



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

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## Board of Trustee Special Meeting Minutes

On the 19<sup>th</sup> day of May 2025, the special meeting of the Board of Trustees of the Channahon Fire Protection District held at fire station #1 was called to order at 9:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance.

In attendance were President Rittorf, Secretary M. J. McMillin, Trustee Caldwell, Trustee Gregory, Chief Petrakis, and Deputy Chief Toepper were in attendance. Secretary M. McMillin was not in attendance.

Captain Brian McMillin, Lt Terrence O'Hern

**MATTER OF THE PUBLIC:** None

### NEW BUSINESS

- 1. Discuss and approve the Job Description, Benefit Package, and Hiring Timeline for the Deputy Chief Position** – The purpose of the special meeting is to discuss and approve the job description benefit package and hiring timeline for the deputy chief position. Chief Petrakis stated that DC Toepper, Trustee Caldwell, Trustee Gregory, and himself met to create a qualifications package and to discuss the benefits and timeline of hiring a new Deputy Chief. Looking at a Special Board meeting on July 21<sup>st</sup> to finalize the candidate to extend a conditional offer pending the pre-employment medical evaluation, background check and fingerprinting. We as a committee decided how to move forward with desired experience, education, and the salary range and residency, it is preferred but it was discussed to be within a ten-mile radius from Station #1. A discussion was held about how far ten miles would be. Chief Petrakis had a couple of other things he would like to bring up that have been brought to him. What if the individual is in process of getting a bachelor's degree and they would like to apply with the board still allow that. I don't want to deter anyone. I guess what I'm talking about here is internal candidates. I would like our people to have at least a shot at it. Trustee Gregory feels that if the candidate is more than halfway through and they are committed to bettering themselves. A discussion was held. Trustee Caldwell stated that in today's climate a bachelor's degree is standard. It was agreed in the meeting to require a bachelor's degree. A discussion was held about the required education. It could say a bachelor's degree is preferred. Captain McMillin discussed with the board where he is with his education, his current salary with longevity, holiday, and overtime. Chief Petrakis asked is he is to amend the education to associates

degree with more than halfway through the FO or a bachelor's degree. Chief Petrakis feels we will get a fair amount of applications to come in. Because we're small, I envisioned people from the outside, someone who is aspiring to be a chief for the first time, or someone who's done there, done that, and now they're just looking to kind of ramp it down and work in a small, quiet community and be a deputy chief. Captain McMillin asked a question; If our overall goal in the mission is to train our people to take these positions, what's the benefit of me applying for it and just not going through this process and we can sit down and we can talk about benefits and if it doesn't work out, then you can proceed how you would like. But I think we can avoid this whole. Assessment center and testing and trying to get outside applicants and let's focus on the people that are inside. The people that we've trained. People that work here, we know how the operation works. We know how policies work. We know how box cards work. Further discussion was held on who would or would not be interested in from the inside; no one. Trustee Caldwell stated we could fast track the entire process and sit down with Brian right now. Secretary M. J. McMillin feels the district is too far apart on money. Captain McMillin stated he only told them what he is currently making not what he would want. President Rittorf I'd like to see internal, but I'd also like us to get the best candidate too. And without looking at anybody else how do we know we have that.

#### **CLOSED SESSION (1:15:00)**

President Rittorf requested that the Trustees go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district (5 ILCS 120/2 © (1)), the collective negotiating matters (2), and the sale of property (6). Motion made by Secretary M. J. McMillin, seconded by Trustee Gregory. A roll call vote: President Rittorf – Yes; Treasurer M. McMillin – Absent; Secretary M. J. McMillin - Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion carried to place the meeting in closed session at 8:31 a.m.

At 9:44 a.m., the meeting resumed open session with a motion by Secretary M. J. McMillin and seconded by Trustee Gregory. A roll call vote President Rittorf – Yes; Treasurer M. McMillin – Absent; Secretary M. J. McMillin - Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion was carried to place the meeting in open session. (0:02:35)

As a result of the closed session, there's no action to be taken at this time.

Trustee Gregory made a motion to post internally for the deputy chief position with the education qualifications discussed, seconded by Trustee Caldwell. A roll call vote: President Rittorf – Yes; Treasurer M. McMillin – Absent; Secretary M. J. McMillin - Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes.

There being no further or other business to come before the meeting, upon motion duly made by Trustee Gregory, seconded by Secretary M. J. McMillin, unanimously approved, the meeting adjourned at 9:50 a.m.

Respectfully Submitted  
Jacque Arnold  
Executive Assistant