

TRI-STATE BOARD OF FIRE COMMISSIONERS
MONTHLY BUSINESS MEETING
Held Monday, May 8, 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 and Recording Secretary Jacqueline Timmons.
- b) The Pledge of Allegiance – The Pledge of Allegiance was recited.

II. APPROVAL OF MEETING MINUTES

- a) Regular Meeting Minutes of April 11, 2017. A motion was made by Commissioner Sandilands to approve the minutes of the April 11, 2017, Regular Meeting as presented, second by Commissioner Hansen. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.
- b) Special Meeting Minutes of April 4, 2017. A motion was made by Commissioner Molinaro, second by Commissioner Sandilands to approve the minutes of the April 4, 2017, Special Meeting as presented. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

III. COMMUNICATIONS

- a) Correspondence – The correspondence received regarding the Eligibility testing will be covered in Old Business.
- b) Invoices & bills – An invoice was received from Jacqueline Timmons, Recording Secretary, for transcribing the minutes of the April 4, 2017, Special Meeting and the April 11, 2017, Regular meetings, in the amount of \$75. A motion was made by Commissioner Molinaro, second by Commissioner Sandilands to approve the invoice and submit for payment. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion carried, 3-0.

IV. OLD BUSINESS

- a) Hiring of Brandon Gudovitz – Chief Niemeyer found him acceptable and asked if the Commissioners had any input to the hiring of Brandon Gudovitz before he is moved on in the process. All Commissioners agreed that Chief Niemeyer should have him move on in the process and give him a conditional letter of employment
- b) Processing of new candidates – Nothing new to add. There have been rumors that there may be an additional opening, but no one has officially talked to Chief Niemeyer about it.
- c) Budget FY 2018 – Commissioner Hansen said the amount to budget for the conferences should be increased. Attorney's fees were added. The bottom line is \$35,000 for the budget. There are two lines, clerical and commissioner expenses that will be presented to the Trustees. Commissioner Hansen said the budget is \$1200 for conferences and she alone spent \$985 on two conferences. That should be increased and the other Commissioners have not gone yet. Commissioner Hansen increased it to \$2700 for the next budget.

Chief Niemeyer said those were a rough guideline for the Commissioners. The budget for FY 2018 was accepted as informational.

- c) New firefighter testing process – Commissioner Hansen wrote to Amy Eitapence at IO Solutions and also Mike Anderson at Stanard & Associates and asked if the Commissioners could increase their application fee and use the extra amount to offset the testing costs. Mike Anderson did not understand what Commissioner Hansen was asking, as he said he did not know what costs the Commissioners want to offset. The \$45 per applicant fee covers the application and test administration. The only cost would be if the Commissioners chose to waive the application fee for an applicant or if they did not meet the minimum \$1500 minimum clause. If there are more than 33 purchase applications, the minimum clause would not apply. Amy Eitapence said they can handle the application process at \$28 per application. They can also collect a fee from the applicants on the Commissioners' behalf that would be credited against the \$28 service fee. Commissioner Hansen made a motion to accept IO Solution's proposal for the application portion of the test, second by Commissioner Sandilands. Amy felt that \$50 was too much for the fee and might take away from the number of applicants. \$35 seems to be the going rate, so the Commissioners felt it was best to set the application fee at \$35. Commissioner Hansen amended her motion to accept IO Solutions to handle the application process at \$35 per applicant, seconded by Commissioner Sandilands. Roll Call Vote: Commissioner Molinaro, abstain; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed, 2 ayes; 1 abstained.
- V. NEW BUSINESS – Chief Niemeyer said there was a question at the last meeting whether an invoice had been paid prior to the \$3266 remaining balance in the Commissioners' fund. That was the current balance before last month's bills were paid and the large invoice was paid so there is money to get the process started this fiscal year. Commissioner Hansen received test dates from Steve Hale. She asked Mr. Hale to make sure no other districts were testing on those dates and he did not find any other districts testing. The dates he has available are July 8th and July 22nd. The current List expires August 18th. Commissioner Hansen asked if everything can be done before the current List expires if the test is given July 22nd. Commissioner Molinaro said you do not have to have a new List posted immediately upon the expiration of the current List. The written test would be given July 22nd and then dates obtained from Mr. Hale for the oral interviews. Commissioner Molinaro said in his past experience, they tried to get five groups of five for the interviews. Current test requirements are: State of Illinois Certified Paramedic, CPAT within a year with ladder climb. Written test is 60 percent of the grade. Oral interview is 40 percent of the total grade. The Board determines minimum passing score for both the written and the oral parts of the exam. Chief Niemeyer said it can be stated as pursuant to the relevant State of Illinois statutory provisions. For hiring, military points can be used for up to five points. The Board will determine each testing cycle an additional 5 to 25 preference points may be chosen, up to 5 for education, up to 5 for other and up to 5 for firefighter certification basic or advanced. Chief Niemeyer said if a candidate's previous Academy was inadequate, they will be sent to another Academy. There is a preference for it having been done previously. Preference points can be up to 5. Chief Niemeyer's preference is to have a degree. The Commissioners will look at the statutes regarding new firefighter hires.

Points can be determined regarding degrees, whether in Fire Science or not. The Commissioners will reach out to Amy Eitapence and ask what the industry norm is as far as awarding preference points and will see if it is 70 percent passing on all components. The Written Exam will be scheduled for July 22nd. Orientation will be prior to the test on the same day. Chief Niemeyer said they will find a suitable facility depending on how many candidates there are.

- VI. CLOSED SESSION (If necessary) - No Closed Session.
- VII. OPEN FORUM - AUDIENCE: No audience questions.
- VIII. BOARD MEMBER QUESTIONS AND COMMENTS – No Board questions or comments.
- 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 1900 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary