



*Tri-State Fire Protection District  
Board of Commissioners*



**MONTHLY BUSINESS MEETING**  
**6:30PM – Thursday, February 14, 2013**  
**10S110 Madison St., Burr Ridge, IL**

**AGENDA**

- I. CALL MEETING TO ORDER**
- II. APPROVAL OF THE REGULAR MEETING MINUTES OF January 10, 2013**
- III. COMMUNICATIONS.**
  - a) To Commission -
  - b) Voice mail messages update – December to January
  - c) Chief's Report –
  - d) Other communications – Letter from Justin Long
  - e) Approve Invoices –
- IV. OLD BUSINESS.**
  - a) Review initial list from Selection Works for entry level fire fighters – list includes scores for written and situational exams plus preference points.
  - b) Discuss proceeding with entry level fire fighters oral exams
  - c) Follow up on Entry Level fire fighter David Davis, possible action to hire as probationary Fire Fighter pending results pre-employment physical exam.
- V. NEW BUSINESS**
  - a) Other New Business (While matters not appearing on the Agenda may be discussed and considered under New Business – no specific, final action may be taken until a specific matter appears on an Agenda and the public has notice that the topic is before the Commission.
- V. CLOSED SESSION – ( If necessary )**
- VI. OPEN FORUM – AUDIENCE**
- VII. BOARD MEMBER QUESTIONS AND COMMENTS**
- VIII. ADJOURNMENT**

**TRUSTEES**

Hamilton "Bo" Gibbons  
Jill K. Strenzel  
Michael L. Orrico



**CHIEF ADMINISTRATOR**

Michelle A. Gibson

**DEPUTY CHIEF**

Paul L. Ross

**DEPUTY CHIEF**

Jack L. Mancione

**TRI-STATE**

**FIRE PROTECTION DISTRICT**

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Minutes of the Regular meeting of the Board of Fire Commissioners for the TRI-STATE Fire Protection District.....For February 14, 2013 ...Station #3...Burr Ridge, ILL.

**I. CALL MEETING TO ORDER**

Meeting called to order at 1830 hours by Commissioner Jewell. Present: Commissioner Anderson, Commissioner Baumbach. Also Present: Recording Secretary, Jacqueline Timmons.

**II. APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 10, 2013**

A motion was made by Commissioner Anderson to approve the Regular Meeting minutes, second by Commissioner Jewell. Voice vote: Aye, 3; No, 0; Passed.

**III. COMMUNICATIONS**

- a) To Commission – An e-mail was received from Selection Works, which will be discussed under Old Business. A copy of the letter sent to David Davis telling him to go for his pre-employment medical physical.
- b) Voice mail messages update – January-February – There were no messages. The password has changed again.
- c) Chief's Report/Communications – No Chief's report.
- d) Other Communications – Letter from Justin Long: Justin Long sent a letter expressing his disappointment that he didn't get hired.
- e) Approve Invoices – Shaw Communications sent a letter regarding a prior invoice regarding entry level advertisement. Commissioner Jewell will follow-up with the District to verify the invoice was paid.

**IV. OLD BUSINESS**

- a) Reviewed initial list of 42 candidates from Selection Works for entry level firefighters which included scores for written and situational exams plus preference points. Commissioner Jewell indicated that we proceed with interviewing six candidates based on upcoming department needs and to have a couple extra to be ready to go in the process.
- b) Discussion on entry level firefighters oral exam – There was discussion of who will handle the oral interviews and that it will be pass/fail. Commissioner Baumbach indicated SelectionWorks charged approx. \$90 per candidate, he will verify that rate. John Sidbeck could be an alternate and moderate oral interviews. Selection Works conducts their interviews one-on-one on a pass/fail basis. John Sidbeck conducts them as a group.

Commissioner Jewell will ask Sidbeck for a quote on a per candidate basis. Both companies will be asked how soon they can conduct the interviews.

- c) Follow-up on Entry Level firefighter David Davis, possible action to hire as probationary Firefighter pending results of pre-employment physical exam. Commissioner Jewell will check with Debbi Gergits to see if there is any update on where he is in the process.

V. NEW BUSINESS

- a) Other New Business (While matters not appearing on the Agenda may be Discussed and considered under New Business – no specific, final action may

be taken until a specific matter appears on an Agenda and the public has notice that the topic is before the Commission).

VI. CLOSED SESSION (If necessary) – No Closed Session.

VII. OPEN FORUM - AUDIENCE – No audience.

VIII. BOARD MEMBER QUESTIONS AND COMMENTS – No comments or questions.

- IX. ADJOURNMENT: Motion made by Commissioner Anderson to adjourn, second by Commissioner Jewell. Voice vote: Aye 3, No 0, Passed. The meeting adjourned at 1845 hours.

Respectfully Submitted.



Christopher J. Baumbach, Secretary  
Board of Fire Commissioners