



**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

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MINUTES FROM THE MAY 2024 CTFPD TRUSTEES' MEETING

May 13, 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, Chief Radtke, Assistant Chief Swanson, Captain Veste, Trustee Zimmerman arrived 7:08 pm
Absent - Lieutenant Moeller, Lieutenant Pinnick

Secretary's Report: Motion was made by Trustee Miller to accept the minutes of the April 8, 2024 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 29, 2024 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)

Fire Call Report: Written report presented - 107 calls were reported for the month of April.

EMS Report: Written report presented. Drug boxes are up to date and logs have been turned in to Silver Cross. Lieutenant Pinnick will be handling all continuing education, in addition to completing quality control on EMS reports. The part-time Metro employees have been added to the Silver Cross system. Firefighter/EMT-B Weyer has passed the National Paramedic exam and is scheduled for the Silver Cross entrance exam. Will County provided a Zoll PCR training for duty crews April 30th – May 2nd. Annual ambulance inspections by IDPH have been completed.

Training Officer: Written report submitted. Listed are members who have completed trainings and those working on completing outstanding trainings. 637 training hours

were recorded for the month of April. EMT and Fire Academy graduation will be held May 30th at Prairie State College.

Grant Summary: CTFPD was denied the Small Equipment Grant due to receiving the grant last year. No word has been received on the remaining outstanding grant award notifications.

Fire Prevention: Written report submitted. Open House is scheduled for September 28th. The solar field located at 701 E. Goodenow has passed the plan review and has been approved for construction. Fire safety inspections continue this month. The sprinkler system at Balmoral Park has been tested and is operating.

Chief's Report: Written report submitted. The Metro contract has been signed and submitted. One potential candidate may join the contract as a single role medic. Plans are to have a third person provided by CTFPD to fill the role of firefighter during these shifts. Two POC members will graduate from the EMT-Basic program and one POC member will graduate from the Fire Academy. Two POC members continue the in-house drivers training program for their Class B-Non CDL license. Four members have submitted letters to test for Lieutenant. Since Lt. Moeller was the only member to submit a letter to test for Captain, Chief Radtke recommended the District promote him to Captain at the next scheduled meeting. Trustees agreed the promotion become effective at the June District Meeting. Ambulance billing is current. Hose testing has begun this month. Pump, ladder and SCBA testing will be scheduled later this year. Estimates for asphalt work at Station #41 are being obtained. Additional estimates for the replacement of the dead evergreens at Station #41 are forthcoming. CTFPD continues to work with the service department regarding a recurring issue with the previous repair on Ambulance #43.

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

Communications: **Laraway Communication Center – Thank You** - A thank you was received from the members of Laraway Communication Center for providing dinner during Telecommunication Week.

Old Business: **Discussion and Possible Approval of Adjustments to Paid On Call Program** – Chief Radtke reported the point system has been adjusted from .5 to .75 for a new member and the overall budget for the POC program has been increased from \$44,000.00 to \$60,000.00 a year. As a result, the pay rate per call should fall within the required salary range. The POC program may have to be reviewed and adjusted each fiscal year.

New Business: **Approve Accountant for Fiscal Year 2024/2025** – Motion by Trustee Miller to remain with Beckett Accounting for the 2024/2025 fiscal year. Second Trustee Peterlin. Motion carried. (3-yes, 0-no)

Authorize Formation of Committee to Set Specifications for Purchase of New Ambulance – Assistant Chief Swanson asked for the opinion of Trustees regarding the purchase of a new ambulance or the option to re-chassis an existing ambulance. Due to the length of time it now takes for delivery, he requested permission to move forward with the formation of a committee to set specifications for the next ambulance order. After much discussion and a review of the budget, Trustee Zimmerman made a motion to authorize the formation of a committee to set specifications for the purchase of a brand new ambulance; whether to purchase a new power load system and cot will be decided at a later date. Second Trustee Miller. Motion carried. (3-yes, 0-no)

Closed Session: None.

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

Budget Workshop - Approve Tentative Budget for Fiscal Year 2024/2025 – Trustee Miller stated he has worked on the budget for the upcoming fiscal year with Chief Radtke and there are some minor adjustments that still need to be made which require discussion with the group. Chief Radtke presented the tentative Budget for Fiscal Year 2024/2025. \$200,000.00 will be 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. Currently this line item shows an overage of approximately \$163,000.00 on the Corporate side and \$245,000.00 on the Ambulance side, which requires discussion by the Board regarding where the funds would be best utilized.

\$30,000.00 has been allocated on the Corporate side and \$30,000.00 on the Ambulance side to “Paid on Call Salary” to account for each member’s pay rate falling within the required salary range. The fifth person has been factored into “Personnel/Others” for the entire fiscal year. \$100,000.00 has been allocated on the Corporate side and \$100,000.00 on the Ambulance side to “Maintenance - Building”. Projects include the replacement of evergreens and asphalt repair at Station #41. Repair of the drainage issues and locker replacement at Station #43 are also included. Each project is to be split 50/50 between Corporate and Ambulance. \$131,000.00 has been allocated to the Ambulance side for “Equipment - New” to account for the purchase of new EMS bags, a mannequin and the conversion of an ambulance if needed.

Currently, \$400,000.00 has been allocated to “Vehicle Fund” on the Corporate side; \$467,198.00 will be required for the purchase of the new tender. \$300,000.00 has been allocated to “Vehicle Fund” on the Ambulance side for the purchase of a new ambulance at a future date. Chief Radtke asked Trustees to also consider the purchase of a new support vehicle. Much discussion was had regarding the future purchase of vehicles and budgeting the appropriate amount of funds. Trustees agreed to purchase a new vehicle for the Assistant Chief and move the vehicle he is currently driving into the

fleet of support vehicles. Funds for the purchase of this vehicle will be allocated to "Vehicle Fund" on the Ambulance side 100%. Trustee Miller directed Assistant Chief Swanson to obtain estimates on an Expedition vs. an Explorer. Further discussion resulted in Trustees directing Chief Radtke to make the following adjustments to the proposed budget worksheet:

- increase the "Vehicle Fund" on the Corporate side by \$150,000.00, which will result in a total budget of \$550,000.00 for this line item
- increase the "Equipment - New" on the Corporate side by \$13,000.00
- increase the "Vehicle Fund" on the Ambulance side by \$245,000.00, which will result in a total budget of \$545,000.00
- above adjustments will result in the correct allocation of \$200,000.00 on the Corporate side and \$250,000.00 on the Ambulance side for the "Operating Reserve"

Motion to approve the tentative Budget for Fiscal Year 2024/2025 as amended by Trustee Miller. Second Trustee Zimmerman. Motion carried.
(3-yes, 0-no)

Motion to Adjourn the May 13, 2024 meeting at 8:05 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.