



**CRETE TOWNSHIP  
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island  
Crete, Illinois 60417-4746

Phone: 708. 672-3111 Fax: 708. 672-4596

**EMERGENCY: DIAL 911**

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**MINUTES FROM THE FEBRUARY 2023 CTFPD TRUSTEES' MEETING**

**February 13, 2023**

**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".

**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, Assistant Chief Swanson

Absent - Lieutenant Moeller, Lieutenant Haemker, Lieutenant Pinnick

**Secretary's Report:** Motion was made by Trustee Miller to accept the minutes of the January 9, 2023 meeting. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the January 16, 2023 meeting. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the January 26, 2023 meeting to include the following amendments:

- 1) 2 vacation days for 0-1 year of employment
- 2) 8 hours of pay at the current regular rate for holidays

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

Deputy Chief Radtke raised additional questions regarding clarification on the wording of several sections of the document. Trustee Miller directed the Chiefs to discuss/define the additional areas of concern since they relate to the operations of the department.

**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:** Written report presented - 109 calls were reported for the month of January.

**EMS Report:** Written report presented. Ambulance #42 has been returned from the chassis work and is back in service.

- Training Officer:** Written report submitted. Members listed are working on completing outstanding trainings. One paid on call member has begun the fire academy.
- Grant Summary:** A grant has been submitted for the purchase of 21 air-packs with bottles and an air compressor. Another regional grant will be submitted for radios.
- Fire Prevention:** Written report submitted. Will County has been instructed to issue fines for the non-operative sprinkler system at Balmoral Park.
- Deputy Chief:** Written report submitted. A letter of resignation was received from one Kurtz contract member today; leaving three positions on the Kurtz contract filled. Three new part time members have been added to the roster. Firefighter/Paramedic Cellarius has requested a three month leave of absence. Contact has been made with members delinquent on monthly training. Accident and ambulance billing are current. CTFPD has been approved for \$105,498.00 from the American Rescue Plan through Will County. The state will be issuing an invoice for the first two quarters of GEMT 2022 funds.
- Chief's Report:** Written report was presented. Damage to Engines #42 and #43 due to accidents have been submitted to insurance. CTFPD is in the process of writing a letter requesting the donation of a one-acre piece of property adjacent to Station #43 from the CSX Community Investment Program.
- Approval of Bills:** Motion to accept bills as submitted by Trustee Miller. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)
- Communications:** **George & Sandy Stellfox – Thank You** - A thank you was received from George & Sandy Stellfox for emergency services provided.
- Old Business:** **Discuss/Approve Employment/Benefit Package for Hiring of Full-Time Personnel** - Motion by Trustee Miller to approve the Employment/Benefit package for the hiring of full-time personnel, to include the two amendments listed in the approval of the January 26, 2023 minutes. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)
- Approve Bidding Process for Bathroom Remodel – Station #43** – Trustees directed the Chief to publish the legal notice for the bidding process regarding the bathroom remodeling project at Station #43. Bids will be opened at the March 13, 2023 District Meeting.
- New Business:** **Approve January 20 & 21, 2023 ILFCA Conference Expenses** – Motion by Trustee Miller to approve the January 20 & 21, 2023 ILFCA Conference expenses incurred by District Trustees and Chief Panega. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)
- Approve Ordinance #02-13-2023-01 – An Ordinance Re-Establishing Ambulance and Related Charges** – Chief Panega presented an Ordinance to increase Ambulance Billing Fees to a flat rate of \$2,400.00 for ALS and BLS

ambulance transports. In addition, a fee of \$250.00 will be established for non-transports where treatment is administered and \$200.00 for lift assists (no transport). Mileage will increase to \$24.00 per mile. Upon review, motion to approve Ordinance #02-13-2023-01 – An Ordinance Re-Establishing Ambulance Charges by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no) New rates will become effective once the Ordinance has been published in the newspaper.

**Discuss/Approve Lawn Maintenance Proposal for the 2023 & 2024 Season – Roy Erickson Outdoor Maintenance Inc.** – Motion by Trustee Miller to approve the lawn maintenance proposal, in the amount of \$900.00 per month, for the 2023 and 2024 season with Roy Erikson Outdoor Maintenance Inc. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

**Efficiency Committee** – Discussion was had regarding the new law requiring fire protection districts form an Efficiency Committee prior to June 10, 2023. The committee must include two residents of the district as appointed by the Board President with consent of the remaining Trustees. Trustee Miller advised Board members to think about any residents who may be interested. The issue was tabled until the March District Meeting.

**Request for Assigned Vehicles for Chief Officers** – A memo was presented to Board members requesting each Chief Officer have an assigned vehicle to keep at home to respond to incidents. Trustees agreed to table the issue until the March District Meeting to allow time to form guidelines regarding the use of assigned vehicles to Chief Officers.

**Closed Session:** **Personnel** - Motion to go into Closed Session for the purpose of discussing personnel at 8:04 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Motion to come out of Closed Session at 8:49 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Trustee Miller stated closed session discussion was regarding personnel. No additional action was taken.

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

**Motion to Adjourn the February 13, 2023 meeting at 8:50 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.**