



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island
Crete, Illinois 60417-4746
Phone: 708.672-3111 Fax: 708.672-4596

EMERGENCY: DIAL 911

www.cretetwpfire.com



MINUTES FROM THE MAY 2019 CTFPD TRUSTEES' MEETING

May 13, 2019

**Crete Township Fire Protection District – Station #41
26730 S. Stoney Island
Crete, IL 60417**

A large, stylized handwritten signature in black ink, likely belonging to a trustee or official of the district.

7:00 PM – Meeting was called to order by Trustee Miller.

Pledge of Allegiance

Roll Call: Present - Trustee Miller, Trustee Rosandich, Trustee Zimmerman, Chief Panega, Captain Swanson, Lieutenant Moeller
Absent - Assistant Chief Radtke, Captain Grove, Lieutenant Haemker

Secretary's Report: Motion was made by Trustee Miller to accept the minutes of the April 8, 2019 meeting. Second Trustee Rosandich. Motion carried.
(3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the April 25, 2019 meeting. Second Trustee Rosandich. Motion carried.
(3-yes, 0-no)

Treasurer's Report: Treasurer's Report was read by Trustee Rosandich. Motion to accept the Treasurer's Report by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Fire Call Report: Written report presented - 104 calls were reported for the month of April.

EMS Report: Written report submitted. Will be looking to purchase a few bigger ticket items this year, such as a new cardiac monitor and training mannequin. Ambulance inspections are scheduled for May.

Training Officer: Written report submitted. Members listed are working on completing outstanding trainings. Request for burn permit is being reviewed by the state. One POC member will be starting the fire academy in August.

Grant Summary: Written report presented. CTFPD is closer to obtaining a permit for the LED sign from Will County Land Use Department. No word has been received on the outstanding grant award notifications.

Fire Prevention: Written report presented. Discussion has been had with Village Woods regarding the necessity of fire hoses.

Assistant Chief: Written report submitted. Collecting quotes on the annual cost to utilize FireRMS and transfer CTFPD's current data to the new system. CTFPD is also in the process of purchasing mobile data computers for front line vehicles. Andres Medical and Fire Recovery billing are current.

Chief's Report: Written report was presented. All variances were approved by Will County Land Use Department for the LED sign at Station #42. Aaron Anderson has been hired to fill one of the open Kurtz positions. The Will County Land Use Department and Health Department have been notified regarding the living conditions of a home in the 3300 block of Reichert Drive. Unit #E42 has been returned to Alexis for paint work under warranty.

Chief Panega presented four estimates to have the bay and back work area painted at Station #43. Upon review, District Trustees agreed to have Posada's in Crete complete the paint work for \$5,430.00.

Approval of Bills: Motion to accept bills as submitted by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Communications: **South Chicago Heights Fire Department – Thank You** - A thank you was received from South Chicago Heights Fire Department for responding to a structure fire at 3351-3353 Commercial Avenue on March 14th.

Old Business: None.

New Business: **Letter of Resignation – Firefighter/Paramedic Tim Boesen** – District Trusteed accepted the resignation of Firefighter/Paramedic Tim Boesen.

Approve Auditor & Accountant for Fiscal Year 2019/2020 - Motion by Trustee Miller to remain with Mueller CPA and Beckett Accounting for the 2019/2020 fiscal year. Second Trustee Rosandich. Motion carried. (3-yes, 0-no)

Discuss Rescheduling June 10th District Meeting – Trustees agreed to reschedule the June 10th District Meeting to June 17th at 7:00 pm due to vacation schedules. Change in meeting date to be published in the newspaper.

Lieutenant Moeller stated the Crete Township Firefighters Association will be mailing raffle tickets for the annual fundraiser within the next month. There is also discussion regarding a Cash Bash at Smokey Joe's in

August to raise additional funds. The annual picnic is scheduled for September 7th from 12pm – 4pm at Goodenow Grove.

Closed Session: None.

Citizens Speak: No one from the public was present for comment.

Budget Workshop – Approve Tentative Budget for Fiscal Year 2019/2020 - Chief Panega presented the tentative Budget for Fiscal Year 2019/2020. He reviewed each line item on the Corporate and Ambulance side. \$175,000.00 has been allocated to “Vehicle Fund” on the Corporate side for the purchase of a new engine, reserved for the purchase at a future date. \$285,000.00 has been allocated to “Vehicle Fund” on the Ambulance side; \$240,000.00 for the purchase of a new ambulance and \$45,000.00 for a new support vehicle. \$82,000.00 has been allocated on the Corporate side and \$159,000.00 on the Ambulance side to “Equipment”. Purchases include the LED sign at Station #42, Scott air bottles, computers in front line vehicles and converting from FireHouse software to FireRMS; each to be split 50/50 between Corporate and Ambulance. Also, a new cardiac monitor and power load cot/system has been planned for purchase on the Ambulance side. An additional \$100,000.00 has been allocated to “Debt Service” for payment toward the principal on the loan for Station #41, which will shorten the pay-off of the loan by one year. \$60,000.00 has been allocated on the Corporate side and \$110,000.00 on the Ambulance side to the “Operating Reserve” allowing the District to operate during the first 40-45 days prior to receipt of the first tax distribution. Chief Panega noted the “Beginning Cash on Hand” for both Corporate and Ambulance will change slightly once Beckett Accounting finalizes the analysis on the Restricted Funds. Discussion was had regarding the line items and allocation of funds.

Motion to approve the tentative Budget for Fiscal Year 2019/2020 as presented, including the minor changes to be made after the restricted funds analysis has been completed, by Trustee Miller. Second Trustee Rosandich. Motion carried.

(3-yes, 0-no)

Trustee Miller directed Chief Panega to contact Attorney Gilbert to prepare the required notices regarding the public hearing and Ordinance for the proposed budget.

Motion to Adjourn the May 13, 2019 meeting at 7:33 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.