

TRI-STATE BOARD OF FIRE COMMISSIONERS
MONTHLY BUSINESS MEETING

Held Tuesday, November 8, 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, Battalion Chief Richard Littig, Jr.; Lieutenant Jeffrey J. Allenspach, Firefighter Don Bulat, William Anderson, and Recording Secretary Jacqueline M. Timmons.
- 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 September 21, 2016, Regular Meeting minutes. 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 Sandilands to approve the Closed Session minutes of September 21, 2016, second by Commissioner Hansen. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed 3-0.
- c) Regular meeting minutes of October 19, 2016 – A motion was made by Commissioner Sandilands, second by Commissioner Hansen to approve the October 19, 2016, Regular Meeting minutes.
- d) Special meeting minutes of October 26, 2016 – A motion was made by Commissioner Sandilands, second by Commissioner Hansen to approve the October 26, 2016, Special Meeting minutes as amended. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed 3-0.

III. COMMUNICATIONS

- a) Correspondence – Notice was received for the NIAFPD conference to be held in January. An e-mail was received from Don Bulat, President of Local 3165, stating that the Local will waive the right to have monitors at the upcoming Lieutenants Promotional Exam.
- b) Invoices & bills – An invoice was received from Jacqueline Timmons, Recording Secretary in the amount of \$70 for transcribing minutes of the 9/21/16 Regular Meeting and taking the 10/19/16 Regular meeting minutes and preparation. A motion was made by Commissioner Hansen to approve the invoice and submit for payment, second by Commissioner Molinaro. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed 3-0.

IV. OLD BUSINESS

- a) Lieutenant promotional process – Commissioner Sandilands stated that Chief Niemeyer submitted information for the written exam and Assessment Center to Steve Hale. All the information was checked to make sure it is up to par with the contract and state statutes. The reading list was posted on Friday and the reading materials were made available at that time. There is a 92-day window and all the test dates have been finalized. Each station has their own copies of the material and Chief Niemeyer will have the scanned material uploaded to the Intranet so it can be studied online. While attending the Illinois Fire and Police Commissioners conference Saturday, Commissioner Hansen met with Chuck Hale and received some good backing from one of the instructors about the interview process and how he wrote the book on interviewing. She felt the Commission made the right choice.
- b) Firefighter eligibility list and vacancies – Commissioner Molinaro and Chief Niemeyer have had discussions on where they are at in the process. As discussed at the last meeting, three of the five current candidates on the List have taken full-time positions at other departments and the remaining two candidates are interested in moving forward in the process. The written exam will be February 4th and Mr. Hale will have the results within a week of the exam. The process should be completed at that time except for the 10-day period for the addition of Veterans Points. The Final List should be posted by the third week in February. Commissioner Molinaro said a Special Meeting should be held so that the candidates can be promoted before the end of February. There are currently two vacancies in the Lieutenants rank. The Lieutenants promotion will create two firefighter vacancies. Commissioner Molinaro would like to have the process begin next month for the two firefighter candidates so that they can be hired and installed at the same Special Meeting. That new firefighter candidates will be put on the December agenda. The next five candidates on the Firefighter Eligibility List that did not have oral interviews should be contacted to see if they are interested in continuing in the process. It can then be voted on at the December meeting. Commissioner Molinaro spoke with Amy Eitapence at IO Solutions and she believes it is \$225 per candidate to do the oral interviews.

V. NEW BUSINESS – No new business.

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

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- Bill Anderson said he noticed that the September 21st meeting minutes were approved tonight but they were already posted. Commissioner Hansen said they were already approved. He indicated that the August 24th Special Meeting minutes were posted and submitted under the stenographer's name. He thought it should be submitted by a member of the Board. Commissioner Hansen stated that the stenographer put her name on it, but it came through Commissioner Hansen. Commissioner Hansen thanked Bill Anderson for pointing that out and she will amend it.

- #### VIII. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Hansen attended two modules at the recent Illinois Fire and Police Commissioners conference. It was encouraged to promote your Department and gave suggestions on different ways to get candidates interested. One suggestion was to hold the test on a week night rather than a Saturday. She said there were some good ideas and possibly the Board can take a look at them to try and spark more interest in the Department. The next Regular Meeting date was

scheduled for December 13th. Commissioner Sandilands is on shift that night. The meeting date will be changed to December 14th and Commissioner Sandilands will notify Terri Radek so it can be posted. The August 24th minutes will be put on the agenda to be reapproved at the next meeting to reflect they are submitted by Commissioner Hansen. The September 15th meeting was opened, but due to the fact they were not properly posted, it was adjourned. Those minutes will need to be put on the agenda for approval in December. The approved minutes will be posted. Chief Niemeyer indicated that the new firefighter came to the station with his family to be sworn in based on information in a letter from Chief Neimeyer. Since it was not on the agenda for this meeting, it was deferred to the December meeting but was not communicated to the firefighter. Chief Niemeyer apologized to Firefighter/Paramedic Parlick and his family. He asked that it be put on the December agenda. The Chief will be in correspondence with the Commissioners to get others involved in the swearing in. Commissioner Molinaro asked the Chief to also extend the Board's apologies. It was an oversight.

- 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 1853 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary