



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island
Crete, Illinois 60417-4746

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EMERGENCY: DIAL 911

www.cretetwpfire.com



MINUTES FROM THE APRIL 2023 CTFPD TRUSTEES' MEETING

April 10, 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, Assistant Chief Swanson

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

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

Motion was made by Trustee Peterlin to accept the minutes of the March 23, 2023 meeting. Second Trustee Miller. Motion carried. (3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the March 29, 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 - 117 calls were reported for the month of March.

EMS Report: Written report presented. The Firefighters Association approved the purchase of an EMS Manikin. IDPH inspections will be scheduled in May.

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. Pheasant Lake Estates has submitted plans for an outdoor park. A letter was received regarding the development of a solar field at Munz Road and Cottage Grove Avenue.

Deputy Chief: Written report submitted. A comparison of the Contract Service Bids was submitted for review. Due to the difficulty of comparing the two bids submitted, Trustees agreed the District should re-bid the contract to not only supply six contract employees but also offer a separate option to supply three contract employees. The revised Request for Proposal should specify a salary of \$70,000 per year. Contract Coordinator shall earn an additional \$2,000 per year. The bid should also list the hourly amount the contract service will reimburse the District when contract positions are vacant due to the lack of manning. Bids will be opened at the final meeting of the fiscal year.

Chief's Report: Written report was presented. An Officer's meeting was held April 5th. Will County has issued fines to Balmoral Race Track for the inoperable fire alarm/sprinkler system; the systems are now up and running. A \$5,000 donation has been received from the CSX Railroad. Work is being done on the 2023/2024 budget. The referendum to establish the levy for a pension failed in the last election. The pump packing is being replaced on Engine #42; repairs will be approximately \$5,000. The replacement of the failed generator transfer switch will cost less than the approved estimate after a review of the project.

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

Communications: **Harry & Lynn Heusing / Family of Leonard Brands – Thank You** - A thank you was received from Harry and Lynn Heusing for emergency services provided to their family member.

St. John Fire Department – Thank You - A thank you was received from St. John Fire Department for participating in a group training drill at Clark Middle School.

St. John Fire Department – Thank You - A thank you was received from St. John Fire Department for responding to a structure fire on the 10600 block of Thielen Street March 23rd.

Trustee Miller updated the Board on the Laraway Communications Center meeting.

A public information meeting will be held April 13th from 4pm – 7pm at Station #41 regarding the Burville / Exchange road improvement.

Old Business: **Discuss / Appoint Efficiency Committee Members** – Trustee Miller stated Richard Most has agreed to volunteer for the Efficiency Committee. One

more member is still needed. Issue will be tabled until the May 8th District Meeting.

Discuss/Award "Contract Service Bid" – Trustees agreed to rebid the contract service. See Deputy Chief report for details.

New Business:

Resolution #2023-01 Recognizing the Service of Chief Jeffrey Panega – Motion by Trustee Miller to approve Resolution #2023-01 Recognizing the Service of Chief Jeffrey Panega. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Approve Maintenance Contract for Power Load System/Power Load Cot (Unit #A41 & #A42) – Stryker Sales Corporation – Motion by Trustee Miller to approve a one-year maintenance contract with Stryker Sales Corporation for the power load system and power load cots on Ambulances #41 and #42, in the amount of \$5,003.20. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Approve the Transfer of Funds from the Fire (Corporate) Fund to the Ambulance Fund Pertaining to Social Security Taxes - Beckett Accounting is in the process of reviewing the accounts for social security taxes to determine if a transfer is necessary.

Approve Renewal of Insurance – Corkill Insurance - A proposal for the renewal of insurance was reviewed by Trustees. Due to a switch in one of the carriers, the premium for coverage was reduced from \$30,970.00 to \$27,093.00. Motion by Trustee Miller to approve the renewal of insurance for the District with Corkill Insurance. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Discuss / Approval of Pay Raises - Upon review of the budget, Chief Panega recommended a 3% wage increase for all employees, part-time and POC. Motion was made by Trustee Miller to approve a 3% wage increase for all District employees, both part-time and POC, effective May 1, 2023. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Set Meeting Date to Close Fiscal Year 2022/2023 - District Trustees agreed to hold a meeting Thursday, April 27, 2023 at 3:30 pm at Station #41 for the purpose of approving any remaining bills and closing the Fiscal Year 2022/2023.

Misc. Items – After reviewing the Bathroom Remodel Contract for Station #43, Trustee Peterlin stated concerns with the amount of time allotted for the project, warranty and some of the listed materials. Assistant Chief Swanson contacted the construction company with the concerns and is waiting on a reply. An update will be given to the Board once a response is received.

Trustee Miller announced an Open House will be held for Chief Panega's retirement on Friday, April 28th from 1pm – 4pm at Station #41.

Closed Session: None.

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

Motion to Recess the April 10, 2023 meeting at 7:55 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.