



**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 JUNE 2023 CTFPD TRUSTEES' MEETING**

**June 12, 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, Assistant Chief Swanson, Consultant Panega

Absent - Chief Radtke, Lieutenant Moeller, Lieutenant Pinnick

**Assignment of Trustee Board Titles:**

The assignment of Trustee Board Titles is required following the April 2023 election.

Motion by Trustee Zimmerman to retain all elected officials in their current positions: Trustee Miller – President, Trustee Peterlin – Treasurer and Trustee Zimmerman – Secretary. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

**Appointment of District OMA & FOIA Officers:**

Motion by Trustee Miller to appoint Mindi Claus the District OMA & FOIA Officer. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Secretary's Report:** Motion was made by Trustee Miller to accept the minutes of the May 8, 2023 meeting. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Motion was made by Trustee Miller to accept the minutes of the May 22, 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 - 152 calls were reported for the month of May.

**EMS Report:** Written report presented. EMS week was celebrated the last week of May with Silver Cross sending a gift of t-shirts for EMS providers. IDPH inspections were completed May 24<sup>th</sup>.

**Training Officer:** Written report submitted. A new report listing completed trainings by members will now be included monthly. Two members completed FAE and one POC member graduated from the Fire Academy in May. Auto aid training will take place with Beecher Fire Protection District monthly; plans are to include additional area departments in the future.

**Grant Summary:** No word has been received on the outstanding grant award notifications.

**Fire Prevention:** Written report submitted. Open House has been scheduled for September 23<sup>rd</sup> from 10:00 am to 2:00 pm.

**Chief's Report:** Written report submitted. Three PO's were submitted and approved for purchase. The first PO for the replacement of eight SCBA bottles in the amount of \$9,600.00. The second PO for the purchase of an additional mechanical CPR machine, in the amount of \$19,941.00, to outfit both front line ambulances with comparable inventories. The third PO for replacement sign faces for both sides of the sign at Station #41 due to damage, in the amount of \$2,742.00.

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

**Communications:** **Carol Cisar – Thank You** - A thank you was received from Carol Cisar for the assistance given from firemen and paramedics over the years.

**Will County Land Use Department – Application for Temporary Use Permit at 26435 Dixie Highway, Crete IL** - Notification received from Will County regarding an application for a temporary use permit for the purpose of storing new Ford automobiles in the parking lot at 26435 Dixie Highway, Crete IL. Motion by Trustee Miller a letter of objection be submitted by CTFPD regarding this application. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Will County Land Use Department – Variance Request for 1916 E. Bemis Road, Crete IL** – Notification received from Will County regarding a variance request to construct a new pole building for the purpose of storing vehicles and equipment at 1916 E. Bemis Road, Crete IL. Agreed no action be taken to intervene by CTFPD.

**Old Business:** **Discuss/Authorize or Postpone Hiring of Full-Time Personnel** – Motion to postpone hiring full-time personnel until the Board of Trustees sees fit by Trustee Miller. Second Trustee Peterlin. Motion carried. (3-yes, 0-no) Trustee Miller noted the current eligibility list will remain active and posted for two years as approved at the May 22, 2023 meeting.

**Discuss/Authorize Signing of Contract for Bathroom Remodel at Station #43 – Taza Construction** – A revised contract was submitted for review extending the warranty on work performed to six months. Trustees agreed this warranty was sufficient. Motion by Trustee Miller to authorize the signing of a contract with Taza Construction for the bathroom remodel at Station #43. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Vacate Roadway Known as Burville Road at Exchange Street – Property Located at Station #42** – A plat of vacation was previously executed by CTFPD. Crete Township government will complete the filing; CTFPD will be responsible for the expenses incurred. Trustees agreed this issue should be resolved now rather than later. Motion by Trustee Zimmerman to authorize the completion of vacating the roadway known as Burville Road at Exchange Street; said property is located at Station #42. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

**New Business:** **Request for Leave of Absence – Lt. Joseph Pinnick** – Motion to approve a three month leave of absence for Lt. Joseph Pinnick by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Approve Ordinance #06-12-2023-01 – An Ordinance Authorizing an Intergovernmental Agreement for Participation in the Mutual Aid Box Alarm System (MABAS Master Agreement 2022)** – Motion by Trustee Miller to approve Ordinance #06-12-2023-01 - An Ordinance authorizing an Intergovernmental Agreement for participation in the Mutual Aid Box Alarm System (MABAS Master Agreement 2022). Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Closed Session:** None.

**Citizens Speak:** Kyle Haemker thanked Trustees for the opportunity to work for the District. He shared with the Board the numerous awards he received after rescuing a driver from a car submerged in a pond near Village Woods, which he felt would not have been possible if not for the training he received during his years of service with CTFPD.

**Budget Workshop – Approve Tentative Budget for Fiscal Year 2023/2024** – Chief Panega presented the tentative Budget for Fiscal Year 2023/2024. He reviewed each line item on the Corporate and Ambulance side. \$200,000.00 has been allocated on the Corporate side and \$250,000.00 on the Ambulance side to the “Operating Reserve” allowing the District to operate during the first 40-45 days prior to receipt of the first tax distribution. CTFPD was able to increase the Operating Reserve due to the additional funds available from paying off the Build America Bonds/debt owed on Station #41. \$425,000.00 has been allocated to “Vehicle Fund” on the Corporate side; funds in this account have been reserved for the purchase of a new tender at a future date. \$350,000.00 has been allocated to “Vehicle Fund” on the Ambulance side for

the purchase of a new ambulance at a future date. \$33,000.00 has been allocated on the Corporate side and \$33,000.00 on the Ambulance side to "Dispatching" due to the expected 10% fee increase in December. Much discussion was had whether salary for a fifth person should be included in the budget; a fifth person is not included in the proposed budget presented. Trustees directed Consultant Panega to move \$25,000.00 on the Corporate side and \$50,000.00 on the Ambulance side from "Vehicle Fund" to "Personnel/Others" to account for a fifth person for one third of the fiscal year if staffing improves.

Motion by Trustee Miller to approve the tentative Budget for Fiscal Year 2023/2024, including the amendment adding the salary for a fifth person for one third of the fiscal year as discussed. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

A public hearing regarding the proposed budget will be held at a Special Meeting on Tuesday, July 18, 2023 at 3:30 pm. Upon closing of the public hearing, the proposed budget ordinance will be considered for approval.

**Motion to Adjourn the June 12, 2023 meeting at 8:18 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.**