

TRI-STATE BOARD OF FIRE COMMISSIONERS  
MONTHLY BUSINESS MEETING  
Held Tuesday, July 10, 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 1830 hours by Commissioner Cheryl Hansen. Roll Call: Commissioner Michael Mensinger. Also Present: Deputy Fire Chief Patrick Brenn; Jacqueline M. Timmons, Recording Secretary; Lieutenant Jeffrey J. Allenspach and Firefighter Jeff Farnsworth.

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

II. APPROVAL OF MEETING MINUTES

a. Regular Meeting minutes of Monday, June 11, 2018. A motion was made by Commissioner Hansen, second by Commissioner Mensinger to approve the minutes of the June 11, 2018, Regular Meeting as presented. Voice Vote: Aye, 2; No, 0. Motion passed, 2-0.

III. COMMUNICATIONS

a. Correspondence – No correspondence.

b. Invoices & bills – An invoice was received from Theodore Polygraph Services in the amount of \$525 for the background check on Matthew Gallagher. A motion was made by Commissioner Hansen, second by Commissioner Mensinger to approve and submit for payment. Roll Call Vote: Commissioner Hansen, aye; Commissioner Mensinger, aye. Motion passed, 2-0. An invoice was received from Jacqueline Timmons, Recording Secretary, in the amount of \$50 for the June 11, 2018, Regular Meeting and preparation of the minutes. A motion was made by Commissioner Hansen to approve and submit for payment, second by Commissioner Mensinger. Roll Call Vote: Commissioner Hansen, aye; Commissioner Mensinger, aye. Motion passed, 2-0.

IV. OLD BUSINESS

a. Battalion Chief promotional exam – All test dates are set. The seniority and ascertained merit points will be posted tomorrow by Chief for the two candidates. The candidate orientation was held June 22<sup>nd</sup> at 0715 hours. The Assessment Center is scheduled for August 17<sup>th</sup> at 0745 hours at Station #3. The written exam and candidate review is September 7<sup>th</sup> at 8:30 – 11:30 a.m.

b. Review and revision of Tri-State Commissioner Rules – There were two drafts, one with all the markups. The drafts were reviewed. PDF conversion to Word caused some errors. Draft 2, page 3, on b, the word “perform” has a font glitch. A few more changes were found on page 5. There are no longer ads being placed in local newspapers so that needs to be removed. It is placed on the Internet. Under Section 2(b) where it says that “Applications will be received by the Board or their designated agent(s) for at least a two-week period prior to the commencement of examinations. It takes longer and that should come out. The Rules will be tabled so they can be reviewed one more time.

c. New firefighter hires – Matthew Gallagher has completed all the post offer activities, background check, physical and everything came back good and he had his

interview with the Chief Molinaro and Deputy Chief Brenn yesterday. He was given a conditional offer of employment July 30<sup>th</sup> pending the Commissioners' approval. Commissioner Hansen made a motion to accept and hire Matthew Gallagher as a full-time candidate firefighter, second by Commissioner Mensinger. Voice Vote: Aye, 2; No, 0. Motion passed.

The Firefighter Final Eligibility List has an incorrect expiration date of 2020. It should be corrected to 2019.

V. NEW BUSINESS

- a. As may be brought before the Board
- b. Commissioner Board vacancy – A couple applications have been received and they have until July 16<sup>th</sup> to turn them in to the Trustees. Trustee Habercoss asked Commissioner Hansen if she would like to sit in on the interviews of applicants for the vacant Commissioner position.

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

VII. OPEN FORUM – AUDIENCE – None.

VIII. BOARD MEMBER QUESTIONS AND COMMENTS – None.

X. ADJOURNMENT: Motion made by Commissioner Hansen to adjourn, second by Commissioner Mensinger. Voice Vote: Aye, 2; No, 0. Motion carried. The meeting adjourned at 1846 hours.

Respectfully Submitted,

Michael Mensinger, Secretary