



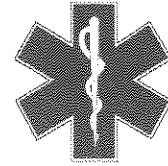
**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

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EMERGENCY: DIAL 911

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MINUTES FROM THE JUNE 2022 CTFPD TRUSTEES' MEETING

June 13, 2022

Crete Township Fire Protection District – Station #41

26730 S. Stoney Island

Crete, IL 60417

A handwritten signature in black ink, appearing to read "D. Miller".

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

Pledge of Allegiance

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

Absent - Trustee Peterlin, Lieutenant Moeller, Lieutenant Haemker, Lieutenant Pinnick

Appointment of District OMA & FOIA Officers:

Motion by Trustee Miller to appoint Mindi Claus the District OMA & FOIA Officer. Second Trustee Zimmerman. Motion carried.

(2-yes, 0-no, 1-absent)

Secretary's Report: Motion was made by Trustee Miller to accept the minutes of the May 9, 2022 meeting. Second Trustee Zimmerman. Motion carried.

(2-yes, 0-no, 1-absent)

Motion was made by Trustee Miller to accept the minutes of the May 23, 2022 meeting. Second Trustee Zimmerman. Motion carried.

(2-yes, 0-no, 1-absent)

Treasurer's Report: Treasurer's Report was read by Trustee Miller. Motion to accept the Treasurer's Report by Trustee Miller. Second Trustee Zimmerman. Motion carried. (2-yes, 0-no, 1-absent)

New Business: **Discuss / Approve New Audit Firm for Fiscal Year 2021/2022 Audit –** Mike Carollo of Beckett Accounting was recently contacted by Ed McCormick stating after a review of the client list, PKF Mueller has decided to eliminate their smaller accounts and will no longer continue to audit CTFPD. PKF Mueller has grown into a larger firm since mergers occurred in the last few years. The accounting industry is also experiencing difficulty in finding employees and experiencing a staffing shortage. Mr. McCormick has

agreed to assist the new audit firm of CTFPD's choosing with this year's audit.

Mr. Carollo contacted two different firms regarding any interest in conducting this year's audit. An immediate response was received from John Wysocki of GW & Associates in Chicago Heights. Mr. McCormick has worked with them in the past and highly recommends them. A proposal was presented for review in the amount of \$13,600.00.

Chief Panega contacted four additional firms known to conduct audits for fire protection districts in the surrounding area. Only one proposal was received from Jodi K. Gill of Manteno in the amount of \$12,750.00. Ms. Gill was recommended by Manteno Fire District.

Discussion included concerns with using a smaller office and Ms. Gill being the only auditor. GW & Associates is a good size firm, has more than eight auditors and is known to complete several city and county audits in the area. Trustees agreed it would be beneficial to have access to more than one auditor if something were to happen where the District required assistance from the auditing firm. Mr. Carollo suggested CTFPD enter into a one-year engagement in order to investigate other firms further for future audits. After much discussion, Trustee Miller made a motion to accept the proposal from GW & Associates, in the amount of \$13,600.00, to conduct the audit for Fiscal Year 2021/2022. Second Trustee Zimmerman. Motion carried.
(2-yes, 0-no, 1-absent)

- Fire Call Report:** Written report presented - 132 calls were reported for the month of May.
- EMS Report:** Written report presented. IDPH inspections were conducted in May; no issues were found. The Lucas CPR device is in service on Ambulance #43. A CPR class will be scheduled for this quarter.
- 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. Three variance requests have been received from Will County; 23334 S. Torrence for a pole barn, 27446 S. Hickory to divide the lots for an existing house from an existing commercial building and Danne Rd. to build a house on the front acreage of the property. No issues were found with the three variance requests. Final approval has been granted for the solar field at 740 and 742 E. Goodenow Road. Final drawings for the fire alarm system at 25310 S. Stoney Island have been reviewed.
- Deputy Chief:** Written report submitted. Firefighter/Paramedic Malley has resigned from the Kurtz contract. Currently the contract has two vacancies. One POC applicant has failed the PAT; a second PAT test will be scheduled for July.

CTFPD continues to struggle with open part-time shifts. No applications have been received. Contact has been made with members delinquent on monthly training. Accident and ambulance billing are current. Inspections will be scheduled as data entry is completed in the new fire reporting system. Hose testing is currently being completed. Pump testing will be scheduled in the next few months. Will County has notified CTFPD of funds available, in the amount of \$105,498.00, through the American Rescue Plan. The application for funds is being completed for reimbursement on the rechassis of Engine #43. The Firehouse database from Will County is now up and running on the CTFPD server. The State of Illinois has begun to send invoices for the reimbursement of funds received per the GEMT program. CTFPD has not received an invoice for this program as of today.

- Chief's Report:** Written report was presented. Three fire hydrants have been repaired at Balmoral Race Track and will be inspected. Contact has been made with AMR/Kurtz regarding concerns with the company being unable to fill the contract with six employees. A meeting was held with the new property owner on Munz Road and Cottage Grove regarding the plans for development. The generator for Station #43 is expected the week of June 23rd. A letter was sent to Bank of New York Mellon stating CTFPD's intent to pay additional principal on the July 2022 payment. Trustees approved a PO, in the amount of \$7,135.64, to install new vinyl plank flooring in the kitchen and meeting room of Station #43.
- Approval of Bills:** Motion to accept bills as submitted by Trustee Miller. Second Trustee Zimmerman. Motion carried. (2-yes, 0-no, 1-absent)
- Communications:** None.
- Old Business:** **Approve Revised Tentative Budget for Fiscal Year 2022/2023** – Chief Panega presented the following changes to the tentative budget for fiscal year 2022/2023:
- \$13,000.00 has been transferred from Corporate "Cash on Hand" to Ambulance "Cash on Hand" as per Resolution #2022-02 which was approved at the 04/25/2022 District Meeting.
 - Corporate "Grants" has been increased by \$105,498.00 due to funds available through Will County/American Rescue Plan.
 - Due to the continued increase in fuel prices, both Corporate and Ambulance "Fuel" lines have been increased to \$20,000.00.
- District Trustees had no issues with the amendments presented.
- New Business:** **Misc. Items** – Approximately twelve issues have been found with Engine #43 since it has been returned by Alexis; service technicians are scheduled to come out to repair. After repairs have been addressed it will go back in service. The department is satisfied with the overall job.

Probationary Member James Radtke was the valedictorian of his EMT Class.

Closed Session: None.

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

Motion to Adjourn the June 13, 2022 meeting at 8:10 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.