



**CRETE TOWNSHIP  
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island  
Crete, Illinois 60417-4746

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**EMERGENCY: DIAL 911**

www.cretetwpfire.com



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

**September 18, 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 Radtke, Lieutenant Moeller

Absent - Assistant Chief Swanson, Lieutenant Pinnick

**Secretary's Report:** Motion was made by Trustee Miller to accept the minutes of the August 14, 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 - 113 calls were reported for the month of August.

**EMS Report:** Written report presented. Zoll Patient Care Reporting system has been updated as required by IDPH. Work continues on the backlog of quality control reporting. A Family & Friends CPR Class will be offered October 14<sup>th</sup> at 9:00 am; additional members will become certified instructors during this course. A PO was submitted for approval, in the amount of \$1,539.20, for two new batteries for the Lucas device. New EKG leads have been ordered. All used and expiring medications have been replaced and are up to date. The battery in Ambulance #43 was replaced today.

**Training Officer:** Written report submitted. Listed are members who have completed trainings and those working on completing outstanding trainings. Four POC members are doing well in the fire academy. In addition, they are spending time in the fire stations with crews on a weekly basis. Firefighters Moersch, Norton and Radtke received FSVO certifications. Firefighter Copano received Rope Operations certification. JPR testing is under way for all members. August's Auto Aid Drill was tender operation and drafting with Beecher and Crete fire

departments. September's drill will be live fire training in Beecher. MABAS 27 is looking to resume the training committee; we will participate as we can.

**Grant Summary:** A \$600.00 donation has been received from the Willowbrook HOA. Will County has awarded \$50,000.00 to each Fire Department to be spent on communication equipment. The Chiefs will put together a list of needed equipment and submit the request to LCC. LCC will handle the Request for Proposals and order/deliver equipment.

**Fire Prevention:** Written report submitted. An update was given on the Dixie Highway storage unit expansion. Correspondence has begun regarding a solar field project on Goodenow Road. Fire Prevention Open House is September 23<sup>rd</sup> from 10:00 am to 2:00 pm.

**Chief's Report:** Written report submitted. Four positions are filled on the six- person contract; each employee is working three additional overtime shifts per month. Two part-time employees have been hired, with one additional applicant being processed. Three new POC members have been added to the roster, with an additional two applicants being processed. Hose, pump, ladder and SCBA testing have been completed for 2023. Accident and ambulance billing are current. A PO, in the amount of \$19,650.00, was submitted for approval regarding the purchase of new gear. A second PO, in the amount of \$2,670.00, was submitted for approval to purchase new uniforms.

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

**Communications:** None.

**Old Business:** **Approve the Recoverable Costs Agreement Regarding the Vacation of Roadway Known as Burville Road at Exchange Street – Property Located at Station #42** – Trustee Miller stated the proposed agreement confirms CTFPD will reimburse Crete Township government to complete the filing to vacate the roadway for the property at Station #42, as previously discussed at the June 12th meeting. Motion to approve the Recoverable Costs Agreement regarding the vacation of roadway known as Burville Road at Exchange Street for the property located at Station #42 by Trustee Peterlin. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**Authorize Publication of Request for Proposal/Bidding Process for Purchase of New Tender** – Trustees stated Chief Radtke will complete a review of the Request for Proposal regarding the purchase of a new tender. Upon completion, a legal notice shall be published in the newspaper and the bid opening will be scheduled for the November 13, 2023 District Meeting at 7:00 pm.

**New Business:**        **Approve Zoll Monitor/Defibrillator Service Contract – Bio-Tron Inc.** – Trustees approved the annual service contract for the cardiac monitors with Bio-Tron, Inc.

**Authorize Signing of Life Insurance Renewal Rates – Trustmark Life Insurance Company** – Trustees accepted the renewal offer on the department life insurance through IAFPD. There will be no change in rates for this year.

**Misc. Items** – Assistant Chief Swanson stated the bathroom remodel project at Station #43 should be completed this month.

**Closed Session:**    **Discuss Personnel** - Motion to go into Closed Session for the purpose of discussing personnel at 8:07 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Motion to come out of Closed Session at 9:10 pm by Trustee Miller. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

Trustee Miller stated Closed Session discussion was regarding personnel. A special meeting will be scheduled for October 4<sup>th</sup> at 3:30 pm to include a closed session to discuss personnel. No additional action was taken.

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

**Motion to Adjourn the September 18, 2023 meeting at 9:12 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.**