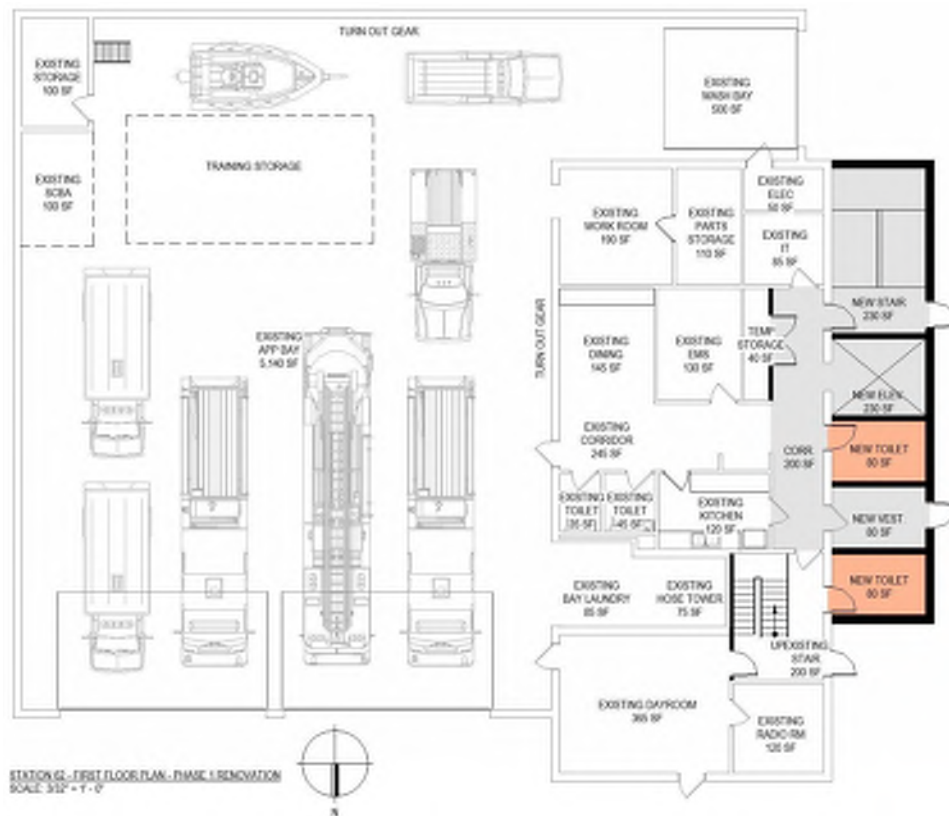


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 1

First Floor Plan Diagram

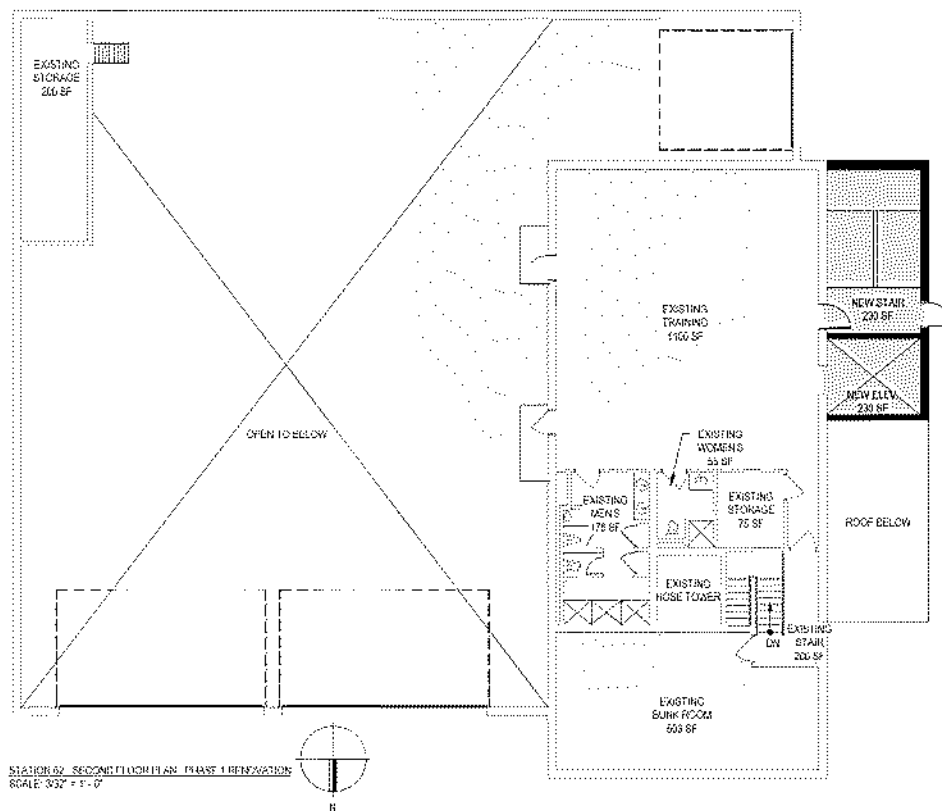


SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 1

Second Floor Plan Diagram





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	44,910	
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 Fees				4,185	4,495	
1.5	Subtotal					\$46,035	\$49,405	
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 (Subtotal 7% 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:

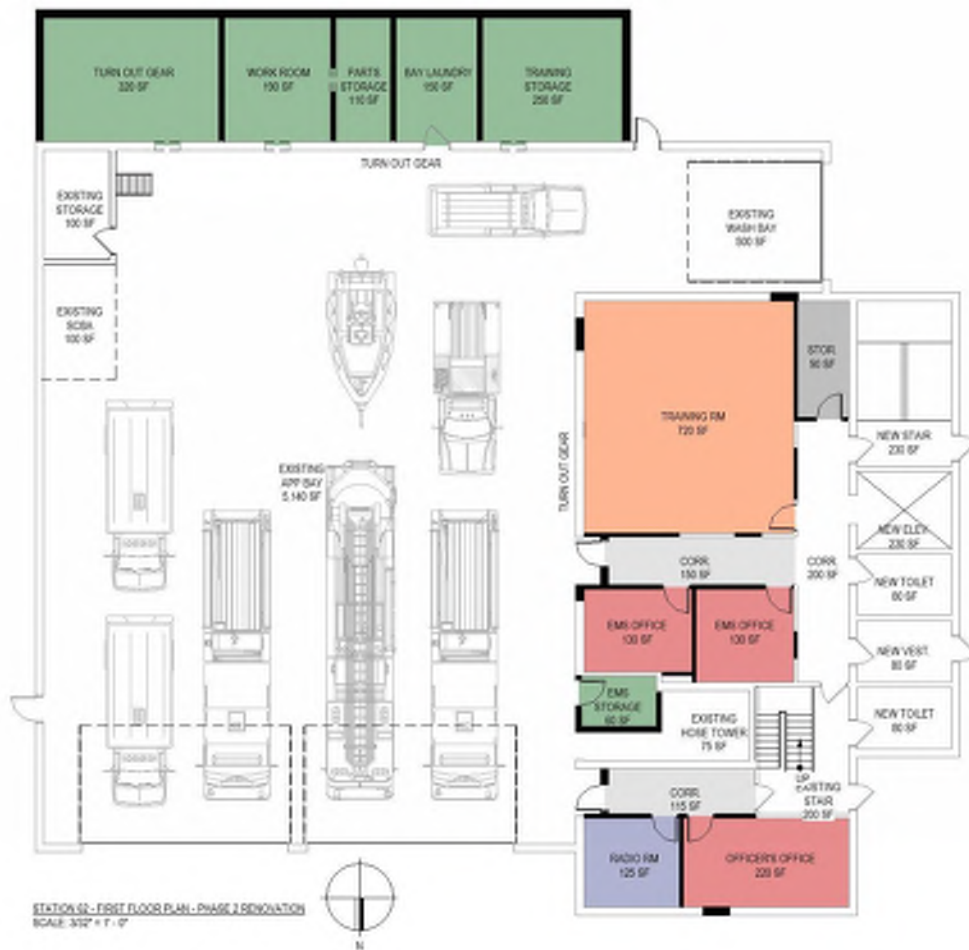
- The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the time the project is bid will impact the pricing.
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SECTION 6

Fire Station No.62

Addition/Renovation: Concept A - Phase 2

Second Floor Plan Diagram

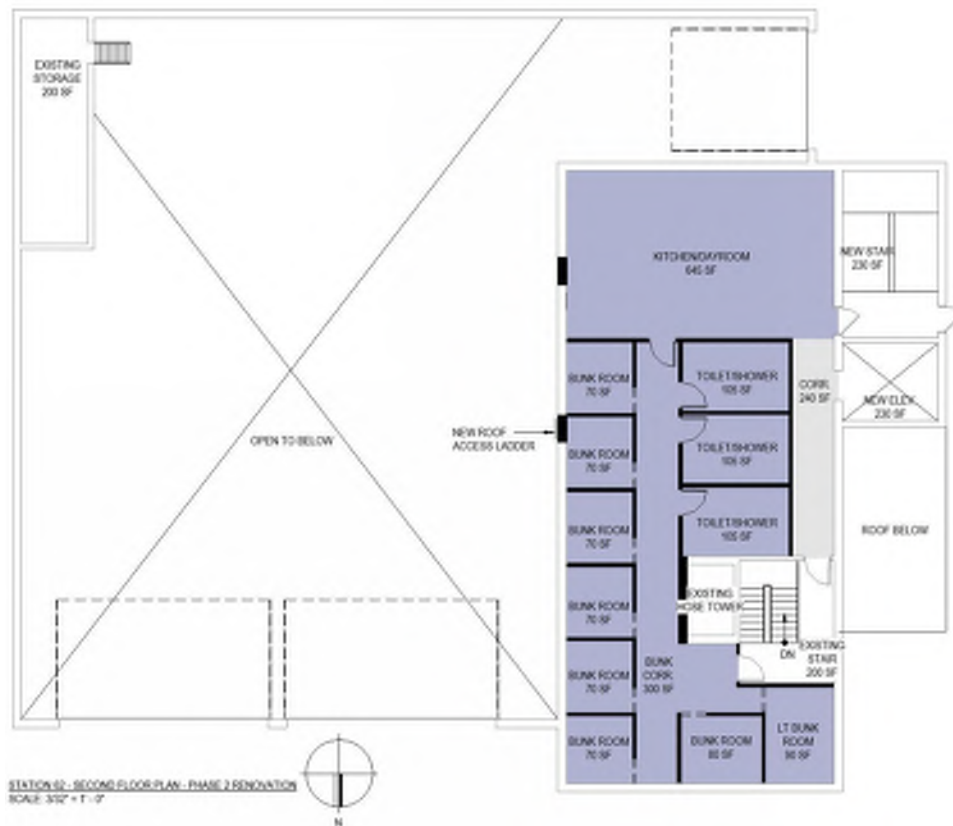


SECTION 6

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	120,780
1.4	Building 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	45,013
2.2	Architectural & Engineering Fees	10% of Construction Cost				45,598	45,013
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	\$583,873
2.8	TOTAL PROJECT BUDGET					\$528,675	\$583,873
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.
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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		124,360	low	126,610	high	
						\$633,941	\$692,443

3.0 NOTES:

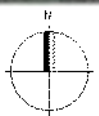
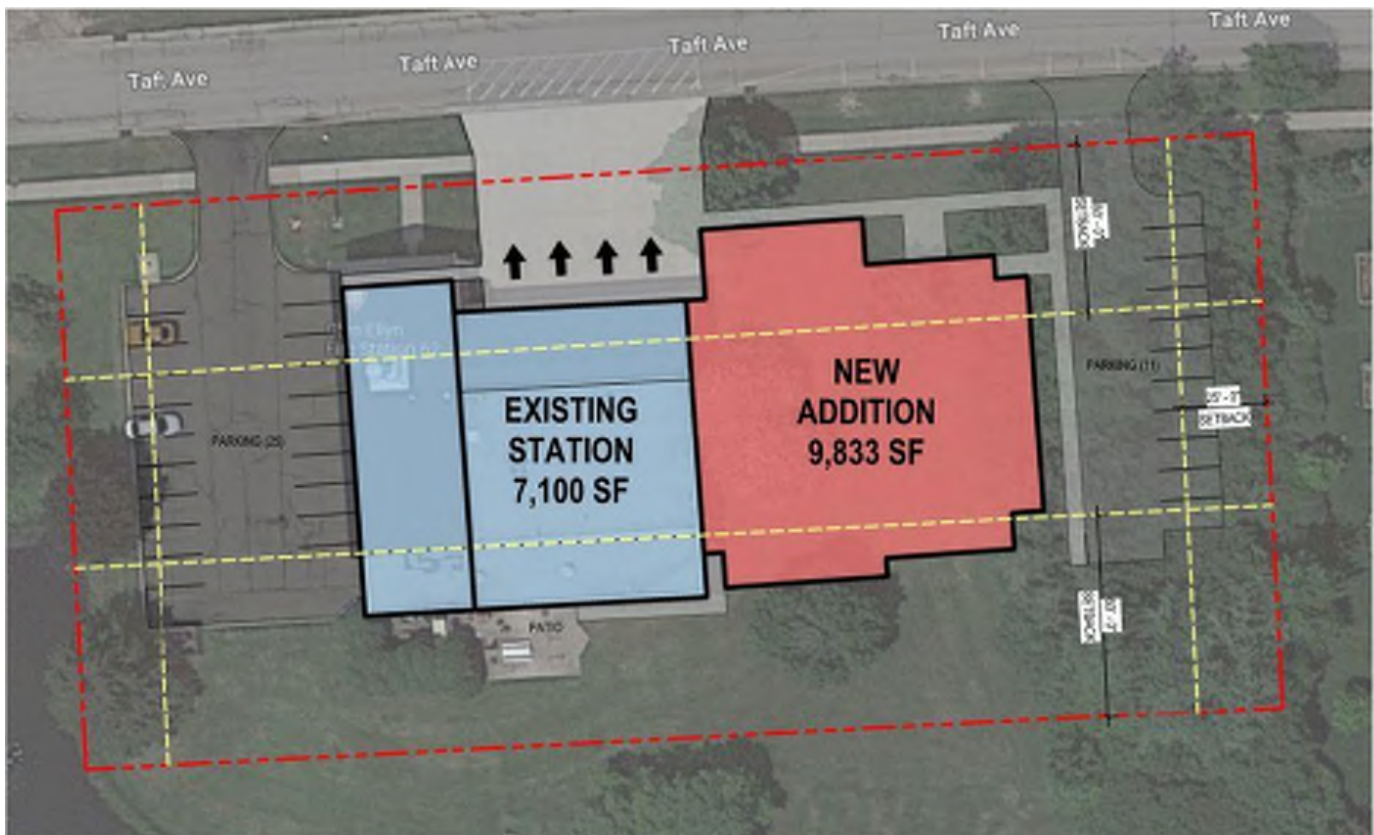
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SECTION 6

Fire Station No.62

Renovation/Addition – Concept B

Site Plan Diagram

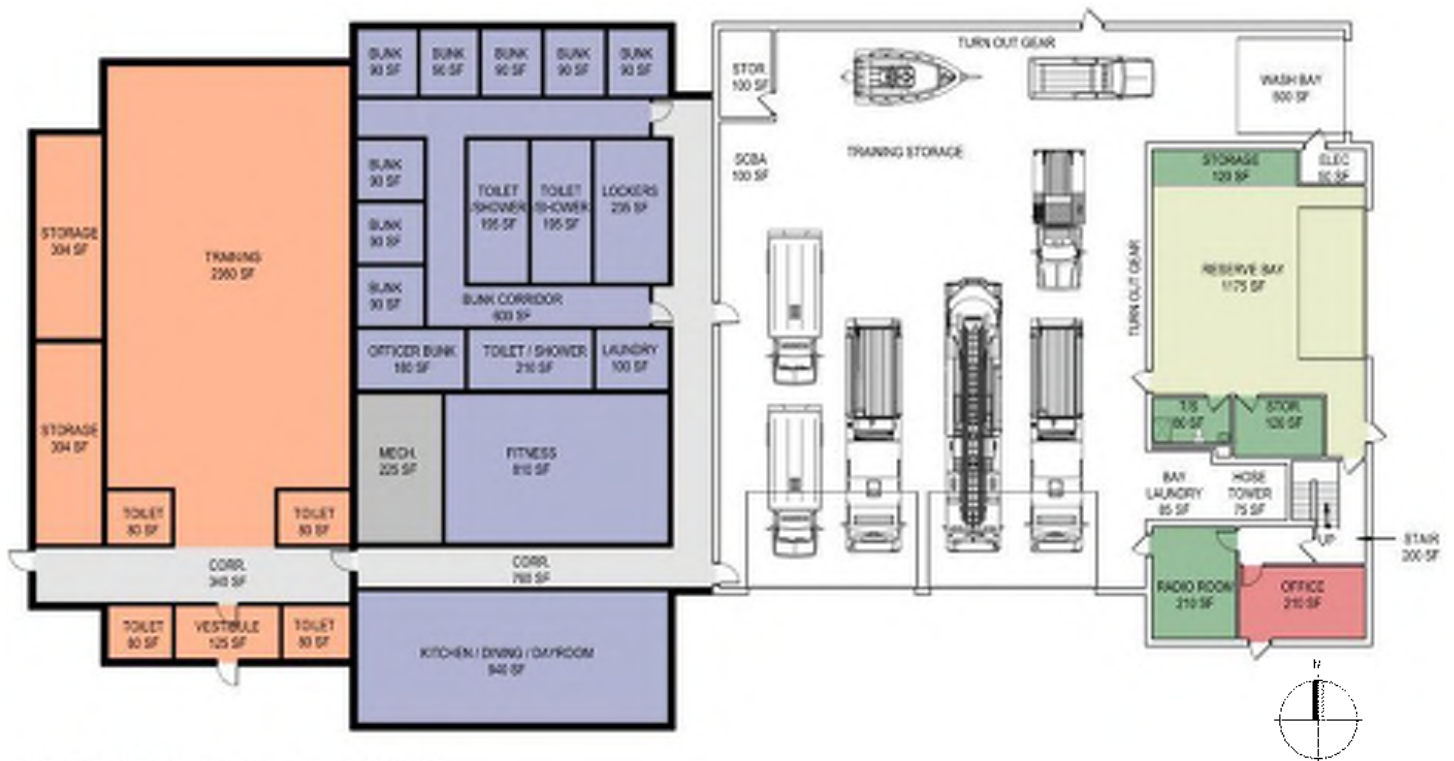


SECTION 6

Fire Station No.62

Addition/Renovation – Concept B

First Floor Plan Diagram



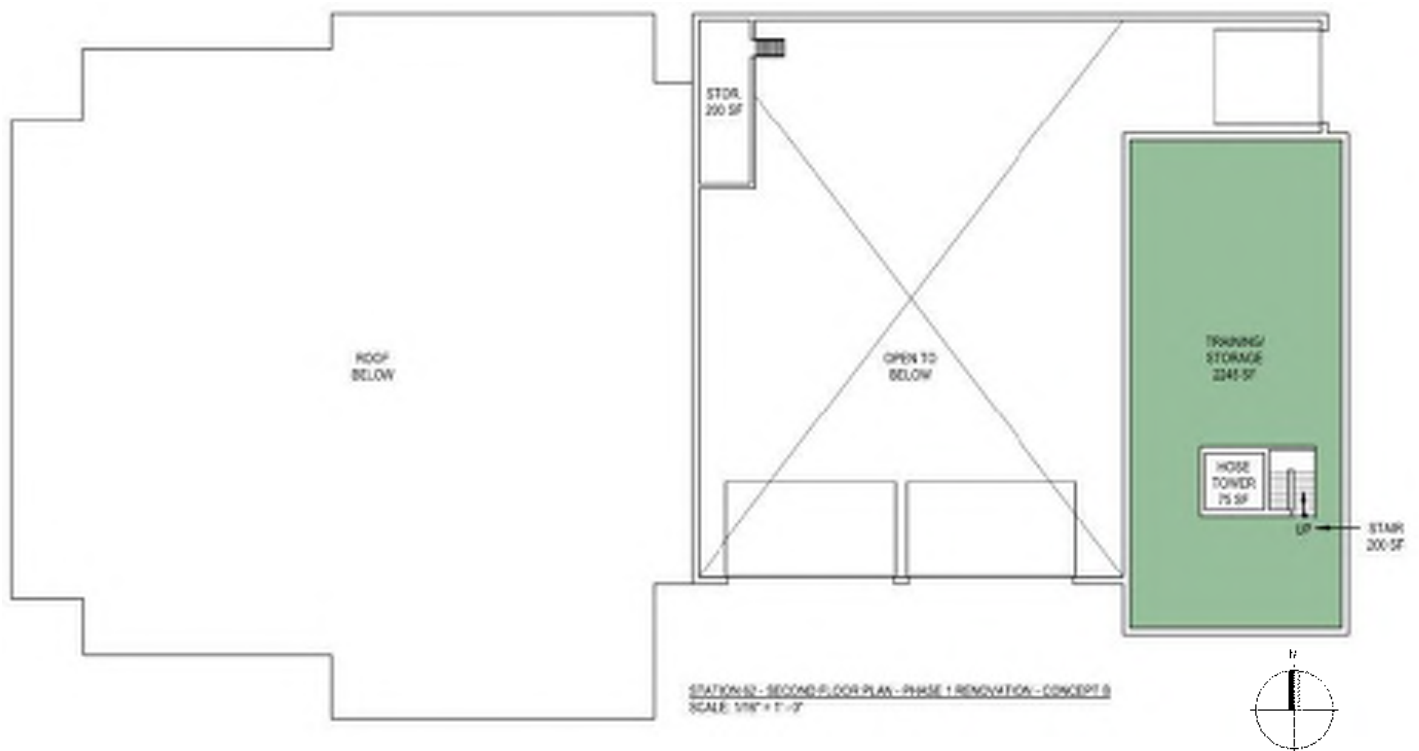
STATION 62 - FIRST FLOOR PLAN - PHASE I RENOVATION - CONCEPT B
SCALE: 1/8" = 1' - 0"

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	3,593,425
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:

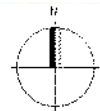
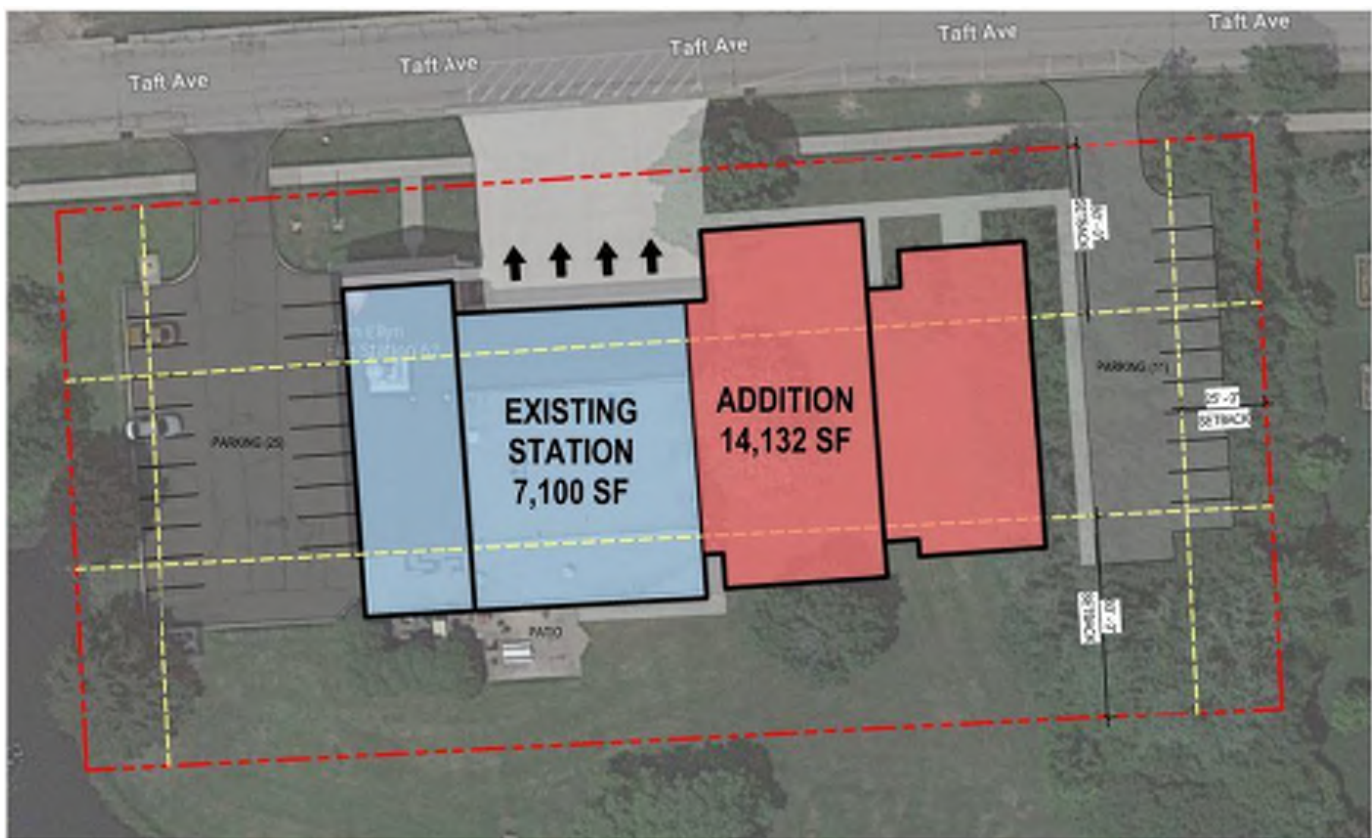
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the 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



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

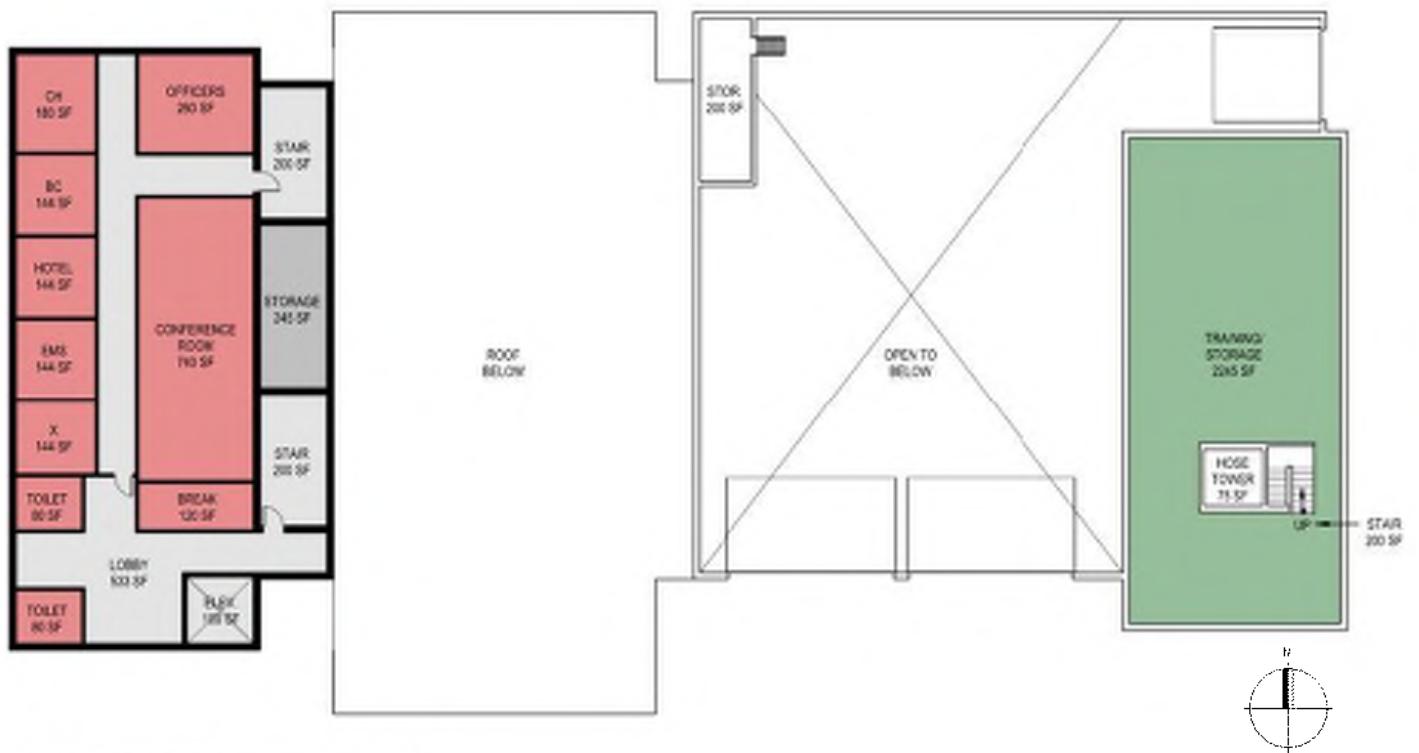


SECTION 6

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				230,908	248,255
1.5	Subtotal					\$1,770,293	\$1,903,290
2.0	Fire Station Addition						
2.1	Station Addition		35,190	SF	140	4,926,600	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	545,344	high	59,683,304

4.0 NOTES:

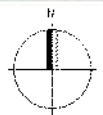
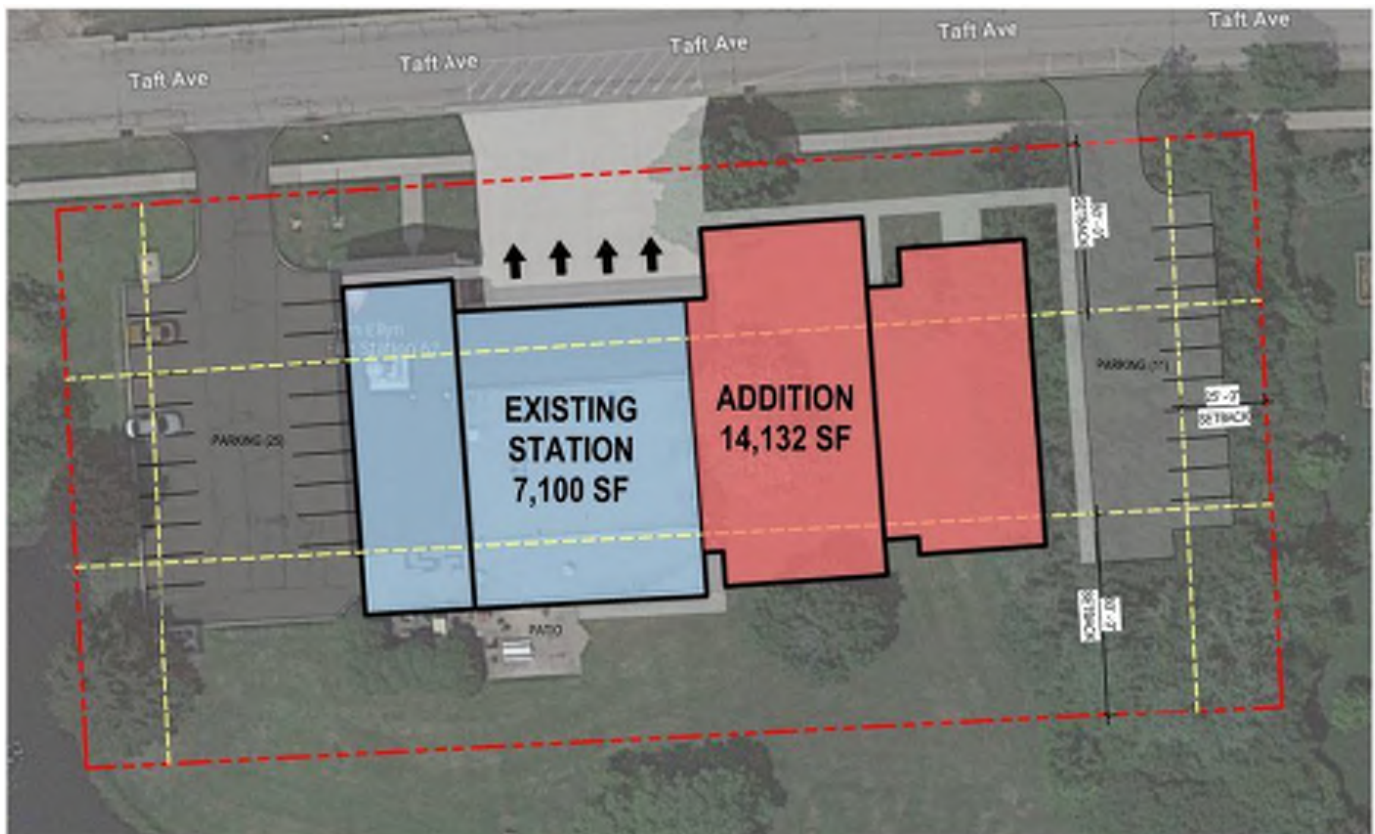
- 4.1 The budget for this project is based on historical information. Many assumptions were made in order to establish pricing for the work as shown. These costs may vary significantly as the design is more fully developed. Also, market conditions, including labor and material cost escalation, at the 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

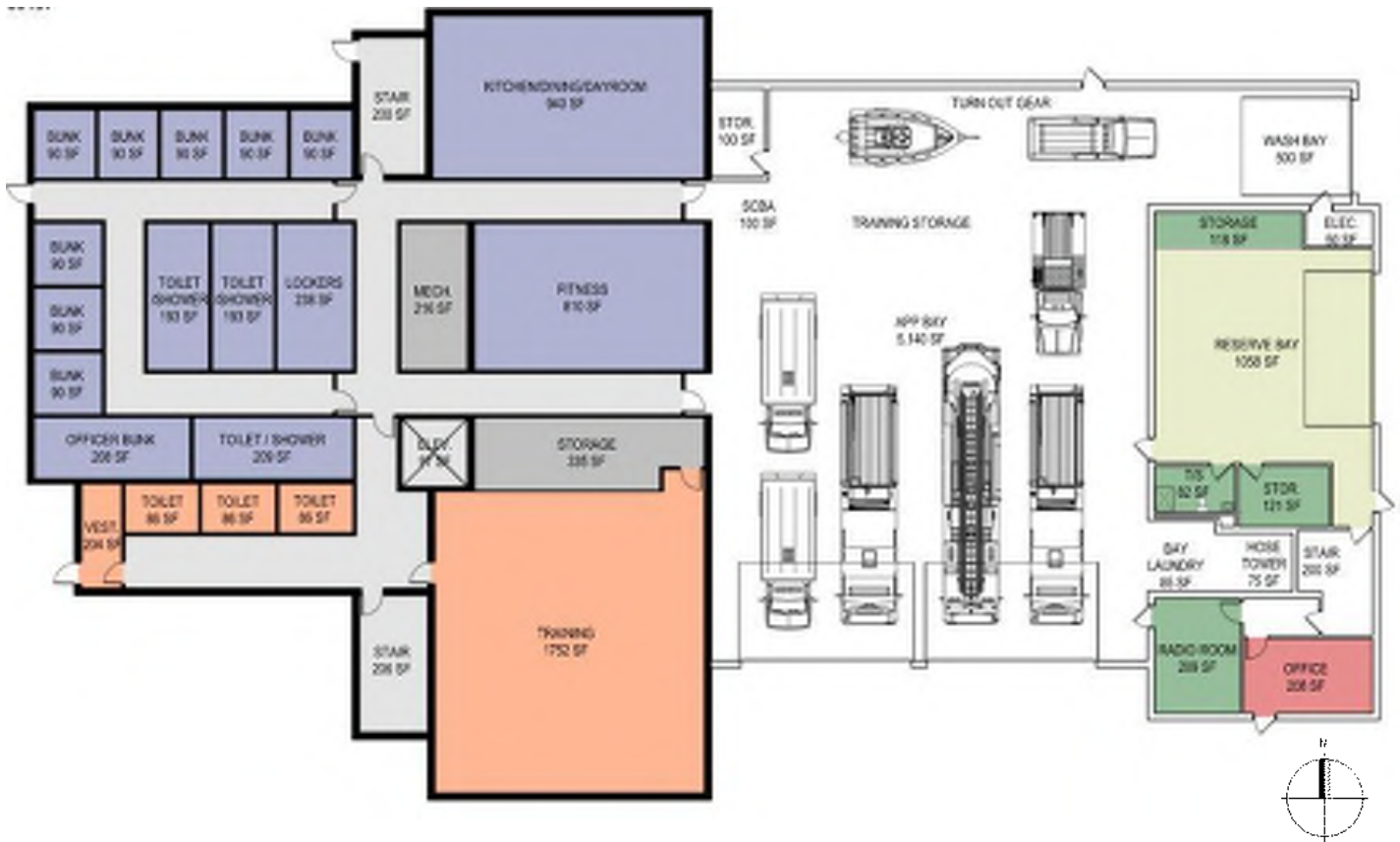


SECTION 6

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		13,320	SF	340	4,528,800	4,863,800
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	\$6,058,820
3.0	SubTotal Project Budget					\$7,356,713	\$7,962,610
3.1	Construction Contingency	2.0% of Construction Cost				735,103	796,011
3.2	Architectural & Engineering Fees	10% of Construction Cost				735,103	796,011
3.3	Legal, Survey, Env. Fees	10%				36,755	39,801
3.4	Utility & Permit Fees	10%				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	Plan Printing		1	Allowance		2,000	2,500
3.8	Furniture, Furnishings, & Equipment	10% 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

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.

Fire Service Costs Comparison

9/1/2023

Glen Ellyn's funding model is unique

- Other governmental units utilize property tax or a combination of taxes to fund fire protection.
- Fire Protection Districts are simple since property tax is their only revenue. Therefore, capital costs are included.
- Municipalities are more complex since many revenue sources can be used. Some directly affect residents, others do not. Often, capital expenses are funded through different mechanisms making comparison difficult.

Recently Annexed Properties

Old Address		PIN	Annual	Monthly	District
22W210	Stanton	05-26-400-016	\$1,899.36	\$ 158.28	Lisle-Woodridge
22W320	Stanton	05-26-400-015	\$2,441.32	\$ 203.44	Lisle-Woodridge
22W261	Ahlstand	05-26-402-004	\$5,253.72	\$ 437.81	Lisle-Woodridge
22W270	Stanton	05-26-400-012	\$1,599.42	\$ 133.29	Lisle-Woodridge
22W274	Ahlstand	05-26-401-011	\$1,503.44	\$ 125.29	Lisle-Woodridge
22W277	Stanton	05-26-101-004	\$1,677.50	\$ 139.79	Lisle-Woodridge
22W280	Butterfield	05-26-402-009	\$1,581.88	\$ 131.82	Lisle-Woodridge
22W301	Ahlstand	05-26-402-003	\$1,272.34	\$ 106.03	Lisle-Woodridge
22W314	Ahlstand	05-26-401-010	\$1,394.18	\$ 116.18	Lisle-Woodridge
22W315	Stanton	05-26-400-003	\$2,328.66	\$ 194.06	Lisle-Woodridge
22W316	Stanton	05-26-400-011	\$3,620.12	\$ 301.68	Lisle-Woodridge
22W320	Butterfield	05-26-402-008	\$1,905.36	\$ 158.78	Lisle-Woodridge
22W321	Ahlstand	05-26-402-014	\$3,223.86	\$ 268.66	Lisle-Woodridge
22W327	Ahlstand	05-26-402-013	\$ 453.72	\$ 37.81	Lisle-Woodridge
22W340	Ahlstand	05-26-401-009	\$1,374.14	\$ 114.51	Lisle-Woodridge
22W340	Stanton	05-26-400-062	\$1,713.44	\$ 142.79	Lisle-Woodridge
22W341	Stanton	05-26-401-002	\$7,433.76	\$ 619.48	Lisle-Woodridge
22W350	Stanton	05-26-400-061	\$1,466.22	\$ 122.19	Lisle-Woodridge
2S530	Stanton	05-26-304-005	\$1,923.16	\$ 160.26	Lisle-Woodridge
2S540	Arboretur	05-26-401-005	\$1,260.04	\$ 105.00	Lisle-Woodridge
2S541	Arboretur	05-26-400-046	\$1,524.74	\$ 127.06	Lisle-Woodridge
2S610	Arboretur	05-26-401-016	\$3,298.96	\$ 274.91	Lisle-Woodridge
2S611	Arboretur	05-26-400-019	\$2,552.52	\$ 212.71	Lisle-Woodridge
2S645	Arboretur	05-26-400-020	\$2,409.56	\$ 200.80	Lisle-Woodridge
2S675	Arboretur	05-26-400-021	\$ 921.58	\$ 76.80	Lisle-Woodridge
2S680	Arboretur	05-26-402-005	\$1,606.74	\$ 133.90	Lisle-Woodridge
22W500	Ahlstand	05-26-307-014	\$1,386.78	\$ 115.57	Lisle-Woodridge

Random Glen Ellyn homes if they were in a fire district - Property Tax

	Monthly equivalent									
	Fire Protection Districts									
	Bloomington	Carol Stream	Glenbard	Glenside	Lisle-Woodridge	West Chicago	Winfield			
Address 1	\$ 129.37	\$ 149.81	\$ 45.70	\$ 159.51	\$ 159.74	\$ 170.11	\$ 102.78			
Address 2	\$ 100.40	\$ 116.26	\$ 35.46	\$ 123.78	\$ 123.96	\$ 132.01	\$ 79.77			
Address 3	\$ 154.25	\$ 178.62	\$ 54.49	\$ 190.19	\$ 190.46	\$ 202.83	\$ 122.56			
Address 4	\$ 93.07	\$ 107.77	\$ 32.87	\$ 114.75	\$ 114.91	\$ 122.38	\$ 73.94			
Address 5	\$ 59.22	\$ 68.57	\$ 20.92	\$ 73.01	\$ 73.12	\$ 77.87	\$ 47.05			
Address 6	\$ 230.60	\$ 267.03	\$ 81.45	\$ 284.32	\$ 284.73	\$ 303.22	\$ 183.21			
Address 7	\$ 114.55	\$ 132.64	\$ 40.46	\$ 141.23	\$ 141.43	\$ 150.62	\$ 91.01			
Address 8	\$ 68.39	\$ 79.20	\$ 24.16	\$ 84.33	\$ 84.45	\$ 89.93	\$ 54.34			
Average	\$ 118.73	\$ 137.49	\$ 41.94	\$ 146.39	\$ 146.60	\$ 156.12	\$ 94.33			
Median	\$ 114.55	\$ 132.64	\$ 40.46	\$ 141.23	\$ 141.43	\$ 150.62	\$ 91.01			

Village of Glen Ellyn
Fire Services Fund

ORG	OBJECT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 PROJECTION	2024 PROJECTION	2025 PROJECTION	2026 PROJECTION	2027 PROJECTION	2028 PROJECTION
2400	FIRE SERVICES REVENUES								
2400	410118	Special Service Area 18 North Fire	118,300	110,800	197,300	203,219	209,316	215,595	222,063
2400	410119	Special Service Area 19 South Fire	82,900	78,200	138,400	142,552	146,829	151,233	155,770
2400	410900	Fire Services Fee	825,000	825,000	825,000	825,000	825,000	825,000	825,000
2400	410910	Capital Fire Services Fee	495,000	495,000	495,000	495,000	495,000	495,000	495,000
2400	410920	EMS Fee	330,000	330,000	330,000	330,000	330,000	330,000	330,000
		Ambulance service fees				1,210,101	1,217,137	1,224,567	1,232,314
		Bond Proceeds	-	-	-	-	-	-	-
2400	460100	Interest Income	100,000	222,000	164,000	161,000	92,000	-	-
TOTAL	FIRE SERVICES REVENUES		1,951,200	2,061,000	2,149,700	3,366,872	3,315,281	3,241,395	3,260,147
24000	FIRE SERVICES EXPENDITURES								
24000	520150	Fire Company Contribution	936,986	1,011,586	1,254,190	1,367,268	1,411,259	1,456,833	1,504,049
24000	520450	Intergovernmental Agreements	-	21,800	10,000	10,000	10,000	11,000	11,000
24000	520825	Audit	16,000	16,000	16,000	16,480	16,974	17,484	18,008
24000	520925	Ambulance Service	430,000	430,000	451,500	1,806,780	1,897,119	1,991,975	2,091,574
		Ambulance billing				48,404	48,685	48,983	49,293
24000	520975	Maintenance Equipment	1,000	1,000	1,000	1,000	1,000	1,000	1,000
24000	530105	Operating Supplies	1,500	1,500	1,500	1,500	1,500	1,500	1,500
24000	570110	Computer Equipment/Proj	30,000	30,000	-	-	-	-	-
24000	570125	Fire Station Renovation	32,000	32,000	250,000	250,000	6,500,000	-	3,000,000
24000	570155	Vehicles	-	742,527	146,609	2,017,338	-	1,969,293	174,242
		Debt service	-	-	-	-	-	-	-
24000	590113	Facilities Maint Service Charge	74,400	74,400	78,120	81,245	84,495	87,874	91,389
24000	590120	Administrative Service Charge	116,300	48,165	50,573	52,596	54,700	56,888	59,164
TOTAL	FIRE SERVICES EXPENDITURES		1,638,186	2,408,978	2,259,492	5,652,611	10,025,732	5,642,830	7,001,219
FIRE SERVICES FUND CHANGE IN CASH RESERVES			313,014	(347,978)	(109,792)	(2,285,739)	(6,710,451)	(2,401,434)	(3,741,071)
	Beginning of year balance		5,816,390	5,816,390	5,468,412	5,358,620	3,072,881	(3,637,571)	(6,039,005)
	End of year balance		6,129,404	5,468,412	5,358,620	3,072,881	(3,637,571)	(6,039,005)	(9,780,076)

Monthly Fire Fees				
Property Type	Fire Service	Fire Capital	EMS	Total
Residential	\$ 7.50	\$ 4.50	\$ 3.00	\$ 15.00
Multi-family residential (per unit)	\$ 3.00	\$ 1.80	\$ 1.20	\$ 6.00
Commercial <20,000 sq. ft.	\$ 8.00	\$ 4.80	\$ 3.20	\$ 16.00
Commercial 20,000-40,000sq. Ft.	\$ 20.00	\$ 12.00	\$ 8.00	\$ 40.00
Commercial >40,000 sq. ft.	\$ 40.00	\$ 24.00	\$ 16.00	\$ 80.00

ORG	OBJECT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 PROJECTION	2024 PROJECTION	2025 PROJECTION	2026 PROJECTION	2027 PROJECTION	2028 PROJECTION
2400	FIRE SERVICES REVENUES								
2400	410118	Special Service Area 18 North Fire	118,300	110,800	197,300	203,219	209,316	215,595	222,063
2400	410119	Special Service Area 19 South Fire	82,900	78,200	138,400	142,552	146,829	151,233	155,770
2400	410900	Fire Services Fee	825,000	825,000	1,213,000	1,213,000	1,213,000	1,213,000	1,213,000
2400	410910	Capital Fire Services Fee	495,000	495,000	1,213,000	1,213,000	1,213,000	1,213,000	1,213,000
2400	410920	EMS Fee	330,000	330,000	1,213,000	1,213,000	1,213,000	1,213,000	1,213,000
		Ambulance service fees	-	-	-	1,210,101	1,217,137	1,224,567	1,232,314
		Bond Proceeds	-	-	-	-	-	-	-
2400	460100	Interest Income	100,000	222,000	164,000	220,000	213,000	75,000	65,000
TOTAL	FIRE SERVICES REVENUES		1,951,200	2,061,000	4,138,700	5,414,872	5,425,281	5,305,395	5,314,147
24000	FIRE SERVICES EXPENDITURES								
24000	520150	Fire Company Contribution	936,986	1,011,586	1,254,190	1,367,268	1,411,259	1,456,833	1,504,049
24000	520450	Intergovernmental Agreements	-	21,800	10,000	10,000	10,000	11,000	11,000
24000	520825	Audit	16,000	16,000	16,000	16,480	16,974	17,484	18,008
24000	520925	Ambulance Service	430,000	430,000	451,500	1,806,780	1,897,119	1,991,975	2,091,574
		Ambulance Billing	-	-	-	48,404	48,685	48,983	49,293
24000	520975	Maintenance Equipment	1,000	1,000	1,000	1,000	1,000	1,000	1,000
24000	530105	Operating Supplies	1,500	1,500	1,500	1,500	1,500	1,500	1,500
24000	570110	Computer Equipment/Proj	30,000	30,000	-	-	-	-	-
24000	570125	Fire Station Renovation	32,000	32,000	250,000	250,000	6,500,000	-	3,000,000
24000	570155	Vehicles	-	742,527	146,609	2,017,338	-	1,969,293	174,242
		Debt Service	-	-	-	-	-	-	-
24000	590113	Facilities Maint Service Charge	74,400	74,400	78,120	81,245	84,495	87,874	91,389
24000	590120	Administrative Service Charge	116,300	48,165	50,573	52,596	54,700	56,888	59,164
TOTAL	FIRE SERVICES EXPENDITURES		1,638,186	2,408,978	2,259,492	5,652,611	10,025,732	5,642,830	7,001,219
FIRE SERVICES FUND CHANGE IN CASH RESERVES			313,014	(347,978)	1,879,208	(237,739)	(4,600,451)	(337,434)	(1,687,071)
	Beginning of year balance		5,816,390	5,816,390	5,468,412	7,347,620	7,109,881	2,509,429	2,171,995
	End of year balance		6,129,404	5,468,412	7,347,620	7,109,881	2,509,429	2,171,995	484,924

Monthly Fire Fees				
Property Type	Fire Service	Fire Capital	EMS	Total
Residential	\$ 11.00	\$ 11.00	\$ 11.00	\$ 33.00
Multi-family residential (per unit)	\$ 4.40	\$ 4.40	\$ 4.40	\$ 13.20
Commercial <20,000 sq. ft.	\$ 11.73	\$ 11.73	\$ 11.73	\$ 35.20
Commercial 20,000-40,000sq. Ft.	\$ 29.33	\$ 29.33	\$ 29.33	\$ 88.00
Commercial >40,000 sq. ft.	\$ 58.67	\$ 58.67	\$ 58.67	\$ 176.00

ORG	OBJECT	ACCOUNT DESCRIPTION	2023 BUDGET	2023 PROJECTION	2024 PROJECTION	2025 PROJECTION	2026 PROJECTION	2027 PROJECTION	2028 PROJECTION
2400	FIRE SERVICES REVENUES								
2400	410118	Special Service Area 18 North Fire	118,300	110,800	197,300	203,219	209,316	215,595	222,063
2400	410119	Special Service Area 19 South Fire	82,900	78,200	138,400	142,552	146,829	151,233	155,770
2400	410900	Fire Services Fee	825,000	825,000	1,235,000	1,235,000	1,309,100	1,309,100	1,387,646
2400	410910	Capital Fire Services Fee	495,000	495,000	1,235,000	1,235,000	1,309,100	1,309,100	1,387,646
2400	410920	EMS Fee	330,000	330,000	1,235,000	1,235,000	1,309,100	1,309,100	1,387,646
		Ambulance service fees	-	-	-	1,210,101	1,217,137	1,224,567	1,232,314
		Bond Proceeds	-	-	-	-	-	-	-
2400	460100	Interest Income	100,000	235,000	219,000	220,000	210,000	16,000	66,000
TOTAL	FIRE SERVICES REVENUES		1,951,200	2,074,000	4,259,700	5,480,872	5,710,581	5,534,695	5,839,085
24000	FIRE SERVICES EXPENDITURES								
24000	520150	Fire Company Contribution	936,986	1,011,586	1,254,190	1,367,268	1,411,259	1,456,833	1,504,049
24000	520450	Intergovernmental Agreements	-	21,800	10,000	10,000	10,000	11,000	11,000
24000	520825	Audit	16,000	16,000	16,000	16,480	16,974	17,484	18,008
24000	520920	DuComm	-	-	167,180	172,195	177,361	182,682	188,162
24000	520925	Ambulance Service	430,000	430,000	451,500	1,806,780	1,897,119	1,991,975	2,091,574
		Ambulance Billing	-	-	-	48,404	48,685	48,983	49,293
24000	520975	Maintenance Equipment	1,000	1,000	1,000	1,000	1,000	1,000	1,000
24000	530105	Operating Supplies	1,500	1,500	1,500	1,500	1,500	1,500	1,500
24000	570110	Computer Equipment/Proj	30,000	30,000	-	-	-	-	-
24000	570125	Fire Station Renovation	32,000	32,000	250,000	250,000	6,500,000	-	3,000,000
24000	570155	Vehicles	-	742,527	146,609	2,017,338	1,969,293	-	174,242
		Debt Service	-	-	-	-	-	-	-
24000	590113	Facilities Maint Service Charge	74,400	74,400	84,800	88,192	91,720	95,388	99,204
24000	590120	Administrative Service Charge	116,300	48,165	37,400	38,896	40,452	42,070	43,753
TOTAL	FIRE SERVICES EXPENDITURES		1,638,186	2,408,978	2,420,179	5,818,053	12,165,363	3,848,914	7,181,784
FIRE SERVICES FUND CHANGE IN CASH RESERVES			313,014	(334,978)	1,839,521	(337,181)	(6,454,782)	1,685,781	(1,342,699)
	Beginning of year balance		5,816,390	5,816,390	5,481,412	7,320,933	6,983,753	528,971	2,214,752
	End of year balance		6,129,404	5,481,412	7,320,933	6,983,753	528,971	2,214,752	872,053

Monthly Fire Fees					
Property Type	Fire Service	Fire Capital	EMS	Total	
Residential	\$ 10.00	\$ 10.00	\$ 10.00	\$	30.00
Multi-family residential (per unit)	\$ 7.50	\$ 7.50	\$ 7.50	\$	22.50
Commercial <20,000 sq. ft.	\$ 12.00	\$ 12.00	\$ 12.00	\$	36.00
Commercial 20,000-40,000sq. Ft.	\$ 30.00	\$ 30.00	\$ 30.00	\$	90.00
Commercial >40,000 sq. ft.	\$ 60.00	\$ 60.00	\$ 60.00	\$	180.00

Glen Ellyn Finance Commission

Overview



GEFC OVERVIEW

- Purpose
- Agenda
- Membership
- Roles
- Governing Docs
- Open Meetings Act



PURPOSE

The Glen Ellyn Finance Commission has two main roles:

- An oversight and review board for the Village Finance Department
- Special projects

AGENDA

Regular Review:

- Village financial statements
- Village links financial statements
- Cash & investments
- Capital projects
- Annual & quarterly reports
- Annual audit
- Police pension actuarial report
- Village budget

SPECIAL PROJECTS

- Water/sewer rate study
- Investments
- Police pension financial assumptions
- Financial scorecard
- ARPA use of funds
- Any matters referred by Board of Trustees

MEMBERSHIP

- 9 members + 1 student member
- Three-year terms
- Chairperson - 1 year term
- No term limits

[Bio Book](#)



ROLES

- Chairperson: Jeremy Van Ek
- Vice-Chair: Chris Goodman
- Interim Finance Director: Patrick Brankin
- Village Manager: Mark Franz
- Village President: Mark Senak
- Village Board Trustee Liaison: Kelli Christiansen

GOVERNING DOCUMENTS

Advisory Board & Commission Manual

<https://www.glenellyn.org/DocumentCenter/View/1186/Boards-and-Commission-Manual>

Finance Commission Overview on Village website:

<https://www.glenellyn.org/271/Finance-Commission>

OPEN MEETINGS ACT

It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. (5 ILCS 120/1)

Online training: <https://foiapac.ilag.gov>

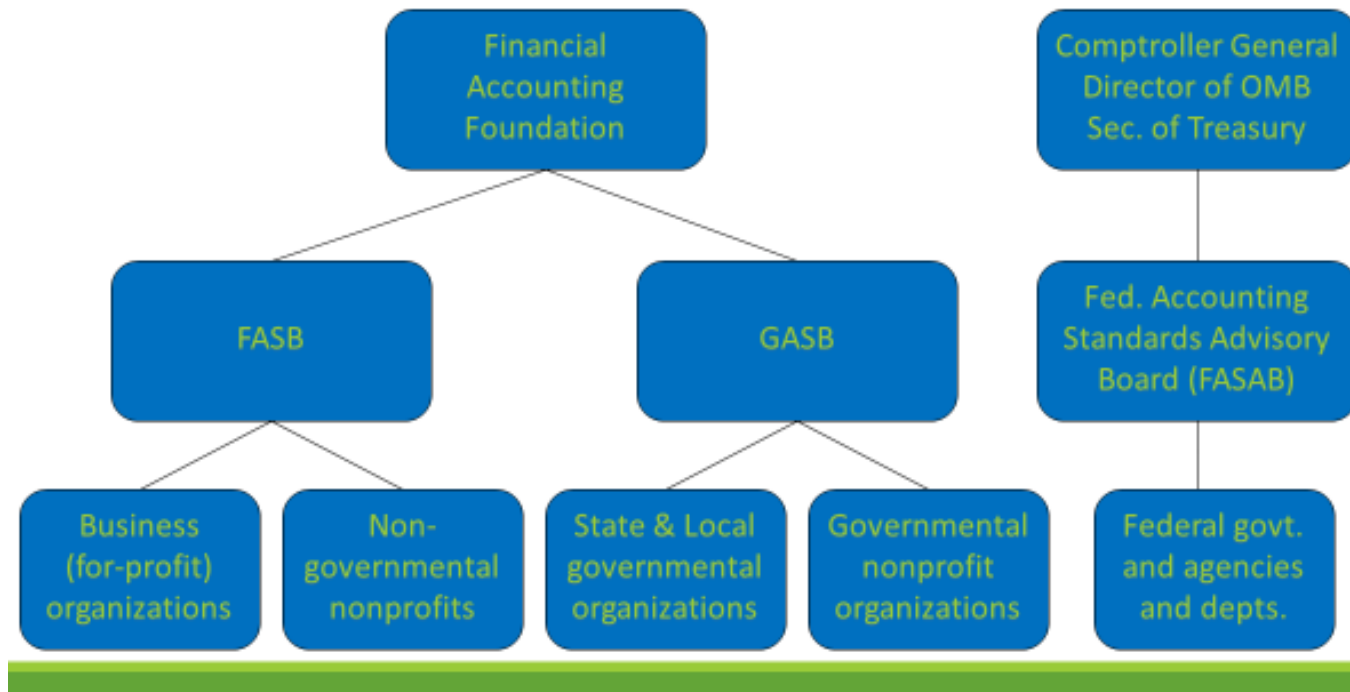
Quorum

- Majority of a public body. (5 out of 9 for FC)
- A quorum is required to begin a meeting and take action.
- A majority of a quorum discussing Village business is a public meeting and falls under OMA. (3 FC members)

Governmental Accounting 101



Primary Sources of Accounting & Reporting Standards



FINANCIAL REPORTING OBJECTIVES FOR STATE AND LOCAL GOVERNMENT

Financial reporting is used in making economic, social, and political decisions and in assessing accountability primarily by:

- Comparing actual financial results with the legally adopted budget
- Assessing financial condition and results of operations
- Assisting in determining compliance with finance-related laws, rules, and regulations
- Assisting in evaluating efficiency and effectiveness

GOVERNMENT-WIDE FINANCIAL STATEMENTS

- Provides an overall view of government's net position (a.k.a. equity) and changes in net position (a.k.a. net income).
- Uses an accrual basis.
- Reports on the government as a whole and assists in assessing operational accountability—whether government as a whole has used its resources efficiently and effectively in meeting operating objectives.
- Activities for Governmental functions are reported separately from Business Type Activities (more on these later).
- The Village only prepares government-wide financial statements as part of the annual audit due to the investment of time required as well as the availability of information on a timely basis.

FUND FINANCIAL STATEMENTS

- Fund financial statements – reports on the fiscal accountability, whether the government has raised and spent resources in accordance with budget plans and in compliance with laws and regulations.
- Think of funds like buckets. They account for the activity of that “bucket” For the most part, each fund is self supporting.

GOVERNMENTAL FUNDS

- Short term focus on inflows and outflows of current financial resources
- Typically supported by tax dollars and charges for services
- Has “expenditures” rather than “expenses”
- Village reports these funds on a cash basis in our monthly and quarterly reports
- Modified accrual basis is used for the annual audit
 - Revenues are recorded if measurable and available for paying current period obligations (available means they are collected within the period or within 60-90 days after the reporting date)
 - Expenditures are recognized when incurred

GOVERNMENTAL FUNDS (CONTINUED)

- Balance sheet reports only current assets and current liabilities and fund balances (ex: no capital assets, debt, etc.)
- Governmental Funds of the Village
 - General Fund
 - Capital Projects Fund
 - Debt Service Fund
 - Other non-major funds include: Fire Services Fund, Motor Fuel Tax, Corporate Reserve, Facilities Maintenance, Roosevelt Road TIF, and CBD TIF. New fund in 2021 – ARPA Fund

GENERAL FUND

- A governmental unit has one and only one general fund.
- Unless a financial resource is required to be accounted for in a different fund type, it is accounted for in the general fund.
- Includes general government services such as administration, public safety, finance, planning and development, economic development, and public works.
- The General Fund is considered the main operating fund of the Village.

OTHER FUNDS

- Debt Service Fund – Accounts for financial resources segregated for the purpose of making principal and interest payment on general long term debt. Only includes debt for governmental (typically street and storm sewer projects) activities. Debt for Water & Sewer and Village Links/Reserve 22 is not reported in this fund.
- Capital Projects Fund – Accounts for the construction of major projects such as buildings, highways, bridges, as well as the revenues to fund those projects.
- Fire Services Fund – Accounts for the accumulation of Fire Services Fees collected on the Village Services Bill and the fire expenditures funded from those resources.

OTHER FUNDS

- Motor Fuel Tax – Motor fuel taxes received are used to fund street lights, road salt and other transportation expenditures allowed by state statutes.
- Corporate Reserve – Used for a “rainy day” funding as well as a “revolving loan fund” to assist Village departments and Village activities in financing major projects.
- Facilities Maintenance – Used to fund and pay for maintenance of Village facilities.
- TIF (2) – Used to account for the resources received and monies spent for the Village’s Tax Increment Financing Districts.
- ARPA – Created in 2021 to account for expenditures of ARPA funds.

PROPRIETARY FUNDS

- Account for business type activities; follow principles similar to a business entity.
- Cash basis of accounting for monthly and quarterly reports.
- Full accrual basis of accounting for the annual audit.
- Two types of Proprietary Funds:
 - Enterprise funds – used to account for activities in which goods or services are provided to the public for a fee (like a business – Village Links).
 - Internal service funds – Accounting of resources that provide goods or services to other departments/funds.

ENTERPRISE FUNDS

- Funds are supported by user charges and are meant to be self sustaining.
- Each enterprise fund should be thought of as its own business.
- Typically enterprise funds receive little to no tax dollars.
- Capital components and debt that are needed to support operations of the fund are recorded in that fund.
- Enterprise Funds of the Village: Water & Sewer, Solid Waste (Refuse), Parking, Village Links/Reserve 22.

INTERNAL SERVICE FUNDS

Insurance Fund

- Collects from various departments and funds to pay for health and liability insurance. Also, insurance for Library and Glenbard Wastewater Authority (GWA).

Equipment Services Fund

- Collects from various departments and funds to pay for the use of the Village's fleet of vehicles.
- Manages vehicles for police, fire, planning, facilities, and public works.
- Provides fuel for Village fleet vehicles as well as to GWA and the Park District.

FIDUCIARY FUND FINANCIAL STATEMENTS

Fiduciary Funds - account for certain fiduciary activities; follow principles similar to a business entity – accrual basis of accounting.

Not included in government wide financial statements

- Trust Funds – investments whose earnings add to the net position of the fund and which can be used for a specified purpose (pension funds).
- Trust Fund of the Village is the Police Pension Fund.
- Pension Fund is recorded on the full accrual basis for the annual audit.

OTHER GOVERNMENTAL ACCOUNTING TERMS

Encumbrance

- An encumbrance is a commitment related to unperformed contracts for goods or services.
- At the Village, an encumbrance is created when the board approves a purchase for \$35,000+. Purchase orders can be created under \$35,000 for tracking purposes with the approval of the Village Manager (or departmental manager if under \$5,000).
- Example: \$100,000 is budgeted for tree trimming and Village Board approves an \$80,000 contract with a vendor. A PO is created for \$80,000 and encumbers \$80,000 of the tree trimming budget.
- At the end of each fiscal year, the encumbrances are either closed and liquidated if the project is complete or are rolled forward into the next fiscal year. Outstanding purchase orders and encumbrances are reviewed monthly, quarterly, and annually.
 - All change orders require Village Manager's approval (or Board approval if > \$35,000)

OTHER GOVERNMENTAL ACCOUNTING TERMS

- Equity – Equal to assets minus liabilities
- Fund Balance – This is the equity balance for governmental funds
- Net Position – This is the equity balance for enterprise, internal service, and fiduciary (pension) funds
- Interfund Transfer – A transfer of resources from one fund to another.