

TRI-STATE BOARD OF FIRE COMMISSIONERS
MONTHLY BUSINESS MEETING
Held Tuesday, January 10, 2017 at 6:30 p.m.
10S110 Madison Street, Burr Ridge, IL

I. CALL MEETING TO ORDER

- a) 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, Deputy Chief Administrator Patrick Brenn and Recording Secretary Jacqueline M. Timmons.
- b) The Pledge of Allegiance was recited.
A motion was made by Commissioner Molinaro to do the swearing in ceremony at this time, second by Commissioner Sandilands. Voice vote: Aye, 3; No, 0. Motion passed, 3-0. Firefighter Anthony S. Parlick was sworn in and time given for photographs.

II. APPROVAL OF MEETING MINUTES

- a) Regular Meeting Minutes of December 14, 2016. A motion was made by Commissioner Sandilands, second by Commissioner Hansen to approve the minutes of the December 14, 2016, Regular Meeting minutes. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

III. COMMUNICATIONS

- a) Correspondence – A letter was received from firefighter candidate Jeffrey Farnsworth that he would like to be considered for a position with Tri-State and would like to continue in the process. That will be received as informational.
- b) Invoices & bills – an invoice was received from Attorney John B. Murphey from Rosenthal Murphey Coblentz & Donahue for legal services in the amount of \$2,137.50 and an invoice in the amount of \$50 was received from Jacqueline M. Timmons, Recording Secretary, for taking and transcribing the October Special meeting and November Regular meeting. A motion was made by Commissioner Molinaro, seconded by Commissioner Hansen to approve the invoice from Mr. Murphey in the amount of \$2,137.50 and the invoice from Jacqueline Timmons in the amount of \$50 and submit for payment. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed 3-0.

IV. OLD BUSINESS

- a) Swearing in of Firefighter Parlick – Firefighter Parlick was sworn in at the beginning of the meeting.
- b) Lieutenant promotional process – Chief Niemeyer worked on the Merit points and the seniority points. The Assessment Center will be held on January 19th. The points will be added up and posted prior to the Assessment Center per the statute. Chief Niemeyer provided the Commissioners with the template for ascertaining Merit. When the time comes to ascertain Merit and seniority points from the candidates, this is the process Chief Niemeyer would recommend as far as what documentation needs to be obtained, who it is going to be turned in to and what the contract or statutory references there are that put this into place. By an

extension of that, Chief Niemeyer created a spreadsheet for all portions of the examination to include seniority points, ascertain Merit, Assessment Center score, written examination and the military Preference Points with different posting dates for each portion of the test. According to statute, they are to be done after each portion is completed. The seniority can be calculated out by the individual's seniority date and multiply by the multiplier. The statute calls for 100 point maximum in each category. The ascertain merit, the maximum that a candidate can apply for is 43 points. A factorization is used to get to 100. When everything gets done, there will be a Preliminary Promotional List posted. That is prior to the military Preference Points. They have ten dates to submit their military points. Military points can add a total of 3.5 points. Some parts will automatically calculate out and others need to be done manually. Commissioner Molinaro asked Chief Niemeyer if he sees a problem with the candidates getting their documentation to him before the date of the Assessment Center. He does not see there is a problem. All documents need to be submitted so the List can be posted prior to the Assessment Center. Chief Niemeyer will post the date. There will not be need for a Special Meeting. One of the Commissioners can certify that it is correct. The test scores from the Assessment Center should be submitted to one of the Commissioners and then that can be given to Chief Niemeyer. Commissioner Sandilands can come by on Tuesday and Chief Niemeyer will sign off on it. Prior to that time Chief Niemeyer can provide the candidates with what he thinks their seniority points will be. It is not referenced in the contract when the cutoff date is supposed to be. Chief Niemeyer found it in the statute so he will be able to provide a seniority date with confirmation from the candidates. Commissioner Molinaro asked if the documentation of those points is provided to the bargaining unit. In his past experience, he said doing this on both sides of the table is a good idea. Chief Niemeyer will confer with the Union rep on that and take a look at the new contract. Commissioner Molinaro would like to see that happen. Commissioner Sandilands stated in Section 8 of the contract states there is a right to review.

- c) Processing of 2 new hires - Chief Niemeyer provided the Commissioners with the letter of intent from Jeffrey Farnsworth. Chief Niemeyer stated Mr. Farnsworth has been fingerprinted and has come back from state and FBI and there is no history of concern from them. The other candidate is Jason Weaver. He has been fingerprinted and the results have not been received yet. They will move on to the polygraph and background if those come back okay. Then there will be the pre-employment physical.
- d) Processing of 5 additional candidates on the eligibility list – Five candidates were contacted that were not originally given an opportunity for the oral interview. Commissioner Molinaro started at candidate number 31 and went all the way down to 46 because various people were not interested and others were hired at other departments. There are five candidates that have expressed an interest in continuing in the process. IO Solutions ran the last candidate eligibility test and they will conduct the oral interviews in the exact same fashion as the original 30 participants. Three of the five candidates RSVP'd they will be there for the oral interview. Candidates had until the 20th to reply.

- V. NEW BUSINESS - Commissioner Sandilands said the budget will be discussed at the next meeting. Last year's figures will be needed before that. Commissioner Molinaro asked what the District spent last time for running candidates so they have an idea what to put into the budget.
- VI. CLOSED SESSION (If necessary) - No Closed Session.
- VII. OPEN FORUM - AUDIENCE: No audience questions or comments.
- VIII. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Molinaro asked to move the February meeting from Monday, February 13th Board meeting to Wednesday, February 15th as he will be out of town on the 13th. Commissioner Sandilands with type up the change of meeting notice. Commissioner Molinaro said several meeting minutes need to be posted: The September 15th Special meeting which was opened and closed because no agenda was posted; November 8th meeting minutes as well as December 14th. Commissioner Hansen will send those to Terry Radek for posting.
- IX. ADJOURNMENT: Motion made by Commissioner Molinaro to adjourn, second by Commissioner Sandilands. Voice Vote: Aye, 3; No, 0. Motion carried. The meeting adjourned at 1855 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary