



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

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## Board of Trustee Special Meeting Minutes

On the 30<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 8:00 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, Deputy Chief Toepper, and Executive Assistant Arnold were in attendance. Secretary M. McMillin was not in attendance.

**MATTER OF THE PUBLIC:** None

### CLOSED SESSION:

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 Trustee Gregory, seconded by Secretary M. J. McMillin. 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 8:00 a.m.

At 8:38 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.

### NEW BUSINESS

1. **Discuss and approve the internal Candidate for the Deputy Chief Position** – Handled in closed session.

Firefighter Schneider. Firefighter Bowles, and Firefighter Fals joined the meeting.

2. **Discuss and approve the Job Description, Benefit Package, and Hiring Timeline for the Deputy Chief Position** – As a result of closed session a motion was made by Trustee Gregory to move forward with the original Deputy Chief Requirements and an updated timeline for the process, seconded by Secretary M. J. McMillin. A roll call vote President Rittorf – Yes; Treasurer

M. McMillin – Absent; Secretary M. J. McMillin - Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion carried. A discussion was held on who the committee would be to narrow down the candidates for the position. Executive Assistant Arnold was told to add the Hiring committee to the June board meeting.

3. **Discuss and approve the amended wording in Deputy Chief Toepper's contract (vacation/sick language to match IRS requirements)** - As a result of closed session Trustee Gregory made a motion to amend the wording in DC Toepper's contract, 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. Motion carried.

There being no further or other business to come before the meeting, upon motion duly made by Secretary M. J. McMillin, seconded by Trustee Gregory, unanimously approved, the meeting adjourned at 8:45 a.m.

Respectfully Submitted  
Jacque Arnold  
Executive Assistant