



*Tri-State Fire Protection District  
Board of Commissioners*



DRAFT

Minutes of the Regular Meeting  
of the Board of Fire Commissioners for  
The TRI-STATE FIRE PROTECTION DISTRICT  
Held April 4, 2016

I. CALL MEETING TO ORDER

Meeting called to order at 1730 hours by Commissioner Camden. Present: Commissioner Anderson, Commissioner McMahon. Also Present: Acting Chief Administrator Patrick Brenn; Firefighters Chris Johnson, Jeff Kien, Craig Jansen, Scott Baxter, Karen Niemeyer, Tommy Niemeyer, Mary Niemeyer, Virginia Niemeyer, Daniel Niemeyer, Steve Vogel, Michael Paruolo, Don Bulat, Marc Schwartz, Daniel Reimer, Martin Scaffidi, Charles A. Corrao; Recording Secretary, Jacqueline Timmons.

The swearing in of Daniel Niemeyer as a Lieutenant will take place as soon as the rest of his family arrives.

II. APPROVAL OF THE REGULAR MEETING MINUTES OF March 7, 2016 and Closed Session of March 7, 2016.

A motion by Commissioner Anderson, second by Commissioner Camden to table approval of the March 7, 2016, Regular Meeting minutes and Closed Session minutes. They were received late and the Commissioners have not had time to review them. Voice Vote: Commissioner Camden, aye; Commissioner McMahon, aye; Commissioner Anderson, aye. Motion passed.

III. COMMUNICATIONS

- a) To Commission – No communications.
- b) Voice mail messages update – March to April. There were no messages.
- c) Chief's Report – Tomorrow at 0900 they will be reviewing the Battalion Chief's Exam with the Illinois Fire Chiefs Association.
- d) Other Communications – The Illinois Fire and Police Commissioners Association Conference will be held April 29, 30 and May 1<sup>st</sup> in Springfield, Illinois. Sunday is a roundtable discussion and Commissioner Anderson would recommend not attending. Commissioner McMahon is unable to attend the conference. If Commissioner Anderson goes, he will go down on Friday. Commissioner Camden will probably drive down Saturday morning. Registration should be completed ahead of time or there is an extra charge for late registration.
- e) Approve Invoices – An invoice was received from the Illinois State Police in the amount of \$29.75 for fingerprinting. Motion by Commissioner Camden, second by Commissioner McMahon to pay the invoice. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. An invoice was received from Jacqueline Timmons in the amount of \$25 for the March 7, 2016, Regular Meeting and the Closed Session and preparation of the minutes. Commissioner Anderson made a motion to pay the invoice, second by Commissioner McMahon. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. Motion carries.

The swearing in of Lieutenant Daniel P. Niemeyer took place and time was given for the family to take photos.

#### IV. OLD BUSINESS

- a) New Hire Entry Level FF Candidate status & review – Commissioner McMahon has some background information that was received back on one candidate which he will distribute to the other Commissioners. One candidate, Gary Steadman, is on the background portion. He has passed his fingerprint and polygraph. There are two more job references to investigate and he should be done soon
- b) Legal Update if any – There has not been any further update.
- c) Status of Battalion Chief Testing status – The Battalion Chief List is not complete and the Commissioners are awaiting further direction from the Trustees. Tomorrow at 0900, Commissioner Camden, Acting Chief Brenn, Lieutenant Richard J. Littig, Jr., and Lieutenant Scott M. Campbell will meet with the assessors from Illinois Fire Chiefs who conducted the Battalion Chief Examination. The List is complete and the List can be posted. There has been no direction from the Trustees to appoint.
- d) Lieutenant Testing Results – This can be taken off the agenda as the List has been completed. The test results for the Lieutenant's Exam should be posted even though it only had one candidate, Daniel Niemeyer.
- e) Commissioner record retention/shredding. There is nothing new on the shredding. Terry Radek will coordinate with the Commissioners.

#### V. NEW BUSINESS

- a) Swearing in New Hire & New Lieutenant. The swearing in of Daniel Niemeyer as Lieutenant was done out of order. The New Hire swearing in will take place on another day.
- b) New Lieutenant Promotional Test – The List is now exhausted with tonight's appointment. Another test needs to be done to create a new List. Acting Chief Brenn will get a copy of the new Collective Bargaining Agreement. An Eligibility List must be maintained regardless if there is an opening or not.
- 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 necessary.

VII. OPEN FORUM - AUDIENCE: Firefighter Chris Johnson first thanked the Commissioners for their service. He said the Acting Battalion Chief and Acting Lieutenant, he said the guys on the top of the List fill in, like when the Lieutenant is sick or on vacation. It gives them experience in the position for when they do get promoted. Commissioner McMahon asked if the List could be created with those interested in serving in that position and then when an opening becomes available, they would sit for the exam. Don Bulat said it may be by ordinance or by statute that a current List has to be maintained so if the List is expired, then the person at the top of the List would be promoted. And if the current List is exhausted, there would have to be testing so that a current List can be created. Commissioner Camden asked if Acting Chief Brenn will find out if a List is required to be maintained for Lieutenant and Battalion Chief. Acting Chief Brenn said he believes there was a question of why you have to test every two years creating a financial burden on a District when there were no positions open. Acting Chief Brenn said he likes having the List. It also gives people the experience in taking the testing process, especially the Assessment Center. There are approximately five to eight possible candidates to sit for the next Lieutenant's exam. Most likely that List will last three years. Commissioner Camden said that with the Firefighter candidates, the candidates all test with a consortium, so the top ten candidates will be the top ten candidates for all Districts.

VIII. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Camden said Illinois Fire Chiefs Association did a good job on the Battalion Chief's Exam and the Lieutenant's Exam. They ran a good exam, both written and the Assessment Center. They are significantly cheaper than the other

companies just for the written exam alone. The other companies can be solicited for proposals. Commissioner Camden will send a Request For Proposal to Stanard & Associates, IO Solutions and the Illinois Fire Chiefs Association for the Lieutenant's Exam. Commissioner Camden asked Don Bulat when the guys are expecting the exam to take place. Don Bulat said that candidates are not anticipating a date certain but know that it will be coming. The next meeting date will be changed to May 9<sup>th</sup> at 5:30 p.m. Trustee Eric Habercoss asked if Commissioner Camden and the Bargaining Unit President can meet to discuss the Deputy Chief testing and any ideas will then be brought forth to the Board. Commissioner Camden thanked the firefighters for their help on the Willowbrook Referendum. Commissioner McMahon said a gas tax increase has been discussed and this may affect the District. Commissioner Anderson said there are six candidates left on the List after Steadman. Acting Chief Brenn applied for two grants. A SAFER Grant will pay the salary and benefits for two personnel for two years, then the District starts paying in year three. He put in for six personnel at Station 4 and a third ambulance. If the grant does not come through, six more firefighters will not be necessary.

- IX. ADJOURNMENT: Motion made by Commissioner McMahon, second by Commissioner Camden to adjourn. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. The meeting adjourned at 1806 hours.

Respectfully Submitted.

*William Anderson*

William Anderson, Secretary  
Board of Fire Commissioners