



**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 JANUARY 2023 CTFPD TRUSTEES' MEETING  
SPECIAL MEETING**

**January 26, 2023**

**Crete Township Fire Protection District – Station #41**

**26730 S. Stoney Island**

**Crete, IL 60417**

**2:03 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, Assistant Chief Swanson, Attorney Motylinski

Absent - 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:** **Discuss/Approve Preference Points & Employment/Benefit Package for Hiring of Full-Time Personnel** – Assistant Chief Swanson presented a copy of the Preference Points section from the Fire Commission Board Rules for review. Attorney Motylinski stated this meeting is to establish the preference points for the first testing date; preference points will be reviewed for any future testing. After much discussion, preference points are set as follows:

Veteran Preference Points – 5 points

Fire Cadet Preference Points – 0 points

Educational Preference Points – Associate's degree 3 points / Bachelor's degree 5 points

Paramedic Preference Points – 5 points

Experience Preference Points – POC/Part-time applicants employed by CTFPD will be awarded ½ point per years of service, up to a maximum of 5 points / Full time applicants employed outside of the District for at least 2 years will be awarded 1 point per years of service, up to a maximum of 5 points

Residency Preference Points – 5 points; Attorney Motylinski clarified the applicant must live within CTFPD's jurisdictional boundaries.

Additional Preference Points –

Fire Apparatus Engineer (OSFM) – 1 point

- Fire Officer I/Basic Fire Officer (OSFM) – 1 point
- Class B Non CDL Driver's License or CDL – 1 point
- Contract Firefighter/Paramedic experience with CTFPD – 2 points

Regarding the advertisement, Attorney Motylinski advised "Candidates must be a certified EMT-P (Paramedic) at time of hire" be added since an EMT-B is allowed to test. Chiefs questioned if the existing list could be used to hire three (3) full-time EMT-B's six months from now if needed. Attorney Motylinski explained that situation would require its own separate test/list; this test is specifically for three (3) full-time Firefighter/Paramedic positions. Additional amendments to the advertisement were discussed. Attorney Motylinski clarified any applicant with prior fire department experience from anywhere is exempt from the 35 years of age requirement under the Illinois Fire Protection District Act.

After much discussion, a motion was made by Trustee Miller to approve the preference points as presented above and require applicants be a certified EMT-P (Paramedic) at the time of hire. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Discussion was had regarding the employment/benefit package as proposed at the January 16<sup>th</sup> Special Meeting. Trustees agreed to eliminate Kelly Days and increase Vacation Days to the following, as advised by Attorney Motylinski:

- 2 days for 0-1 year of employment
- 8 days after 1 year of employment
- 10 days after 5 years of employment
- 12 days after 10 years of employment

A maximum of 3 vacation days may be carried over to the following year.

After discussing industry standards for sick time and FMLA with Attorney Motylinski, Board members were in agreement Sick Days should be increased from three (3) days to six (6) days for a total of 144 hours per year. An employee will be allowed to bank a maximum of 720 hours, increased from 480 hours. Once the maximum of 720 hours is met, sick days over the maximum 720 hours can be bought back at half of the current rate at the end of the year. Upon retirement/separation, the total number of sick days will be paid out at the current full rate of pay.

Attorney Motylinski advised the District all full-time employees are to be paid for Holidays whether they are at work or not. Trustees agreed to add all full-time employees will receive eight (8) hours of pay at the current regular rate for the seven (7) holidays as defined in the employment package.

In regards to Emergency Call Backs, Attorney Motylinski explained full-time employees can no longer work the part-time or POC program as defined by FLSA. Various other employment matters were discussed; no additional

amendments or actions were taken. Attorney Motylinski reviewed the next steps in the process of hiring full-time employees. Trustee Miller advised the Chiefs to make the necessary changes to the employment/benefit package as discussed and have the document ready for review/approval at the February 13<sup>th</sup> District Meeting.

**New Business:** None.

**Closed Session:** None.

**Citizens Speak:** No one from the public was present.

**Motion to Adjourn the January 26, 2023 meeting at 4:39 PM by Trustee Peterlin. Second Trustee Zimmerman. Motion carried.**