



*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 May 9, 2016

I. CALL MEETING TO ORDER

Meeting called to order at 1750 hours by Commissioner Camden. Present: Commissioner Anderson, Commissioner McMahan. Also Present: Acting Chief Administrator Patrick Brenn; Firefighters Jeffrey J. Allenspach; Robert W. Ambuehl; Gary R. Schluntz; Daniel S. Heisen; David L. Davis; Kevin E. Arias; Richard J. Littig, Jr.; John F. Ostrander; Stephen D. Shreve; Edvinas Pipiras; Joseph C. Ostrander; Richard Armentano; Chris Frieberg; Trevor Goggin; Attorney John Broihier; Trustee Eric Habercoss; Recording Secretary, Jacqueline Timmons.

II. APPROVAL OF THE REGULAR MEETING MINUTES OF March 7, 2016 and Closed Session of March 7, 2016 and REGULAR MEETING OF April 4, 2016.

A motion by Commissioner McMahan, second by Commissioner Anderson to approve the March 7, 2016, Regular Meeting minutes. Voice Vote: Commissioner Camden, aye; Commissioner McMahan, aye; Commissioner Anderson, aye. Motion passed. A motion by Commissioner McMahan, second by Commissioner Camden to approve the March 7, 2016, Closed Session Meeting minutes. Voice Vote: Commissioner Camden, aye; Commissioner McMahan, aye; Commissioner Anderson, aye. Motion passed. A motion by Commissioner McMahan, second by Commissioner Camden to approve the April 4, 2016, Regular Meeting minutes with the correction under Old Business, (d), it should state that the one candidate was Daniel P. Niemeyer. Voice Vote: Commissioner Camden, aye; Commissioner McMahan, aye; Commissioner Anderson, aye. Motion passed.

III. COMMUNICATIONS

- a) To Commission – No communications.
- b) Voice mail messages update – April to May. There were no messages.
- c) Chief's Report – The two new engines are upstairs if the Commissioners want to see them.
- d) Other Communications – None.

A motion was made by Commissioner Camden, second by Commissioner McMahan to do the swearing in out of order. New firefighters Trevor Goggin and Chris Frieberg were sworn in and time was given for the families to take photos.

- e) Approve Invoices –An invoice was received from Jacqueline Timmons in the amount of \$25 for the April 4, 2016, Regular Meeting and preparation of the minutes. Commissioner Anderson made a motion to pay the invoice, second by Commissioner Camden. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahan, yes; Commissioner Anderson, yes. Motion carries. An invoice was received from Theodore Polygraph for the background check and polygraph of Gary Steadman in the amount of \$500. Commissioner Anderson made a motion to pay the invoice, second by Commissioner Camden. Roll Call Vote:

Commissioner Camden, yes; Commissioner Anderson, yes; Commissioner McMahon, yes.  
Motion carries.

#### IV. OLD BUSINESS

- a) New Hire Entry Level FF Candidate status & review – One more person is left to be reviewed. The packet for Gary Steadman was given to Commissioner McMahon to be reviewed. Since there will probably be a need for a Special Meeting this month, his status and review can be put on the agenda for that meeting.
- b) Legal Update if any – There has not been any further update.
- c) Battalion Chief Testing status – The Final List was posted showing Mr. Littig and Mr. Campbell are the two people on the Battalion Chief List. This is be taken off the agenda for next month.
- d) Lieutenant Promotional Testing – The Final List was posted. That individual was promoted and that List is not exhausted. The process has to be started for the Lieutenant Promotional Testing.
- e) Commissioner record retention/shredding. No shredding has been done yet.

#### V. NEW BUSINESS

- a) Swearing in New Hire. The swearing in of Trevor Goggin and Chris Frieberg was done earlier in the agenda.
- b) Deputy Chief Testing – The Commissioners need to speak to their attorney during Closed Session to address some concerns arising under the existing Rules and Policy Manual. The Commissioners will discuss what the process will be. The Commissioners have not tested for a Deputy Chief previously. A job description is needed and what the candidates need to know for that position. Acting Chief Brenn said there is a draft of the job description. There are currently two job descriptions, one for Deputy Chief of Administration and one for Deputy Chief of Operations. The Board of Trustees' intent is that there will only be one Deputy Chief. The draft will be e-mailed to the Board of Fire Commissioners and the Board of Trustees tomorrow. Trustee Habercoss said Acting Chief Brenn's involve should be limited as he is eligible to sit for the exam. It is a unique situation as a Board. The Board of Trustees have implored that this be done quickly and to make a decision this evening. He stated everything is being held up. There is a contractual agreement. He said Board meetings can be held with two people instead of three. Commissioner Camden stated that the Lieutenant Testing needed to be completed, as well as the Battalion Chief Testing. This is a new position that the Commissioners have not handled before. If this is not done well, it could be problematic. The Commissioners are not dragging their feet. Trustee Habercoss asked who is up next as far as appointments on the Board of Commissioners. Commissioner McMahon is completing former Commissioner Jewell's term. Trustee Habercoss said the Trustees are working with the Bargaining Unit.

Commissioner Camden said that the Board of Trustees and the Bargaining Unit made agreements to certain timelines that were not practical. The process will not be rushed. Attorney Broihier said the statute requires that candidates to sit for the exam will be the rank below, which is Battalion Chief. Commissioner Habercoss said if you cannot get your business done because you are too busy, they can look for other candidates to fill the positions to get this taken care of. Commissioner Camden said there are statutory mechanisms to deal with it if the Trustees are not happy with the Commissioners. The Commissioners will not hold meetings with only two of the Commissioners on an issue this important. Trustee Habercoss said he does not know why Lieutenant Testing has not been done already as the

List has expired. Commissioner Camden stated it takes a while to get all the bids for the testing. Commissioner Camden asked Trustee Habercoss if a search has begun for a new Chief. Trustee Habercoss stated that the Board of Trustees have chosen to wait until there is a new Deputy Chief.

- 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 – Discussion of personnel matters and testing. Commissioner Camden moved that the meeting move to Closed Session pursuant to Section 2 of the Open Meetings Act, second by Commissioner McMahon. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. 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 1904 hours. The next Board of Trustees meeting is the 16<sup>th</sup> or 17<sup>th</sup>. Commissioner Kevin will make it a point to be there. Commissioner McMahon should be reappointed at that meeting for a three-year appointment as he was completing Commissioner’s term. June is the fiscal year for the Commissioners. The Commissioners normally need to send in letters stating their willingness to serve another three years. Commissioner McMahon has had no communication from the Board of Trustees and he has not received his badge. The Commissioners anticipate having a Special Meeting on May 20<sup>th</sup> to discuss what will be in the Deputy Chief Promotional Test and then another one the following week to announce the testing components and move to approve the revised rules. The rules will be amended to include the testing for the Deputy Chief so it will be consistent with the statute. The new hire will be put on the agenda for the Special Meeting. If the rules can be amended and notice sent out, it can be put on the agenda for May 20<sup>th</sup> for approval.

VIII. OPEN FORUM - AUDIENCE:

IX. BOARD MEMBER QUESTIONS AND COMMENTS –

X. ADJOURNMENT: Motion made by Commissioner Camden, second by Commissioner McMahon to adjourn. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. The meeting adjourned at 1915 hours.

Respectfully Submitted.

*William Anderson*

William Anderson, Secretary