



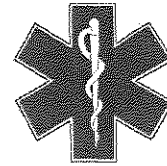
**CRETE TOWNSHIP  
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island  
Crete, Illinois 60417-4746

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

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

**March 13, 2023**

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

**26730 S. Stoney Island**

**Crete, IL 60417**

**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

Absent - Assistant Chief Swanson, Lieutenant Moeller, Lieutenant Haemker, Lieutenant Pinnick

**Secretary's Report:** Motion was made by Trustee Miller to accept the minutes of the February 13, 2023 meeting. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the February 27, 2023 meeting. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the March 2, 2023 meeting. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

**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 - 120 calls were reported for the month of February.

**EMS Report:** Written report presented. A grant application is being completed for a Lucas CPR device. Information is being gathered regarding the purchase of an EMS Manikin; the cost may be split with the Firefighters Association. March 15<sup>th</sup> CTFPD will be hosting a meeting with the Eastern Will Agencies, NWI Agencies and the Franciscan Alliance Administrative Staff regarding issues pertaining to the ED.

**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. Pre-site construction is in progress at Crete Self Storage.
- Deputy Chief:** Written report submitted. Currently, the Kurtz contract has three positions filled. One paid on call and two-part time applicants are going through the hiring process. Contact has been made with members delinquent on monthly training. ISO testing and inspections are being scheduled for 2023. Accident and ambulance billing are current. A check in the amount of \$105,498.00 has been received from the American Rescue Plan through Will County. Contact has been made with the state and CTFPD is waiting on an invoice for the first two quarters of GEMT 2022 funds.
- Chief's Report:** Written report was presented. A letter has been submitted to the CSX Community Investment Program requesting the donation of a one-acre piece of property adjacent to Station #43. AMR Paramedic Services has submitted an addendum to the current contract. CTFPD will go out to bid for a contract service; special meetings will be held March 23<sup>rd</sup> to open bids and March 29<sup>th</sup> to award the bid. An estimate has been requested for the roof repair at Station #42. A revised quote has been requested from Roy Erikson Outdoor Maintenance Inc. to include the property west of Station #41; estimated at an extra \$25.00/week and \$1,800.00 to prep/clean up the area for mowing. A check has been received from the insurance company for the repair of Engine #43; scheduled to go to Alexis for repair in two months.
- Approval of Bills:** Motion to accept bills as submitted by Trustee Miller. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)
- Communications:** **Chicago Heights Fire Department – Thank You** - A thank you was received from Chicago Heights Fire Department for responding to structure fires on February 3<sup>rd</sup> and 6<sup>th</sup>.
- Chief Jeff Panega – Retirement** – Trustee Miller read into record a letter from Chief Jeff Panega notifying the District of his retirement effective May 1, 2023.
- Old Business:** **Open & Discuss/Award “Station #43 Bathroom Remodel” Bid** - Trustee Zimmerman opened and read into record the following bids received for the Bathroom Remodel at Station #43:
- 1) Martin Construction Co., Beecher IL  
\$171,183.50 – Bathroom Remodel  
\$ 4,993.75 – Storage Room Flooring
  - 2) Taza Construction, South Holland IL  
\$117,786.00

Assistant Chief Swanson was directed to review the bids and have a recommendation available to District Trustees in order to award the bid at the March 23<sup>rd</sup> meeting.

**Discuss / Appoint Efficiency Committee Members** – Tabled until the April 10<sup>th</sup> District Meeting.

**Discuss/Approve Guidelines for Assignment of Vehicles for Chief Officers** – Guidelines for the assignment of vehicles for Chief officers were presented to Trustees for review. The actual assignment of vehicles will be decided by the Chief. Motion by Trustee Miller to approve the guidelines for the assignment of vehicles for Chief officers as presented. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

**New Business:** **Authorize Signing of Engagement Letter for FY 2022/2023 Audit – GW & Associates, PC** – Trustee Miller made a motion to accept the proposal from GW & Associates, in the amount of \$14,000.00, to conduct the audit for the fiscal year ending April 30, 2023. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Authorize a Reduction in the Amount of a Purchase Order Requiring Trustee’s Approval from \$1,000 to \$500** – Motion by Trustee Miller to authorize a reduction in the amount of a purchase order requiring Trustee’s approval from \$1,000 to \$500, effective April 1, 2023. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

**Closed Session:** **Personnel** - Motion to go into Closed Session for the purpose of discussing personnel at 7:35 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Motion to come out of Closed Session at 8:39 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 March 13, 2023 meeting at 8:40 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.**