



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

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MINUTES FROM THE MAY 2023 CTFPD TRUSTEES' MEETING

May 8, 2023

Crete Township Fire Protection District – Station #41

26730 S. Stoney Island

Crete, IL 60417

A handwritten signature in black ink, appearing to be "M. Miller", written over the address information.

7:00 PM – Meeting was called to order by Trustee Miller.

Pledge of Allegiance

Roll Call: Present - Trustee Miller, Trustee Peterlin, Deputy Chief Radtke, Assistant Chief Swanson, Lieutenant Moeller, Consultant Panega

Absent - Trustee Zimmerman, Lieutenant Pinnick

Motion by Trustee Miller to appoint Trustee Peterlin Secretary Pro-Tem due to Trustee Zimmerman's absence. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Secretary's Report: Motion was made by Trustee Miller to accept the minutes of the April 10, 2023 meeting. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Motion was made by Trustee Miller to accept the minutes of the April 27, 2023 meeting. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Motion was made by Trustee Miller to accept the minutes of the May 4, 2023 meeting. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Treasurer's Report: Treasurer's Report was read by Trustee Peterlin. Motion to accept the Treasurer's Report by Trustee Miller. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Oath of Office: **Donald Radtke, Jr., Part-time Interim Chief** – The oath of office was administered to Chief Donald Radtke, Jr. by Secretary Claus.

Fire Call Report: Written report presented - 130 calls were reported for the month of April.

EMS Report: Closed Session required.

- Training Officer:** Written report submitted. Members listed are working on completing outstanding trainings. One member will graduate from the Fire Academy May 31st at 5pm.
- Grant Summary:** CTFPD has been awarded the Small Equipment Grant from the Office of the State Fire Marshal in the amount of \$22,498.72.
- Fire Prevention:** Written report submitted. Fire extinguisher and fire alarm inspections have been completed at all three stations.
- Chief's Report:** Written report submitted. Currently, the Kurtz contract has three members assigned. One new POC member has been added to the roster and one applicant is being processed. One new part time member has completed the hiring process and will begin working in May. Contact has been made with members delinquent on monthly training. Accident and ambulance billing are current. Hose testing will begin in May/June. The GEMT invoice has been submitted for payment. A comparison of the bids for the Contract Service was emailed to Trustees for review. Drilling of the water well at Station #43 is in process. Repairs to the roof at Station #42 have been completed.
- Consultant Report:** Written report was presented. Status of full-time employees will be required prior to the budget being finalized for the 2023/2024 fiscal year. Jeff Panega thanked the District for his retirement luncheon and open house on April 28th.
- Approval of Bills:** Motion to accept bills as submitted by Trustee Miller. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)
- Communications:** **Laraway Communication Center – Thank You** - A thank you was received from the members of Laraway Communication Center for the donation of gift cards during Telecommunication Week.
- Office of the Illinois State Fire Marshal – Small Equipment Grant Award** – See Grant Summary.
- Old Business:** **Discuss/Authorize or Postpone Hiring of Full-Time Personnel** – Assistant Chief Swanson recommended no action be taken until the final full-time eligibility list has been approved. Issue will be tabled until the June 12th District Meeting.
- Discuss/Award “Contract Service – Revision I” Bid** – After reviewing a comparison of the contract service bids, a motion was made by Trustee Miller to award the Contract Service – Revision I bid to Metro Paramedic Services, Inc. in the amount of \$672,823.20 for the first year; the contract will begin June 1, 2023. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Discuss/Appoint Efficiency Committee Members – Motion was made by Trustee Miller to appoint Richard Most and Scott Hock to the Efficiency Committee. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent) The required Ordinance will be passed at a Special Meeting to be scheduled prior to June 10th.

Discuss/Authorize Signing of Contract for Bathroom Remodel at Station #43 – Taza Construction – Trustee Peterlin stated he still has concerns with the warranty and has received no updates on the contract. He suggested the District consider rebidding the project. Assistant Chief Swanson presented a revised estimate from Professional Building Services Inc. (PBS) for the project. Trustee Miller clarified the estimate from PBS cannot be considered due to the fact they did not submit a proposal during the bidding process. Trustees directed Assistant Chief Swanson contact Taza Construction and request a one-year warranty on the work performed. Issue to be tabled until the June 12th District Meeting.

Approve the Transfer of Funds from the Fire (Corporate) Fund to the Ambulance Fund Pertaining to Social Security Taxes – Motion by Trustee Miller to approve Resolution #2023-02 and transfer \$14,000.00 from the Fire (Corporate) fund to the Ambulance fund due to a cost overrun on the Social Security taxes. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Misc. Items – Consultant Panega recommended the District complete the vacation of property at Station #42 prior to it being forgotten or a new Board of Trustees who will not be aware of the situation. Expected costs are approximately \$3,000.00. Issue to be placed on the June 12th agenda.

New Business:

Letters of Resignation – Lt. Kyle Haemker & Firefighter/Paramedic Nick Carollo – District Trustees accepted letters of resignation from Lt. Kyle Haemker and Firefighter/Paramedic Nick Carollo.

Approve Firefighter/Paramedic Initial Eligibility Register – Motion by Trustee Miller to approve the initial Firefighter/Paramedic Eligibility Register. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Approve Auditors & Accountant for Fiscal Year 2023/2024 – Motion by Trustee Miller to remain with Beckett Accounting and GW & Associates, PC for the 2023/2024 fiscal year. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Closed Session:

Discuss Personnel - Motion to go into Closed Session for the purpose of discussing personnel at 7:31 pm by Trustee Miller. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

Motion to come out of Closed Session at 7:52 pm by Trustee Miller. Second Trustee Peterlin. Motion carried. (2-yes, 0-no, 1-absent)

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

Citizens Speak: No one from the public offered comment.

Budget Workshop – Approve Tentative Budget for Fiscal Year 2023/2024 – Consultant Panega stated revisions to the tentative budget are required prior to presenting for approval. Tabled until the June 12th District Meeting.

Motion to Adjourn the May 8, 2023 meeting at 7:53 PM by Trustee Miller. Second Trustee Peterlin. Motion carried.