



**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 JANUARY 2024 CTFPD TRUSTEES' MEETING

January 8, 2024

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, Assistant Chief Swanson arrived 7:06 pm

Absent - Lieutenant Moeller, Lieutenant Pinnick

Secretary's Report: Motion was made by Trustee Miller to accept the minutes of the December 11, 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 - 122 calls were reported for the month of December; 1,531 calls for the year 2023.

EMS Report: Written report presented. A meeting was held with Will County regarding the Zoll PCR Program. Numerous parts of the program have not been utilized by CTFPD. Updates will be made by Will County and are scheduled to be online by next week to make the program more user friendly. Drug boxes are up to date and logs have been turned in to Silver Cross. All members are current with continuing education. Research is being completed on the purchase of a new EMS training mannequin. The Association has passed a motion to pay a portion of the costs. Options are also being explored to improve the system of CTFPD's EMS bags to improve speed and effectiveness on calls.

Training Officer: Written report submitted. Listed are members who have completed trainings and those working on completing outstanding trainings. 760 training hours were recorded for the month of December. Four POC members graduated from the Fire Academy; two of the four have passed all OSFM Mod tests. Hazmat Operations begins January 22nd. One POC member will start the Fire

Academy on January 18th. Multiple members have registered for Advanced Firefighter, Instructor I and VMO classes this spring. January's Auto Aid Drill will concentrate on scene size-up. Ladder testing was completed last week.

Grant Summary: Work is being done on the closing of the 2018 and 2019 OSFM Grants. Applications will be completed as grants open and become available.

Fire Prevention: Written report submitted. Received plans for a solar field at 701 E. Goodenow Road. Generator improvements will take place for the cell phone tower on Dutton Road. Balmoral Park's sprinkler system is out of service. Fire safety inspections have begun.

Chief's Report: Written report submitted. The applicant for the Metro contract who would serve as a single role medic has denied the position with CTFPD. Two new candidates are currently being processed for hire. As discussed at a previous meeting, adjustments were made to the quarterly payroll for those individuals affected. The Chief and Assistant Chief are discussing possible options for the restructure of the POC program. Ambulance billing is current. There continues to be an issue with receiving information required for accident billing from Will County. Discussion is ongoing with the attorney regarding an Intergovernmental Agreement with Will County to obtain crash reports without the redaction of required information for billing. The Will County grant has been submitted for radios/communication equipment. The bay door at Station #43 has been repaired. A PO, in the amount of \$7,188.70, for the replacement/alignment of front and rear springs on Unit #E43 was submitted for approval. A build meeting will be set with Alexis Fire in the coming weeks for the new tender. Chief Radtke will attend the VCOC Conference January 19th – 20th in Peoria. The Annual Illinois Fire Service Conference (IAFPD) has been scheduled for September 15 – 18, 2024.

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

Communications: None.

Old Business: **Station #42 Vacation of Roadway Known as Burville Road at Exchange Street – Completed and Filed with Will County** – Trustee Miller reported all required paperwork for the Vacation of Roadway at Station #42 has been completed and filed with Will County.

Adopt the Paid Time Off for Employees Policy (Paid Leave for All Workers Act Effective 01/01/2024) – Chief Radtke presented the Paid Time Off for Employees Policy for review. Secretary Claus will be responsible for tracking hours worked/PTO hours accrued for all employees. Discussion was had regarding the carryover of unused hours at the end of the year. Motion by Trustee Miller to adopt the Paid Time Off for Employees Policy, effective 01/01/2024, as presented. Second Trustee Zimmerman. Motion carried.

(3-yes, 0-no)

Adopt Use of District Facilities by Outside Organizations/Citizens Policy – The District Attorney supplied a proposed policy/application for the use of District facilities by outside organizations or citizens for review. Requests are to be submitted to the Fire Chief thirty (30) days prior to the event; a reply to the request shall be received no less than fourteen (14) days before the requested date. The Board of Trustees has the final authority to grant or deny any request for the use of District facilities. All applicants are required to sign a Hold Harmless Agreement. Much discussion was had regarding the required insurance/bond by the requester and how the policy applies to outside organizations who have utilized the station for years. Trustees agreed clarification is required by the attorney and the issue be tabled until the February District Meeting.

Discussion and Possible Approval of Adjustments to Paid On Call Program – Options are being discussed by the Chiefs regarding the restructuring of the POC program.

New Business:

Amend the Chief's Contract Section 7. F. Clothing Allowance – Trustee Miller stated it was recommended an amendment be made to the Chief's contract to specifically state what will be covered by the District regarding the clothing allowance. Trustees agreed Section 7. F. Clothing Allowance should be amended to state all uniforms and personal protective equipment be provided by the District for the duration of the contract.

Sealing of Closed Session Minutes - Discussion was had whether to open any closed session minutes to the public. Trustee Zimmerman made a motion to keep the closed session minutes sealed another six months. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Misc. Items – The next Efficiency Committee meeting is scheduled for Monday, February 12, 2024 at 6:00 pm at CTFPD Station #41.

Closed Session: None.

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

Motion to Adjourn the January 8, 2024 meeting at 7:57 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.