



*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 January 12, 2016

I. CALL MEETING TO ORDER

Meeting called to order at 1835 hours by Commissioner Camden. Present: Commissioner Anderson, Commissioner McMahon. Also Present: Acting Chief Administrator Patrick Brenn; Firefighters Stephen Tremper and Michael Stoffle; Recording Secretary, Jacqueline Timmons.

II. APPROVAL OF THE REGULAR MEETING MINUTES OF December 8, 2015; Closed Session of December 8th; Special Meetings of December 11th and December 16th.

A motion by Commissioner Camden, second by Commissioner McMahon to approve the December 8, 2015, Regular Meeting minutes, as presented. Voice Vote: Commissioner Camden, aye; Commissioner McMahon, aye; Commissioner Anderson, aye. Motion passed. A motion by Commissioner Camden, second by Commissioner McMahon to approve the December 8, 2015, Closed Session minutes as presented. Voice Vote: Commissioner Camden, aye; Commissioner Anderson, aye; Commissioner McMahon, aye. Motion passed. A motion by Commissioner Camden, second by Commissioner McMahon to approve the December 11, 2015, Special Meeting minutes as presented. Voice Vote: Commissioner Camden, aye; Commissioner McMahon, aye; Commissioner Anderson, aye. Motion passed. A motion by Commissioner McMahon, second by Commissioner Camden to approve the December 16, 2015, Special Meeting minutes as presented. Voice Vote: Commissioner Camden, aye; Commissioner McMahon, aye; Commissioner Anderson, aye. Motion passed.

III. COMMUNICATIONS

- a) To Commission – The Northern Illinois Alliance of Fire Protection District Annual Conference at the Hilton Oak Brook Hills Hotel is being held January 28-31, 2016. Commissioner McMahon cannot attend. Commissioner Camden is not sure if he will attend yet and Commissioner Anderson has not signed up yet.
- b) Voice mail messages update – December to January. There were no messages.
- c) Chief's Report – Acting Chief Brenn stated that new hire Richard Armentano is starting January 25th. He will do four weeks of days and then go to shift. Jason Pawlowski is tentatively scheduled for an interview January 13th with Acting Chief Brenn and scheduled for a physical on Thursday, January 14th. He completed the polygraph and background check has been done. All the promotional dates for Lieutenant and Battalion Chief testing are set. The Commissioners are involved in the Battalion Chief review on February 10th scheduled for 8:00 a.m. Thursday, January 14th, is the Battalion Chief Assessment Center. Acting Chief Brenn met with Chief Sashko to finalize the components of the Assessment Centers for both the Lieutenants exam and the Battalion Chief test. There was discussion about the Willow Springs Referendum Committee. He is trying to get the Committee going

next week. One Trustee and one Commissioner can be a member under the Open Meetings Act. Commissioner Camden showed interest in being on the Committee and Trustee Habercoss will be the one for the Trustee side as he already has a dialogue going with Bill Murray from Willow Springs. They have been discussing the tax levy. Their concern is going to the District's rate of .8. They are working on increasing it over a three to five-year period so it is not so much of a hit to their taxpayers. The revenue will offset any costs to the District.

- d) Other Communications – No other communications.
- e) Approve Invoices – Stanard & Associates, Theodore Polygraph Service, Health Endeavors, SC. An invoice was received from Stanard & Associates for the 2015 Battalion Chief promotional written test SME, subject matter experts, to determine sources and weights, so on and so forth, consultant travel expenses in the amount of \$3,841.29. A motion was made by Commissioner Camden to approve the \$3,841.29 invoice from Stanard & Associates for drafting and preparing the written exam. Seconded by Commissioner Anderson. Roll Call Vote: Commissioner Camden, yes; Commissioner Anderson, yes; and Commissioner McMahan, yes. Motion carries. An invoice was received from Theodore Polygraph Service in the amount of \$1,000 for two polygraphs \$150 each and two in-depth background checks for the same two individuals at \$350 per individual for a total of \$1,000. A motion was made by Commissioner Anderson to pay the invoice to Theodore Polygraph Services in the amount of \$1,000, second by Commissioner Camden. Roll Call Vote: Commissioner Anderson, yes; Commissioner Camden, yes; Commissioner McMahan, yes. Motion carries. An invoice was received from Health Endeavors SC in the amount of \$735 for the pre-employment physical for Richard Armentano. Commissioner Camden made a motion to pay the invoice only after the full medical report is received from Health Endeavors. Commissioner Anderson will call them to get the report. Second by Commissioner McMahan. Roll Call Vote: Commissioner Camden, aye; Commissioner Anderson, aye; Commissioner McMahan, aye. Motion carries. An invoice was received from the Illinois State Police in the amount of \$148.75 for fingerprinting five individuals at \$29.75 per individual. It includes the Illinois State Police fingerprint report and the FBI report. Commissioner Anderson made a motion to pay the invoice in the amount of \$148.75 for the fingerprinting service, second by Commissioner Camden. Roll Call Vote: Commissioner Anderson, aye; Commissioner Camden, aye; Commissioner McMahan, aye. Motion carries. An invoice was received from Jacqueline Timmons in the amount of \$50 for the December 8th Regular Meeting and the Closed Session and preparation of the minutes. Commissioner Camden made a motion to pay the invoice, second by Commissioner Anderson. Roll Call Vote: Commissioner Camden, yes; Commissioner Anderson, yes; Commissioner McMahan, yes. Motion carries.

IV. OLD BUSINESS

- a) New Hire Entry Level FF Candidate status & review – As previously mentioned, Richard Armentano is starting on January 25th. Mark Taylor was given until December 22nd to advise whether he will continue in the process. No response was received from him. Commissioner Anderson sent him a response stating that his name has been removed from the list. He was sent an e-mail on the 11th, 21st and 22nd. The No. 1 and No. 3 candidates declined to continue in the process. Results of background check have been received on Michael Paruolo and Jason Pawlowski. The Commissioners are still waiting for the results on Trevor Goggin and Chris

Friegburg. Chris Friegburg and Kevin Kronforst were both scheduled for December 22nd for polygraphs.

- b) Legal Update if any – The contract has been fully ratified. Acting Chief Brenn will have to check if the case pending in DuPage County has been dismissed.
- c) Status of Battalion Chief Testing status – All the dates are set and all of the components of the test are set.
- d) Lieutenant Testing dates scheduled – All the dates are set and all the test components are completed.
- e) Commission record retention/shredding. Commissioner Anderson is working with the State regarding record retention. Commissioner Anderson and Terri Radek are working on the letters to go to the Secretary of State for the first batch of files. They will send another letter requesting yellow sheets to destroy the tapes from Closed Sessions that are from 18 months ago or older.

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) Commissioner Anderson asked if the March 8th meeting can be moved to Monday, March 7th.

VI. CLOSED SESSION – (If necessary) – Commissioner Camden made a motion to adjourn to Closed Session for purposes of personnel discussions and hiring. Second by Commissioner McMahan. Roll Call Vote: Commissioner Camden, aye; Commissioner Anderson, aye; Commissioner McMahan, aye. Motion carries. The Regular Meeting met in Closed Session pursuant to the following Section:

(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 1935 hours. Commissioner Camden made a motion to direct Acting Chief Brenn to extend a conditional offer of employment candidate Jason Pawlowski, second by Commissioner McMahan. Roll Call Vote: Commissioner Camden, yes; Commissioner Anderson, yes; Commissioner McMahan, yes. Motion carried. The Commissioners will attempt to set up a special meeting with Michael Paruolo on Monday, January 18th, 9:30 a.m., for the purpose of interviewing him as a prospective firefighter candidate. Once it is set up, it will be posted.

VIII. OPEN FORUM - AUDIENCE: No audience.

IX. BOARD MEMBER QUESTIONS AND COMMENTS – None.

X. ADJOURNMENT: Motion made by Commissioner McMahan, second by Commissioner Camden to adjourn. Roll Call Vote: Commissioner Camden, aye; Commissioner Anderson, aye; Commissioner McMahan, aye. The meeting adjourned at 1943 hours.

Respectfully Submitted.

William Anderson

William Anderson, Secretary
Board of Fire Commissioners