

TRI-STATE BOARD OF FIRE COMMISSIONERS  
MONTHLY BUSINESS MEETING  
Held Monday, September 11, 2017 at 6:30 p.m.  
10S110 Madison Street, Burr Ridge, IL

I. CALL MEETING TO ORDER

a. Roll Call –

i. Commissioner Hansen to attend via phone

The meeting was called to order at 1830 hours by Commissioner Salvatore Molinaro. Roll Call: Commissioner Christopher Sandilands, Commissioner Cheryl Hansen (via speaker phone). Also Present: Chief Administrator Daniel 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 August 9, 2017. A motion was made by Commissioner Molinaro, second by Commissioner Sandilands to approve the minutes of the August 9, 2017, Regular Meeting as submitted. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

III. COMMUNICATIONS

a. Correspondence – No correspondence.

b. Invoices & bills –

i. RMA Invoice – Invoice No. 17089-1 was received from Resource Management Associates in the amount of \$4,794.15 for their portion of the Firefighter exam. Motion was made by Commissioner Molinaro, second by Commissioner Sandilands to approve the invoice and submit for payment. Roll Call Voice: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed, 3-0.

An invoice was received from Jacqueline Timmons, Recording Secretary, in the amount of \$25 for the August 9, 2017 Regular Meeting and preparation of the minutes. A motion was made by Commissioner Molinaro to approve the invoice and submit for payment, second by Commissioner Sandilands. Roll Call Vote: Commissioner Molinaro, aye; Commissioner Sandilands, aye; Commissioner Hansen, aye. Motion passed, 3-0.

IV. OLD BUSINESS

a. Lieutenant promotional exam – Commissioner Sandilands met with Chief Niemeyer to discuss scheduling of the Lieutenant Promotional Exam. There needs to be a 90-day window. If the exam is to be held around Christmas, they need to get the books and get things going this week. Commissioner Sandilands could not get ahold of Mr. Hale to find out his available dates. He will try and contact him again tomorrow. The list of books were reviewed from the last exam. The books at the District were not the up-to-date editions except for the ones used for the last promotional exam. A new set of books will be chosen. Four copies will need to be ordered of each book. They can check if the books can be purchased locally as there was none listed on Amazon that would be delivered in the timeframe

necessary. A list of books was received from Steve Hale for the Commissioners to consider. Commissioner Hansen has not seen that list yet. Commissioners Molinaro and Sandilands chose the following books: Structural Firefighting Strategy and Tactics by Bernard J. Klaene, 3<sup>rd</sup> Edition; Safety and Survival on the Fireground, 2nd Edition by Vincent Dunn; Responding to Routine Emergencies by Frank Montagna, Fire Engineering, Pennwell Books.

There are expanded policies that have been developed since the last test and using the Standard Operating Procedures, the series started by Deputy Chief Brenn. Everybody has been educated in-house. The updated version will be sent to Mr. Hale so he can write questions from that material. The current CBA is the document to work with. Interest in sitting for the Promotional Exam was solicited via e-mail. There could be two to five possible candidates. It will be announced via e-mail and posted at each station. Commissioner Molinaro made a motion to proceed with purchasing the reading materials, having Chief Niemeyer post a letter of intent to the Department to the eligible members to find out the number of candidates and to begin the promotional testing process for Lieutenant, second by Commissioner Sandilands. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

V. NEW BUSINESS -

- a. New Firefighter hires - There are three vacancies currently. Commissioner Molinaro made a motion to post the Final Eligibility List for Firefighter entrance exam, second by Commissioner Sandilands. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0. Commissioner Molinaro made a motion to begin processing the first three candidates from the Final Eligibility List, second by Commissioner Sandilands. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0. Commissioner Hansen said it was great working with Kristin from IO Solutions and Steve Hale of Resource Management..

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

VII. OPEN FORUM – AUDIENCE - Don Bulat thanked the Commissioners for the opportunity to speak on behalf of the Union at the firefighter exam orientation.

VIII. BOARD MEMBER QUESTIONS AND COMMENTS –Commissioner Hansen reminded everyone that today is 9-11 and to take a moment to remember those that lost their lives that day. The next meeting is October 10<sup>th</sup>. Commissioner Hansen created a Year in Review that was sent to Chief Niemeyer to be included in the Trustees packets for their next meeting.

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 1856 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary