



*Tri-State Fire Protection District
Board of Commissioners*



Minutes of the Special Meeting
of the Board of Fire Commissioners for
The TRI-STATE FIRE PROTECTION DISTRICT
Held May 20, 2016

I. CALL MEETING TO ORDER

- a) Roll Call - Meeting called to order at 0902 hours by Commissioner Camden. Present: Commissioner Anderson, Commissioner McMahon. Also Present: Acting Chief Patrick Brenn, Firefighters Justin Green, Michael Stoffle, Attorney Karl Ottosen; Chief T.E. Sashko, Trustee Eric Habercoss; Recording Secretary, Jacqueline Timmons.

II. COMMUNICATIONS

- a) New Hire Entry Level FF Candidate status & review. Mr. Gary Steadman's application is pending. Commissioner Camden moved to appoint, second by Commissioner McMahon. Commissioner Anderson said information should be provided to the Chief for him to make an offer of employment to Mr. Steadman. Commissioner Camden amended his motion to so reflect.
- b) Lieutenant Promotional Testing – At the last meeting there was discussion of engaging Illinois Fire Chiefs Association for purposes of the testing process. The different components of the test will be discussed in Closed Session with Mr. Sashko. Then the Board will come out of Closed and hopefully have some dates certain to start that process rolling.
- a) Discuss Deputy Chief Testing – This will be discussed in Closed Session as well with Mr. Sashko. The Rule change is under New Business.

III. NEW BUSINESS

- a) Discuss and vote on changes to Commission Rules & Regulations – Commissioner Camden moved as follows: "It is hereby moved that the Board of Fire Commissioners of the Tri-State Fire Protection District of Burr Ridge, Illinois, amend its current rules and regulations by adding a SECTION 4 to Chapter IV of said rules, as provided below:

'Section 4 – PROMOTION TO DEPUTY CHIEF

The Board, by its rules, shall provide for promotion to the rank of Deputy Chief of the Fire Department on the basis of ascertained merit and seniority in service and examination, and shall provide in all cases, where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to examination. All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the promotional eligibility register, as originally posted, or remaining thereon after appointments have been made there from, appointments to fill existing vacancies shall be made from those names or the name remaining on the promotional register. The method of examination and the rules governing examinations for promotion are specified

below. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the promotional register. For the purpose of determining that a vacancy exists, the Board must have received notice from the Board of Trustees of the Tri-State Fire Protection District to fill an existing vacancy prior to the date the name(s) are to be stricken from a promotional eligibility register. Each weighted component of the examination process shall be based upon a scale of 1 to 100.

- a) The final Promotional Examination score for the Deputy Chiefs position within the Fire Department shall be determined as follows:

Examination	<u>Weight</u>	<u>Passing Grade</u>
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Assessment Center	85%	*
Departmental Merit and Efficiency	10%	**
(based on a scale of 1-100) maximum of 10 points		

<u>Seniority</u>	5%	N/A
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Maximum of 5 Points to be awarded in accordance with the Schedule Specified Below. Seniority shall be calculated as of the date the assessment center is conducted.

<u>Years Completed</u>	<u>Points Awarded</u>
3	0.5
5	1.0
7	1.5
9	2.0
11	2.5
13	3.0
15	3.5
17	4.0
19	4.5
21+	5.0

*To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.

**The factors to be considered regarding an award for merit and efficiency will be announced by the commission at such time as the notice of promotional testing is posted for this position.

- b) In the event no candidate from the immediate next lower rank qualifies for promotion, the Board in determining next in order of rank in promotional examinations herewith determines a policy of extending the examination successively through all the orders of rank in the services in an endeavor to qualify a suitable eligible or eligibles for the vacancy or vacancies existing before extending the examination to the general public.

- c) Candidates who are otherwise qualified and have timely requested credit for prior military service, shall be granted veteran's preference points as provided by state statute."

The motion was seconded by Commissioner Anderson.

Roll call vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. Motion carries. The rules will be amended subject to public notice, which will be put in the paper in general circulation. The new amended rule cannot take effect for ten days until or after publication.

- 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 – 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 1002 hours.

A motion by Commissioner Camden to resume in Open Session, second by Commissioner McMahon. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. Motion carries. In the Closed Session, both testing for the Lieutenants as well as the Deputy Chiefs and the request by the Board of Trustees to do an interview process conducted solely by the Commission. The tests for the Lieutenants will be in the last week of June. There will be a date certain for posting on Monday. The timeline will be backed out of that for the written, as well. And the Assessment Center for the Deputy Chief will be in either the third or fourth week of June. The date certain as well as the componentry for that will be posted on Monday. Trustee Habercoss asked how long do the Commissioners expect the process to take, the Assessment Center for the Deputy Chiefs. Commissioner Camden said it will probably be one day. Depending upon whether it is the third or fourth week of June, a Special Meeting can be convened. The available Commissioners available on that date will sit in and view what is happening. There will not be a written examination. The Merit will be part of the application process and that will be announced as well on Monday, the Merit and Efficiency. The June meeting will be held on June 7th, 6:30 p.m. It will be posted. Tim Sashko was directed that as he has done up to this date, any concerns or questions regarding the Deputy Chiefs exam, to please exclude Deputy Chief Brenn. Trustee Habercoss asked Chief Sashko how many Deputy Chiefs exams have they done previously. Chief Sashko has done hundreds over the years. There are five active chief searches statewide going on right now and a sixth one soon to start. And for the Deputy Chiefs, it is a vast list.

VIII. OPEN FORUM - AUDIENCE: Comments were taken before going into Closed Session. Mr. Karl Ottosen, attorney for the Board of Trustees, speaking on behalf of the Board, stated there is a concern about the delay in the process for Deputy Chief, given that in December there was an agreement to do it within 120 days. The Boards wants to hear a definitive plan of how quickly this process will be completed, so that the Union and the Board of Trustees will know that the Commissioners are proceeding at this point as quickly as they can to get this

done. He recognized that the agreement that was entered into between the Commission, the Union and the Board of Trustees back in December did not give the Commission direction, just that they were to conduct an examination within 120 days. He stated at the time the Board felt it was an implied agreement, although not put in writing, that it would be a streamlined process. Some concern was raised at the last Trustees meeting that it was discussed at your last Commissioners meeting, there was discussion of a 90-day study period, saying this was looking to be another three to six-month process when that is already beyond the 120-day process. Mr. Ottosen did have discussions with Commissioner Camden, wherein Commissioner Camden said the Commissioners are not contemplating putting in a long study period to further delay this. That is a the concern of the Trustees, looking at a streamlined process, looking at maybe just an oral interview, but it was up to the Commissioner what testing process to be done during that 120-day period. Now that they are beyond that 120-day, the Trustees are looking for what the process is going to be and that it will be done by X date and that it is a sooner than later date. Commissioner Camden said they are fair points to be raised. Based on the Rule change, while not in effect, the Commissioners will not deviate from that. There will not be a written exam for this test. Some of the concern may have come from Mr. Broihier's comments at the last meeting about providing materials and other things. The Commissioners are aware that this is a unique process and for this testing cycle, there will not be a written. As for what will happen going forward, he cannot bind the Board. There will be discussion with Tim Sashko about the Assessment Center and will try to get concrete dates. Dates will also be discussed for the Lieutenants exam as well. Trustee Habercoss urged the Board to reconsider the Rules. He had discussions with Don Bulat and felt it was only going to be oral interview. He said they are not how the funding will be handled as they are over budget. He feels this is slowing the process. The Trustees assumed the Union attorney would relay the discussion to the Commissioners that it should be an oral interview only. The contract had been expired for almost three years, costing the District \$1.5 million. He said people are clearly frustrated with the testing process, the time it's taking and where it is going. Commissioner Camden did say the content of the discussion was brought back to the Commission. There was extensive discussion.

Commissioner McMahon moved to go into Closed Session, second by Commissioner Anderson for purposes of discussing Section 2(c)(1) as well as the applicable sections for the testing components. Voice vote: Commissioner Camden, aye; Commissioner McMahon, aye; Commissioner Anderson, aye. Motion carried.

IX. BOARD MEMBER QUESTIONS AND COMMENTS –

- X. ADJOURNMENT:** Motion made by Commissioner McMahon, second by Commissioner Camden adjourn. Roll Call Vote: Commissioner Camden, yes; Commissioner McMahon, yes; Commissioner Anderson, yes. The meeting adjourned at 1007 hours.

Respectfully Submitted.

William Anderson

William Anderson, Secretary