

TRI-STATE BOARD OF FIRE COMMISSIONERS
MONTHLY BUSINESS MEETING

Held Monday, November 13, 2017 at 6:30 p.m.
10S110 Madison Street, Burr Ridge, IL

I. CALL MEETING TO ORDER

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: Acting Chief Administrator Patrick Brenn.

b. The Pledge of Allegiance – The Pledge of Allegiance was recited.

II. APPROVAL OF MEETING MINUTES

- a. Regular Meeting Minutes of October 10, 2017. A motion was made by Commissioner Molinaro, second by Commissioner Sandilands to approve the minutes of the October 10, 2017, Regular Meeting as amended. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

III. COMMUNICATIONS

- a. Correspondence – A note was received that Anthony Parlick passed his probationary period. The Northern Illinois Alliance Fire Protection District newsletter was received.

- b. Invoices & bills – An invoice was received from Theodore Polygraph for \$500 and a second invoice for \$1,000 for three polygraphs and background checks. A motion was made by Commissioner Molinaro to approve the payment to Theodore Polygraph Services in the amount of \$1500, second by Commissioner Sandilands. Roll Call Vote: 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 \$15 for transcribing the October 10, 2017, Regular Meeting 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 –

- i. Seniority and ascertained merit points – there were questions regarding the submission of the ascertained merit points. At the last meeting Chief Niemeyer was authorized to request that the candidates submit their ascertained merit points. He sent out the request to six candidates on Oct. 11, 2017 with a deadline for submission of Oct. 20, 2017 by the end of the business day. Two candidates submitted their ascertained merit certificates or diplomas after the deadline. Acting Chief Brenn had received a request after the deadline from candidate Elizabeth Stutte to print her certification for Fire Officer, and Firefighter Joe Cunningham failed to submit his Bachelor's degree diploma before the deadline. He submitted his Master's degree and e-mailed Chief Niemeyer on the 20th, the date of the deadline, asking for an extension. The process was followed as per the Collective

Bargaining Agreement and no documents will be accepted after the deadline date. The Collective Bargaining Unit has no mention of a Master's degree. Commissioner Molinaro stated that the certifications and diplomas should be in their training file, and he is going to suggest on a going-forward basis that any certificates be put in the firefighter's training file, making this issue a moot point. Any ascertained merit points submitted by the deadline date will be applied.

Commissioner Sandilands will get a date to meet with Acting Chief Brenn to go through the paperwork and calculate the seniority. Orientation will be held on Monday and Tuesday, November 20th and 21st. Steve Hale notified all the candidates from the last test to see if they want to come in for feedback. One candidate did respond and that will be done next week. The Assessment and the Written Exam are all set. Steve Hale will contact Acting Chief Brenn regarding the tactical scenario. The problem employee and the written exercise, it will be scored as one exercise, but a written can be done to factor in with the problem employee portion. It can also be graded on spelling and grammar, as well. To avoid any perception of favoritism, it was suggested that Acting Chief Brenn remove himself as much as possible from the process. Commissioner Sandilands should choose the building and take pictures to present to Steve Hale and meet with the assessors.

- b. New Firefighters hires – the three new firefighter candidates have been interviewed and are moving on to their physicals, numbers one, two and four. Physicals are scheduled this week and the results should be back fairly quickly, within a week. It will most likely be a December 16th start date.

V. NEW BUSINESS - No New Business.

VI. CLOSED SESSION (If necessary) – Commissioner Molinaro made a motion to move into Closed Session to discuss the promotional process, second by Commissioner Sandilands. Voice Vote: Aye, 3, No, 0. Motion carried.

(5 ILCS 120/2)(Sec. 2 – (c), (1), The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body to determine its validity, as well as minutes, previous session.

VII. REGULAR MEETING RESUMED – The Regular meeting resumed at 1859 hours. The process will remain as previously discussed. Any documents received after the deadline date will not be counted.

VIII. OPEN FORUM – AUDIENCE - No audience comments.

IX. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Hansen has completed the requirements for Certified Commissioner. As firefighters pass their probation, they will be formally sworn in at the next Commissioners 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 1902 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary