



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island
Crete, Illinois 60417-4746

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EMERGENCY: DIAL 911

www.cretetwpfire.com



A handwritten signature in black ink, appearing to be "M. Miller".

MINUTES FROM THE APRIL 2022 CTFPD TRUSTEES' MEETING

April 11, 2022

Crete Township Fire Protection District – Station #41

26730 S. Stoney Island

Crete, IL 60417

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

Pledge of Allegiance

Roll Call: Present - Trustee Miller, Trustee Peterlin, Trustee Zimmerman, Chief Panega, Deputy Chief Radtke

Absent - Assistant Chief Swanson, Lieutenant Moeller, Lieutenant Haemker, Lieutenant Pinnick

Secretary's Report: Motion was made by Trustee Peterlin to accept the minutes of the March 14, 2022 meeting. Second Trustee Miller. Motion carried. (3-yes, 0-no)

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

Fire Call Report: No report. Information was not available due to Firehouse software being shutdown April 1st. Data is in the process of being converted to a stand-alone system at CTFPD.

EMS Report: Written report presented. A CPR class will be scheduled for this quarter. CTFPD has been able to demo a couple automated CPR devices; a recommendation will be made to the Chief. Drug changes will be made to the drug boxes in order to comply with updated SMO's.

Training Officer: Written report submitted. Members listed are working on completing outstanding trainings.

Grant Summary: No word has been received on the outstanding grant award notifications.

Fire Prevention: Written report submitted. A final inspection of the new fire alarm system at the Forest Preserve on S. Stoney Island is complete. The sprinkler system at

Balmoral Park was turned back on and tested. CTFPD continues to work on updating to the 2018 Fire Codes.

Deputy Chief: Written report submitted. The Kurtz contract has one vacancy. Three new part-time employees have been hired which will help in filling the daily schedule. One former member has been rehired as a part time/paid-on-call member. Ambulance billing is current. The accident billing connection is being configured to the new software. ISO testing will be scheduled for 2022. CTFPD has received \$4,474.00 from the GEMT program. The District also received \$29,799.04 from the Covid-19 fourth round of relief funds. Zoll Fire Reporting software is up and running; issues encountered with the new software are being worked out. The old Firehouse software is in the process of conversion and testing to a stand-alone system.

Chief's Report: Written report was presented. Engine #43 is expected back from Alexis by the end of the month. A PO was presented for approval to replace the suction units on all three ambulances. CG Professional Services is scheduled to have the generator at Station #43 installed in May. As in prior years, Beckett Accounting is reviewing the social security taxes to determine if a transfer of funds from the Corporate fund to Ambulance Fund will be required for the end of the fiscal year.

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

Communications: None.

Old Business: **Open & Discuss/Award "Parking Lot Repair/Replacement" Bid – Station #43** - Trustee Zimmerman opened and read into record the following bids received for the Parking Lot Repair/Replacement at Station #43:

- 1) Black Hawk Paving, Mokena IL
\$84,946.80
- 2) McGill Construction Company LLC, Frankfort IL
\$84,505.00
- 3) Advantage Paving Solutions Inc., Joliet IL
\$72,500.00

Chief Panega was directed to review the bids and have a recommendation available to District Trustees in order to award the bid at the meeting to close the fiscal year, which will be scheduled at the end of the month.

New Business: **Approve the Transfer of Funds from the Fire (Corporate) Fund to the Ambulance Fund Pertaining to Social Security Taxes** – Beckett Accounting is in the process of reviewing the accounts for social security taxes to determine if a transfer is necessary.

Set Meeting Date to Close Fiscal Year 2021/2022 - District Trustees agreed to hold a meeting Monday, April 25, 2022 at 3:30 pm at Station #41 for the purpose of approving any remaining bills and closing the Fiscal Year 2021/2022.

Closed Session: **Personnel** - Motion to go into Closed Session for the purpose of discussing personnel at 7:32 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Motion to come out of Closed Session at 8:25 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Trustee Miller stated Closed Session discussion was regarding personnel. No action was taken.

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

Motion to Recess the April 11, 2022 meeting at 8:27 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.