



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

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**MINUTES FROM THE JANUARY 2023 CTFPD TRUSTEES' MEETING
SPECIAL MEETING**

January 16, 2023

Crete Township Fire Protection District – Station #41

26730 S. Stoney Island

Crete, IL 60417

1:03 PM – Meeting was called to order by Trustee Miller.

Pledge of Allegiance

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

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

Communications: None.

Old Business: None.

New Business: **Discuss/Approve Preference Points & Employment/Benefit Package for Hiring of Full-Time Personnel** – Assistant Chief Swanson presented two spreadsheets for review; one regarding the base pay scale costs to the district on an employment/benefit package and the second regarding pay scale step raises at varying percentages. The Chiefs recommended a base salary be established for a Firefighter/EMT-B, in addition to a Firefighter/Paramedic. Trustees agreed to a base salary of \$54,500.00 for a Firefighter/EMT-B and \$62,500.00 for a Firefighter/Paramedic. It was also agreed the pay scale step raises are to be set at two (2) percent up to three (3) years.

A separate spreadsheet was presented reflecting benefit comparisons of full-time departments in the area. Trustees came to an agreement to offer the following vacation time:

- 3 days after 1 year
- 5 days after 5 years
- 7 days after 10 years
- 9 days after 15 years

A maximum of three days may be rolled over to the next year. At retirement/separation, vacation days accrued will be bought back at the full rate.

Much discussion was had on the accrual and banking of sick time. Trustees established the accrual of sick days at six (6) hours per month, totaling three (3) days per year. An employee will be allowed to bank a maximum of 480 hours. Once the maximum of 480 hours is met, sick days over the maximum can be bought back at half the rate at the end of the year. Upon retirement/separation, the total number of sick days will be paid out at the full rate.

Assistant Chief Swanson recommended one Kelly Day be given every 18th shift. District Board members agreed no decision should be made until further discussion is had with the attorney.

Discussion was had regarding the cost of health insurance (medical, dental, vision) to the District. Trustees decided twenty (20) percent of the cost is to be paid by the employee and eighty (80) percent will be covered by the District. The cost to the District is not to exceed \$20,000.00 per employee on an annual basis.

Bereavement days will consist of two (2) days for immediate family and one (1) day for extended family.

Trustees concurred full-time employees will be paid seven (7) Holidays as currently established in the Rules & Regulations. Holidays will be paid out at double time.

A copy of the advertisement was given to Trustees for review. The contract was also signed with C.O.P.S. and F.I.R.E. Personnel Testing Service as previously approved by motion at the December 20, 2022 Special Meeting. Additional discussion was had regarding the interview process. Trustees decided the total grade for applicants shall be calculated as follows:

- 60% - Written exam
- 40% - Oral Interview

Trustee Miller directed Chief Panega to forward the benefit package as discussed to the attorney for review. The next meeting will be scheduled with the attorney to finalize the employment/benefit package and set the preference points.

Closed Session: None.

Citizens Speak: No one from the public was present.

Motion to Adjourn the January 16, 2023 meeting at 2:44 PM by Trustee Miller. Second Trustee Peterlin. Motion carried.