



*Tri-State Fire Protection District
Board of Commissioners*



MONTHLY BUSINESS MEETING

**6:30PM – Tuesday, June 11, 2013
10S110 Madison St., Burr Ridge, IL**

AGENDA

- I. CALL MEETING TO ORDER**
- II. APPROVAL OF THE REGULAR MEETING MINUTES OF TUESDAY 05/14/13
AND THE SPECIAL MEETING MINUTES OF 5/29/13**
- III. COMMUNICATIONS.**
 - a) To Commission – Mail from O’Malley and Madden, PC
 - b) Voice mail messages update – May to June
 - c) Chief’s Report –
 - d) Other communications –
 - e) Approve Invoices.
- IV. OLD BUSINESS.**
 - a) Review dates for Lieutenant testing (list expires 10/13)
 - b) Follow up on reappointment of Commissioner Jewell.(term expired 5/21/13)
- V. NEW BUSINESS**
 - a) Review and possible action on election of commission officers. Review reappointment of Commissioner Jewell to the commission (term expires 5/21/13).
 - b) 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.
 - c) Review of Board of Commissioners Annual Report
- VI. CLOSED SESSION – (If necessary)**
- VII. OPEN FORUM – AUDIENCE**
- VIII. BOARD MEMBER QUESTIONS AND COMMENTS**
- IX. 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 June 11, 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 TUESDAY, MAY 14, 2013 AND THE SPECIAL MEETING OF 5/29/13

A motion was made by Commissioner Anderson to approve the Regular Meeting minutes, second by Commissioner Jewell. Voice vote: Aye, 3; No, 0; Passed. A motion was made by Commissioner Baumbach, second by Commissioner Jewell to approve the Special Meeting Minutes of 5/29/13. Voice Vote: Aye, 2; No, 0; Abstain, 1; Passed. Commissioner Anderson abstained.

III. COMMUNICATIONS

- a) To Commission – A letter was received from O'Malley and Madden, P.C., regarding former Division Chief David Basek. No action is required at this time by the Commissioners. The FBI fingerprint results and the Illinois State Police background checks were received on firefighter candidates Charles Kriens and Daniel Petro. The letter of engagement and the final costs for the Assessment Center exam were received from Illinois Fire Chiefs. Commissioner Jewell has communications from both companies regarding the promotional testing. Communication was received regarding the test dates. Commissioner Jewell has booked the dates with the District and the lower level of Station #3 is scheduled for the testing. Voice mail messages update – May-June – There were no voice mails.
- b) Chief's Report/Communications – No Chief's report.
- c) Other Communications – No other communications. The budget as approved was delivered to the Trustees and is posted in the Commissioners' room.
- d) Approve Invoices – Two invoices were received from Recording Secretary Jacqueline Timmons; Invoice #72 for \$25 dated January 5, 2013, which was not previously submitted, for the secretarial services for the December 11, 2012, meeting, and Invoice #74 for \$100 for secretarial services for the 3/12/13, 4/9/13, 5/14/13 and 5/29/13 meetings. An invoice was received for \$375 for the IFPCA dues. Commissioner Jewell made a motion to approve the invoices and submit for payment, second by Commissioner Baumbach. Roll Call Vote: Baumbach, aye; Anderson, aye; Jewell, aye. Motion carries.

IV. OLD BUSINESS

- a) Review dates for Lieutenant testing (list expires 10/13) – The written exam will be conducted by Stanard & Associates the evening of October 9, 2013. Commissioner Anderson will be out of town October 8th and 9th. A four-hour candidates workshop for the Assessment Center will be held July 30, 2013. Assessment Center evaluations will be

August 15, 2013. The training room has been booked and it is on the master schedule. Commissioner Jewell asked Chief Gibson if Deputy Chief Jack Mancione can continue to be the liaison between the Commissioners and the testing companies. The test study guides have been mailed and should be received tomorrow or the next day. All of the fire stations will have the study guides as well as the updated reference books. For Stanard & Associates the cost is \$6,700, less \$597.50, the outstanding credit, with new exam questions. The cost for the Illinois Fire Chiefs for the Assessment Center is \$4,295. Commissioner Jewell signed the agreements and will send them out tomorrow. Commissioner Baumbach will type up a letter with today's date stating that the Board of Fire Commissioners has scheduled the Lieutenant's promotional exam written test at 5:30 on October 9th, the Assessment Center workshop July 30th and the Assessment Center, August 15th. It will be sent to the Union and posted at the stations. It is strongly encouraged that all candidates attend the pre-assessment center informational workshop. Commissioner Baumbach will e-mail the letter to Deputy Chief Mancione for posting to the stations.

- b) Follow up on reappointment of Commissioner Jewell (term expired 5/21/13) - The Trustees meeting will be held June 17th. This will be tabled until the next meeting.

V. NEW BUSINESS

- a) Review and possible action on election of commission officers. Review reappointment of Commissioner Jewell to the commission (term expires 5/21/13) - This is tabled until the next meeting.
- b) Review of Board of Commissioners Annual Report - Commissioner suggested that the title state, Board of Fire Commissioners Annual Report June 1, 2012 to May 31, 2013, rather than just June 2012. Commissioner Baumbach will make the correction and submit to the District.
- c) 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 questions.

VIII. BOARD MEMBER QUESTIONS AND COMMENTS -

IX. ADJOURNMENT: Motion made by Commissioner Anderson to adjourn, second by Commissioner Baumbach. Voice vote: Aye 3, No 0, Passed. The meeting adjourned at 1853 hours.

Respectfully Submitted,



Christopher J. Baumbach, Secretary
Board of Fire Commissioners