



**CRETE TOWNSHIP  
FIRE PROTECTION DISTRICT**



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

**December 11, 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, Attorney Motylinski, 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 November 13, 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)

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

**Fire Call Report:** Written report presented - 143 calls were reported for the month of November.

**EMS Report:** Written report presented. The back log of quality control on old patient care reports has been completed. Plans are to schedule a Heart Saver CPR class in January or February. A meeting is scheduled with Will County to set up the Zoll PCR Program so it is more user friendly. Safety inspections on operating ambulances will be done in December. Drug boxes are up to date and logs have been turned in to Silver Cross. All members are current with continuing education. A PO for miscellaneous medical supplies was submitted for approval in the amount of \$1,666.38.

**Training Officer:** Written report submitted. Listed are members who have completed trainings and those working on completing outstanding trainings. Four POC members will graduate from the Fire Academy December 20<sup>th</sup> at 5pm. Firefighter Sline received FSVO certification. An Auto Aid Drill on fire ground

operations was held in November with Beecher and Crete fire departments. Auto Aid Drills have not been scheduled for the month of December. 662 training hours were recorded for the month of November.

**Grant Summary:** Application for the FEMA Grant has been denied. No word has been received on the remaining outstanding grant award notifications.

**Fire Prevention:** Written report submitted. Village Woods is officially closed. Balmoral Park's sprinkler system has been drained. They continue to look for a company to winterize the system. A variance request has been received from Will County for a new solar field on Nacke Road. Fire safety inspections have begun.

**Chief's Report:** Written report submitted. CTFPD has interviewed an applicant for the Metro contract who will be a single role medic until completion of certification as a Basic Operation Firefighter. A due date of six (6) months has been set from time of hire for completion of certification. Two part-time members have been removed from the roster due to lack of participation and communication with the District. Two members have been removed from the POC roster due to living outside of the district's parameters; they will remain on the part-time roster. ISO testing has been completed for the year with the exception of ladder testing which will be completed in the near future. Ambulance billing is current. There has been an issue with receiving information required for accident billing from Will County. It has been suggested CTFPD and the Will County Police enter into an Intergovernmental Agreement allowing the District to obtain crash reports without the County redacting the required information for billing. New firewalls for all three stations have been delivered. The ambulance bay door at Station #43 has a broken spring; it has been temporarily fixed and a new spring is on order. Ambulance #43 is in the shop for mechanical issues. Engine #43 is scheduled to have the pump packing replaced.

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

**Communications:** **Crete Fire Department – Thank You** – A thank you was received from Crete Fire Department for the support and assistance following the death of Fire Chief Muirhead.

**Will County Land Use Department – Application for Temporary Use Permit for the Property Located at 26435 S. Dixie Highway, Crete IL** – Trustee Miller reported the application for temporary use permit has been denied by Will County.

**New Business:** **Discussion on Use of Building by Outside Groups or Residents and Training by Attorney Concerning Same** – Attorney Motylinski stated he had been contacted by the Assistant State's Attorney regarding a political event held at CTFPD Station #41 at the end of October. Social media posts

gave the impression the event was hosted by CTFPD. After speaking with Chief Radtke, clarification was made the District did not endorse, host or attend the event. The building had been rented by the organization for the day.

Attorney Motylinski explained the difference between what is acceptable and not acceptable regarding the rental of the stations for events to the public. It was recommended in the future the District post signs they do not endorse organizations renting the buildings and make sure events are held in non-descript areas. The Attorney will forward a Hall Rental policy and Hold Harmless Agreement for future use.

**Discuss State of Illinois Regulations Regarding Paid Time Off for Part-time Employees Effective 01/01/2024** – Attorney Motylinski clarified as of January 1, 2024, under the Paid Leave for All Workers Act, all employees are entitled to the use of a maximum of forty (40) hours of paid time off per calendar year. Employees shall earn one (1) hour of paid time off for every forty (40) hours worked to begin upon the date of hire or January 1, 2024, whichever is later, and will be available to the employee after ninety (90) days. Leave requests can be denied if it impacts the operation of the department or public safety. Any unused paid time off at the end of the year is normally lost unless it is stated in District policy it can be rolled over into the new year. The District is under no obligation to pay employees for unused hours upon termination of employment. The Attorney will forward a recommended Paid Time Off policy to be adopted by the District at the January meeting.

**Discuss / Authorize the Annual 3% Increase in Ambulance Charges per Ordinance #02-13-2023-01** – Trustees agreed the District should move forward with the annual 3% increase in ambulance charges per Ordinance #02-13-2023-01; action by the Board of Trustees is not required as stated in the Ordinance.

**Set Meeting Dates for 2024** – After a review of the 2024 calendar, Trustees agreed the 2024 District Meetings be held on the second Monday of the month at 7pm, with the exception of the October and November meetings. Due to the holidays falling on the date of the regularly scheduled Monday meeting, the meetings will be moved to Tuesday, October 15<sup>th</sup> and Tuesday, November 12<sup>th</sup>. 2024 Meeting Dates will be published in the newspaper and posted on the website.

**Old Business:**

**Discuss / Award “Tender Bid”** – Chief Radtke and Assistant Chief Swanson reviewed the tender specifications proposed by each of the vendors. Chief Radtke reported the Rosenbauer / Sentinel Emergency Solutions bid has been rejected due to the proposed unit being two (2) feet too long and being over budget. The Fire Service Inc. bids have been rejected due to being two (2) feet too long and not meeting the required specifications. It is the Chiefs recommendation to purchase the 3000 Gallon Tender built by

Alexis Fire Company, which meets the specifications and required length to fit in Station #43. Discussion was had regarding the option of aluminum body panels. Upon review of the Chiefs findings, Trustee Miller made a motion to award the "Tender Bid" bid to Alexis Fire Equipment and purchase an Alexis 3000 Gallon Tender in the amount of \$467,198.00. Second Trustee Zimmerman. Motion carried. (3-yes, 0-no)

**New Business:** **Discussion and Possible Approval of Adjustments to Paid On Call Program** – Quarterly payroll was completed the first week of December. Due to a reduction in funding of the Paid on Call division this year and the increase of participation, it has been determined there was a significant drop in pay per call and members are not receiving the pay rate stated they would receive in a previous memo from 2022. Chief Radtke presented Trustees with a comparison of the last three quarters of payroll for the POC division and explained the point system utilized in the calculation of pay rates. Discussion was had regarding the possibility of reallocating money in the budget to the POC division, changing the point system or eliminating the point system and replacing it with a flat fee or fixed program. Attorney Motylinski stated he will look into options of POC divisions and report his findings to the Chief. Trustees directed Chief Radtke to make the necessary adjustments and present ideas to revise the POC Program at the January meeting.

**Closed Session:** None.

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

**Motion to Adjourn the December 11, 2023 meeting at 9:56 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.**