

TRI-STATE BOARD OF FIRE COMMISSIONERS
SPECIAL BUSINESS MEETING

Held Wednesday, October 26, 2016 at 6:30 p.m.
10S110 Madison Street, Burr Ridge, IL

I. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE

- a. Roll call – The meeting was called to order at 1830 hours by Commissioner Salvatore Molinaro. Roll Call: Commissioner Christopher Sandilands, Commissioner Cheryl Hansen. Also Present: Chief Administrator Daniel P. Niemeyer; Firefighters Justin Green, Jason Pawlowski and Elizabeth Stutte; Lieutenant Richard J. Littig, Jr.; Recording Secretary Jacqueline M. Timmons; Steve Hale, Research Management Associates.
- b. Pledge of Allegiance – The Pledge of Allegiance was recited.

II. APPROVAL OF MEETING MINUTES

- a. Regular Meeting Minutes of September 21, 2016. A motion was made by Commissioner Sandilands, second by Commissioner Hansen to approve the Regular Meeting minutes for September 21, 2016, as written. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed, 3-0.
- b. Closed Session minutes of September 21, 2016. A motion was made by Commissioner Hansen to approve the Closed Session minutes of September 21, 2016, as written, second by Commissioner Sandilands. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed 3-0.

III. OLD BUSINESS

- a. Lieutenant promotional process – The contract with Research Management Associates was revised to reflect that the contract was between Research Management Associates and the Tri-State Fire Protection District's Board of Fire Commissioners. The contract was already voted on, so it was signed by the Commissioners.
Chief Niemeyer and Deputy Chief Brenn reviewed the list of books to be used for the Lieutenant's Promotional Exam. The books used in the previous series have been eliminated, which were Fire and Emergency Services Company Officer, From Buddy to Boss, Fire Officer: Principles and Practice since they were used during the last exam. On the list to use are Fire Officer's Handbook of Tactics by John Norman, 4th and 5th edition; Incident Management for the Street-Smart Fire Officer by John Coleman. Other options presented were Strategic & Tactical Considerations on the Fireground, Structural Firefighting: Strategy and Tactics, Fire Department Incident Safety Officer. Mr. Hale said the highlighted ones on the list they have had good success with or they have been typically used in other company officer level tests and should be readily available. Chief Niemeyer definitely wants the Fire Officer's Handbook of Tactics by John Norman, 4th edition, and Incident Management for the Street-Smart Fire Officer by John Coleman. There are two building construction books on the list.

The Brannigan book would be less reading. Commissioner Molinaro said that is an important topic and he would be happy with either one of them, Brannigan's Building Construction for the Fire Service or Building Construction Related to the Fire Service, 4th edition, International Fire Service Training Association. The Department already has Incident Management for the Street-Smart Fire Officer and the Fire Officer's Handbook of Tactics, 4th edition. Mr. Hale will get 80 questions from the books and 20 questions as mandated in the Collective Bargaining Agreement shall include Department SOGs and Division 10 policies and procedures. The Commissioners said the most current SOGs and SOPs should be used for the additional test questions. Mr. Hale will be putting together an initial reading list, bibliography covering the textbooks, as well as the other areas that are in the contract so there is no confusion. Commissioner Sandilands and Chief Niemeyer will be dealing with Mr. Hale in developing the test.

There are five candidates. The Assessment Center will be a one-day process with three scenarios. Mr. Hale will e-mail the scenarios in Word format. He will need to know how the District does things. Everything will be video recorded. All assessors will be state-certified assessors and not from contiguous agencies. The written exam will be last. There will be two candidate orientations on two separate shifts. Per the contract, the orientation has to be 30 days prior to the Assessment Center. Once preference points are added, then the Written Exam will be given. Candidate orientation will be held 8:00 a.m. – 10:00 a.m., Monday and Tuesday, November 28th and 29th. The Assessment Center will be held Thursday, January 19th. Candidates will need to be available throughout the day. Once the List is up, the Written Exam will be scheduled. A Final List should be completed by March. The process will continue as far as firefighter candidates so that the List is ready when the Lieutenants positions are filled. The hiring of the new firefighters can be done at the same time as the promotion to lieutenant. This test process is a continuation of the process and the five candidates will remain as the only candidates that are eligible to take the exam.

IV. CLOSED SESSION (If necessary) - No Closed Session.

V. OPEN FORUM – AUDIENCE - Firefighter Stutte asked if there was any way to look at their test score from the previous test. Commissioner Molinaro felt it is not a good idea. The Commissioners have not looked at the scores. The test was thrown out in response to a grievance that was filed, so the Commissioners will have to check with legal counsel to see if there is a legal obligation to show the test scores from the test that was thrown out. Firefighter Stutte only wants her own personal scores, not anyone else's. Commissioner Sandilands stated that the results are supposed to be posted following each test, so the Commissioners will check with legal counsel.

VI. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Molinaro contacted the five candidates on the Eligibility List. Three have accepted full-time positions elsewhere and are not interested in continuing in the process. Two candidates are interested in continuing in the process. The first 30 candidates in rank order had interviews. So there are currently 36 people who did not have an oral interview conducted. At least five more candidates should be processed from that list. It is about \$220 for each interview and to send the results. Commissioner Sandilands will put that on the November agenda.

IX. ADJOURNMENT: Motion made by Commissioner Sandilands to adjourn, second by Commissioner Hansen. Roll Call Vote: Commissioner Molinaro , aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion carried, 3-0. The meeting adjourned at 1929 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary