



*Tri-State Fire Protection District
Board of Commissioners*



Minutes of the Regular Meeting
of the Board of Fire Commissioners for
The TRI-STATE FIRE PROTECTION DISTRICT
Held August 11, 2015

I. CALL MEETING TO ORDER

Meeting called to order at 1830 hours by Chairman Camden. Present: Commissioner Anderson. Also Present: Chief Administrator Jack L. Mancione, Recording Secretary, Jacqueline Timmons. Also Present: Lieutenant Steven M. Vogel and Firefighter Matthew McClenning.

II. APPROVAL OF THE REGULAR MEETING MINUTES OF JULY 20, 2015 AND THE JULY 20, 2015 CLOSED SESSION

A motion by Commissioner Anderson to approve the Regular Meeting minutes of July 20, 2015, as written, second by Commissioner Camden. Voice Vote: Commissioner Camden, aye; Commissioner Anderson, aye; Passed. A motion by Commissioner Anderson to approve the Closed Session minutes of the July 20, 2015, as written, second by Commissioner Camden. Voice vote: Commissioner Camden, aye; Commissioner Anderson, aye; Passed.

III. COMMUNICATIONS

- a) To Commission – The Fire Guard newsletter was received in hard copy. Commissioner Anderson also received the newsletter via e-mail. Commissioner Camden is not receiving the newsletter. Chief Mancione will contact them and update their list of Commissioners. A transcript was received for a Daniel G. Holman. He does not appear on the list of firefighter candidates nor a current employee. Commissioner Camden said to forward it on to Amy at IO Solutions in case they have that individual's application.
- b) Voice mail messages update – July to August. There were no messages.
- c) Chief's Report – Chief Jack L. Mancione. Lieutenant Brian R. Simandl will be retiring this month. The Commissioners should anticipate getting a directive to move the next candidate forward at the September meeting. The next candidate on the List is Joel Ostrander. After Joel Ostrander is promoted, the current Lieutenant's List will expire. To date there is no approved budget from the Board of Trustees. Chief Mancione would like to process three firefighters to add to the roster. They will be below the budgeted figure. The Commissioners should make sure that Joseph Ostrander's family is present at the September meeting. Commissioner Anderson asked Chief Mancione that the Commissioners receive a memo when someone is retiring or resigning. Chief Mancione will provide a seniority list showing the date of hire to the Commissioners.
- d) Other Communications – No other communications.
- e) Approve Invoices – An invoice was received from IO Solutions for \$2,867.50 representing the second installment of the entry level administration project for consulting. A motion was made by Commissioner Anderson, seconded by

Commissioner Camden to approve the invoice and submit for payment. Roll Call Vote: Commissioner Camden, aye; Commissioner Anderson, aye. Motion carries. The entry level firefighter testing is complete. It is around \$12,000 to \$15,000 to test candidates and get an established list. Battalion Chief is around \$4,500 so far for two candidates, not including incidentals or other costs. There will have to be a Lieutenant's test once the current List is expired, which will be in September if Joseph Ostrander is promoted. It is about \$2,000 per candidate to test for the Lieutenant's to get an established list. The Battalion Chief test is currently in process. An invoice was sent to Commissioner Camden from Stanard & Associates dated July 30th for \$3,854. Commissioner Camden forwarded it Chief Mancione and in turn submitted for payment. However, it was not previously submitted to the Commission. Commissioner Anderson said it will be put on next month's agenda for approval.

IV. OLD BUSINESS

- a) IO Solutions – Review Final Test Results for Entry Level Candidates and approve Final Eligibility List. IO Solutions provided the Commissioners with the scores of the Written and Oral examinations, weighted them, applied Preference Points and compiled the final ranking of individuals. After reviewing the test results and verifying that the correct weight was given to the Oral and written exams, the Final Eligibility List was generated based on those scores. Commissioner Anderson made a motion to approve the Final Eligibility List for entry level firefighters, seconded by Commissioner Camden. Commissioner Camden, aye; Commissioner Anderson, aye. Motion carries. The List will be certified and posted August 12, 2015. A letter will go out to all 17 candidates giving their scores and their ranking. The District will notify the first six to see if they are interested in continuing the process for hiring. The District is utilizing the City of Darien for fingerprinting. It is electronic and the results are expected within 72 hours.
- b) Legal Update if any – There has been no further update.
- c) Battalion Chief Testing status - Stanard & Associates is working with Chief Mancione. The study guide and books were received on July 23rd. A test date should be scheduled 120 days out. Commissioner Anderson will coordinate a test date with Stanard & Associates. The written and oral tests will be held at Station #3. There are two candidates eligible to test.

V. NEW BUSINESS

- a) Interviews for Commissioner Position – This was moved to Closed Session.
- 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).

VI. CLOSED SESSION – (If necessary) – Commissioner Anderson at 1902 hours made a motion to recess to Closed Session for interviewing an individual for the open Commissioner position. Seconded by Commissioner Camden. Voice Vote: Camden Aye, Anderson Aye. Motion carried.

(5 ILCS 120/2) (Sec. 2 – (c), (1), The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body to determine its validity, as well as minutes, previous session.

VII. REGULAR MEETING RESUMED - The Regular Meeting resumed at 1922 hours. The Commissioners having met in Closed Session over the past two meetings had the privilege

of interviewing Timothy McMahon and Joseph Wolski, both well qualified, for the vacant commissioner position. Between the two, it is the opinion of sitting Commissioners, that McMahon because of prior elected official experience would discharge the obligations of a Tri-State Board of Fire Commissioner position perhaps more adequately. Commissioners Anderson and Camden will recommend to the Board of Trustees that Mr. McMahon be selected to fill the vacant Commissioner position. Commissioner Camden will communicate to President Jewell that the Commissioners' selection is Timothy McMahon. The information for both individuals will be forwarded. They will have the CV and resumes for both individuals.

VIII.OPEN FORUM - AUDIENCE: No audience questions.

IX. BOARD MEMBER QUESTIONS AND COMMENTS – None.

X. ADJOURNMENT: Motion made by Commissioner Camden, seconded by Commissioner Anderson to adjourn. Voice Vote: Camden Aye, Anderson Aye. Motion carried. The meeting adjourned at 1925 hours.

Respectfully Submitted.

William Anderson, Secretary
Board of Fire Commissioners