

TRI-STATE BOARD OF FIRE COMMISSIONERS
MONTHLY BUSINESS MEETING
Held Monday, June 11, 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 1834 hours by Commissioner Christopher Sandilands. Roll Call: Commissioner Cheryl Hansen, Commissioner Michael Mensinger. Also Present: Fire Chief Sam Molinaro; Jacqueline M. Timmons, Recording Secretary; Trustee Joseph Wolski; Lieutenant Stephen Tremper; and Steve Hale, Resource Management.

b. The Pledge of Allegiance – The Colors were presented followed by the Pledge of Allegiance.

Commissioner Sandilands made a motion to bring item V(a), the swearing in of Firefighter Brandon Gudovitz to the front of the agenda. Second by Commissioner Mensinger. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

Firefighter Brandon Gudovitz was sworn in. A motion was made by Commissioner Sandilands, second by Commissioner Mensinger to temporarily suspend the meeting to allow for photos and cake. Voice vote: Aye, 3; No, 0. Motion passed, 3-0.

II. APPROVAL OF MEETING MINUTES

a. Regular Meeting Minutes of Wednesday, May 9, 2018. A motion was made by Commissioner Sandilands, second by Commissioner Mensinger to approve the minutes of the May 9, 2018, Regular Meeting as presented. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.

b. Closed session meeting minutes of Wednesday, May 9, 2018. A motion was made by Commissioner Sandilands, second by Commissioner Mensinger to approve the Closed Session minutes of the May 9, 2018, meeting as presented. Voice vote: Aye, 3; No, 0. Motion passed, 3-0.

III. COMMUNICATIONS

a. Correspondence – Terri Radek e-mailed the Commissioners some change of addresses received for candidates on the Eligibility List. Commissioner Hansen gave her a copy of the candidates' profiles and credentials for the next batch.

b. Invoices & bills – An invoice was received from Jacqueline Timmons, Recording Secretary, in the amount of \$75 for the May 9, 2018, Regular Meeting and Closed Session 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 – Steve Hale has the policy updates, so he is working off the one that has been posted to the candidates. Mr. Hale asked if the contract specifies the number of questions that have to be from the policy areas. Chief Molinaro said last time, 20 of the 100 questions were on the policy areas. He said with the 80/20 and the materials chosen, there would not be an issue. Unless he hears differently, he will go with 80 percent coming from the textbooks and then

other 20 percent coming from the policy and procedure. Chief Molinaro said the reading list was posted on June 5th. The books are in all of the stations. Any time after 90 days from June 5th, they are okay to give the written exam. Steve Hale asked if the written exam was the final component, preceded by the Assessment Center. Chief Molinaro said it is the final component. He said since both candidates are on the same shift, he will ask the Union president if they will accommodate them and allow them to give just one day of orientation, rather than two. Mr. Hale said that would be preferable but he is prepared to do either. The orientation will precede everything and has to be 30 days in advance of the Assessment Center per the Collective Bargaining Agreement. The written test will have to be sometime after Labor Day. Chief Molinaro said it should be scheduled on the day before they work, so it would be a gold day. The Assessment Center will be sometime in August with the orientation in July. Chief Molinaro will send a schedule of workdays to Mr. Hale and he will see what he can get scheduled. Tentative dates are as follows: The written test will be September 7th starting at 8:30. It's a two-hour test with scoring immediately after followed by the review period at Station #3. The Assessment Center will be August 17th. The orientation will be July 14th from 9:00-11:00 a.m. There will be an in basket exercise. Mr. Hale asked if the candidates will use a laptop or will it be manual with pencil and paper. Chief Molinaro said a laptop would be better. Mr. Hale said they will need two laptops with Microsoft Word. He will give them each a flash drive. They will also receive the items in paper, but they can type out the response. They do not have to be connected to the network. It can also be a desktop computer. Candidates will be in the same room, each with their own table. They do not have to print their tests. The only thing manual will be filling out a monthly calendar for planning purposes. There will be an in basket, a problem employee, staff meeting, tactical. There will be four scenarios total. Steve Hale said subject matter content is normally done by the department head or their designee as a subject matter expert over this position. Mr. Hale asked who should documents be sent to. Commissioner Hansen said the documents can be sent to the Commissioners with a cc to Chief Molinaro. Mr. Hale left the meeting at 1823 hours.

- b. Review and revision of Tri-State Commissioner Rules – Commissioners Hansen and Mensinger will review it one last time and then it will be sent to Attorney John Murphy for review.
- c. New firefighter hires – There may be a retirement in the near future. The first person on the List is not licensed yet. The second person was hired in Oak Lawn so he took his first pass. The third person is Gallagher and he accepted to continue on in the process. His fingerprint check, FBI, Illinois State Police has been done. Theodore Polygraph was called to get him scheduled for his polygraph and scheduled for the background check. Then he will be sent for his physical and then last is the interview with Chief Molinaro. Chief Molinaro said it would be difficult to hire nine all at once, so he is going to check with the Board about hiring three, three and three.

V. NEW BUSINESS

- a. Swearing in of FF/PM Gudovitz – The swearing in was moved to the top of the agenda.

- b. Board elections – Commissioner Sandilands nominated Commissioner Hansen to serve as Chairman, second by Commissioner Mensinger. Commissioner Sandilands made a motion to nominate Commissioner Mensinger as Secretary, second by Commissioner Hansen. Roll Call Vote: Commissioner Sandilands, aye; Commissioner Hansen, aye; Commissioner Mensinger, aye. Motions passed. Commissioner Hansen’s term expires August 2018. Commissioner Mensinger’s term will expire in August of 2019. The new commissioner will be sworn in with a term to end in 2020.
- VI. CLOSED SESSION (If necessary) – No Closed Session.
- VII. OPEN FORUM – AUDIENCE - Trustee Joe Wolski thanked Commissioner Sandilands for his service.
- VIII. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Sandilands gave his official resignation from the Board of Commissioners. Commissioner Hansen said he will be missed. He thanked the Trustees for the opportunity. He said he feels working with former Commissioner Molinaro and Commissioner Hansen, they restored faith in the hiring process and promotional process. He is sad to leave the District. He was proud to serve the District. He said it was an honor and a privilege. Chief Molinaro said it was a pleasure working with Commissioner Sandilands and a second by Commissioner Mensinger.
- X. ADJOURNMENT: Motion made by Commissioner Sandilands to adjourn, second by Commissioner Hansen. Voice Vote: Aye, 3; No, 0. Motion carried. The meeting adjourned at 1840 hours.

Respectfully Submitted.

Michael Mensinger, Secretary