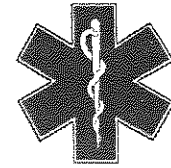




**CRETE TOWNSHIP
FIRE PROTECTION DISTRICT**

26730 S. Stoney Island
Crete, Illinois 60417-4746
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A handwritten signature in black ink, appearing to read "M. Miller".

**MINUTES FROM THE JANUARY 2025 CTFPD TRUSTEES' MEETING
SPECIAL MEETING**

January 27, 2025

**Crete Township Fire Protection District – Station #41
26730 S. Stoney Island
Crete, IL 60417**

10:00 AM – 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

Absent - Captain Veste, Captain Moeller, Lieutenant Pinnick, Lieutenant Campione, Lieutenant Price, Lieutenant Weyer

Communications: None.

Old Business: None.

New Business: **Discuss Payroll Processing Procedures** - Mike Carollo, of Beckett Accounting, reported to Trustees the payroll earnings descriptions utilized by CTFPD have grown to twenty-seven (27). The general ledger is set up for four (4) earnings descriptions. The software program currently being utilized by Beckett Accounting can handle ten (10) earnings descriptions. Mike Carollo proposed the list of descriptions be simplified for the accountant and auditors due to the fact the payroll has become burdensome to process. Mike has worked with Secretary Claus developing a spreadsheet listing all the possible pay rates and descriptions; there are nine (9) for a regular payroll. Hours and pay rates will still be listed on the paystubs as required by Illinois state law, effective January 1, 2025. A breakdown of wages from the spreadsheet can also be inserted with the employee's paystub by Beckett Accounting.

Discussion was had regarding the purpose of twenty-seven earnings descriptions, what they are used for, possible issues with reducing the number of descriptions and how to define all stipends for employees on paystubs. Trustees agreed the number of descriptions is excessive and should be reduced. They agreed Beckett Accounting should go ahead and develop a system to simplify the regular payroll. Mike Carollo stated the regular payroll will continue to be processed as usual until a new system is developed. He will report back with a proposal when available.

Regarding quarterly payroll, Mike Carollo stated he will need to meet with the Chiefs for a better understanding of the current earnings descriptions. Discussion was had regarding the calculation of POC pay, how minimum wage requirements are met and the frequency of payment to employees. Trustee Miller stated the attorney has been contacted to clarify questions regarding processing; CTFPD is awaiting an answer. Mike Carollo will continue to work with the Chiefs and Secretary Claus to restructure quarterly payroll as well.

Closed Session: None.

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

Motion to Adjourn the January 27, 2025 meeting at 10:28 PM by Trustee Miller. Second Trustee Zimmerman. Motion carried.