

TRI-STATE BOARD OF FIRE COMMISSIONERS
MONTHLY BUSINESS MEETING
Held Tuesday, April 17, 2018 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 1702 hours by Commissioner Christopher Sandilands. Roll Call: Commissioner Cheryl Hansen, Commissioner Michael Mensinger. Also Present: Jacqueline Timmons, Recording Secretary, Fire Chief Sam Molinaro; Lt. Steve Tremper, Lt. Jeff Allenspach and Firefighter Jeff Farnsworth.

b. The Pledge of Allegiance – The Colors were presented and the Pledge of Allegiance was recited.

A motion was made by Commissioner Sandilands, second by Commissioner Hansen to move the swearing in of Firefighter Jeff Farnsworth to the front of business. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0. After the swearing in, a motion was made by Commissioner Sandilands, second by Commissioner Mensinger to temporarily suspend the meeting for cake and photos. Voice Vote: Aye, 3; No, 0. Motion passed.

II. APPROVAL OF MEETING MINUTES

a. Regular Meeting Minutes of March 13, 2018. A motion was made by Commissioner Hansen, second by Commissioner Mensinger to approve the minutes of the March 13, 2018, Regular Meeting as amended. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

III. COMMUNICATIONS

a. Correspondence – A proposal was received from Resource Management for the Battalion Chief promotional testing.

b. Invoices & bills – An invoice was received from Jacqueline Timmons, Recording Secretary, in the amount of \$25 for the March 13, 2018, Regular Meeting and preparation of the minutes. A motion was made by Commissioner Sandilands to approve the invoice and submit for payment, second by Commissioner Mensinger. Roll Call Vote: Commissioner Sandilands, aye; Commissioner Hansen, aye; Commissioner Mensinger, aye. Motion passed, 3-0.

IV. OLD BUSINESS

a. Battalion Chief promotional exam – A proposal was received Steve Hale from Resource Management to do the Battalion Chief promotional exam and he has done the testing in the past. Commissioner Hansen will contact him for possible dates. Chief Molinaro sent an e-mail to all lieutenants, but with the five-year time requirement as lieutenant as stipulated in the Collective Bargaining Agreement, there are five eligible to sit for the exam. Required education to take the test are: Incident Safety Officer, at least a provisional Fire Officer II, and Hazmat Incident Command. Chief Molinaro will confirm that with the Fire Marshal page, which he just gained access to. A letter will be sent to candidates asking them to sign up if they are interested in sitting for the exam. A meeting will be scheduled with Mr. Hale to select the reading materials for the test. The reading material will then be

purchased. The Collective Bargaining Agreement specifies reference materials will include: the contract, the SOPs and the Division 10 policies. Customized questions will be created by Chief Molinaro and Deputy Chief Brenn and suggestion of textbooks or manuals will be given to Mr. Hale. Once the books are obtained and the list posted, the time begins. There is a 90-day study period. The written test is last. The seniority, the ascertain merit points and veterans points will be compiled. The proposal from Steve Hale should include the optional review and appeal process, a review for candidates to go over their scores and voice any objections or challenges. Resource Management videotapes the testing so if there are any contested issues, it can be replayed. The scoring is videotaped also. It is a good learning tool for the test candidates. The test scoring remains the same as in previous Collective Bargaining Agreements. The orientation will be given on two different shifts at least 30 days before the Assessment Center. By May the test books will be selected, the tactical exercise and two management exercises. The test will be given in August or September. The test timeline will be given ahead of time.

V. NEW BUSINESS

- a. Swearing in of FF Farnsworth – Firefighter Jeff Farnsworth was sworn in at the beginning of the meeting and time given for cake and photographs.
- b. Review and revision of Tri-State Commissioner Rules – a Special Meeting will be held to discuss the chapters. The discussion was tabled until May 9th, 1:00 p.m.

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

VII. OPEN FORUM – AUDIENCE - Jeff Allenspach stated on the last test, the dates to turn in education points, some of the candidates said they were on vacation. The Commissioners will be creating a form to submit the documentation by a certain date.

VIII. BOARD MEMBER QUESTIONS AND COMMENTS – The next swearing in will be after June 5th. Chief Molinaro will check the Collective Bargaining Agreement and Silver Spanner and will provide a timeline at the next meeting. The contract language is not finalized yet.

IX. ADJOURNMENT: Motion made by Commissioner Sandilands to adjourn, second by Commissioner Hansen. Voice Vote: Aye, 3; No, 0. Motion carried. The meeting adjourned at 1752 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary