



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

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**MINUTES FROM THE DECEMBER 2022 CTFPD TRUSTEES' MEETING
SPECIAL MEETING**

December 20, 2022

Crete Township Fire Protection District – Station #41

26730 S. Stoney Island

Crete, IL 60417

A handwritten signature in black ink, appearing to read "M. Miller", written over the right side of the meeting information.

3:00 PM – Meeting was called to order by Trustee Miller.

Pledge of Allegiance

Roll Call: Present - Trustee Miller, Trustee Peterlin, Trustee Zimmerman, Assistant Chief Swanson

Absent - Chief Panega, Deputy Chief Radtke, Lieutenant Moeller, Lieutenant Haemker, Lieutenant Pinnick

Communications: None.

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

Old Business: None.

New Business: **Discuss/Authorize Hiring of Testing Company for Full-Time Personnel –** Assistant Chief Swanson presented a spreadsheet of different testing companies with a breakdown of the fees and services provided. Discussion was had regarding whether the Board members want to take on any of the steps in the hiring process themselves. Trustees agreed in order to keep things fair and show no favoritism they should not take any part in the hiring process, including the interviews. Only one company, C.O.P.S. and F.I.R.E. Personnel Testing Service, met these requirements.

Assistant Chief Swanson explained the pricing package for C.O.P.S. and F.I.R.E. Personnel Testing Service in depth. An application fee of \$25.00 was recommended in order to attract serious applicants who are willing to test/work. Advertising would be placed on The Blue Line, Indeed and an email blast would be released to a list of participants signed up with the testing service. A \$28.00 fee per applicant would be assessed for the written exam and preference points could be set at a later date by the testing service, Trustees and Chiefs. Oral interviews would be handled completely by the testing service. Members of the Fire Commission Board are encouraged to

sit in to observe but not participate. A rough timeline of possible dates associated with the hiring process were discussed.

The following minimum qualifications for applicants were recommended –

- CPAT required / Aerial ladder climb not required
- Minimum Firefighter II
- Minimum EMT-B

A spreadsheet of area departments listing the employment package and base salary for an EMT-P was distributed for review. An annual base pay of \$62,500.00 for an EMT-P was recommended based on the current salary of the Kurtz contract employees and salaries offered by other full-time departments in the area. Discussion was had regarding qualifications/salary in order to move forward for advertising purposes.

After much discussion, a motion was made by Trustee Miller to authorize the hiring of C.O.P.S. and F.I.R.E. Personnel Testing Service for the purpose of testing for full-time personnel. In addition, the following conditions / requirements are to be set for applicants –

- A \$25.00 application fee is established
- CPAT required
- Aerial ladder climb test is not required
- Minimum Firefighter II required
- Minimum EMT-B required
- Base salary of \$62,500.00 for a Firefighter/EMT-P is established

And a test date will be scheduled for March 11, 2023.

Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Assistant Chief Swanson suggested a workshop be scheduled in January with the trustees, chiefs and attorney to discuss other options pertaining to the hiring process/employment package.

Closed Session: None.

Citizens Speak: No one from the public was present.

Motion to Adjourn the December 20, 2022 meeting at 4:00 PM by Trustee Miller. Second Trustee Peterlin. Motion carried.