

TRI-STATE BOARD OF FIRE COMMISSIONERS  
SPECIAL BUSINESS MEETING

Held Tuesday, April 04, 2017 at 6:30 p.m.  
10S110 Madison Street, Burr Ridge, IL

I. CALL MEETING TO ORDER

- a) The meeting was called to order at 1830 hours by Commissioner Salvatore Molinaro. Roll Call: Commissioner Christopher Sandilands, Commissioner Cheryl Hansen. Also Present: Chief Administrator Daniel P. Niemeyer and Steve Hale from Resource Management and Associates.
- b) The Pledge of Allegiance was recited.

II. OLD BUSINESS

- a) Presentations for new firefighter testing process. Mr. Hale indicated that they do not get involved in the application process usually. Written exam and oral interviews, they can assist in that regards. Most of their clients do their own application process at the Department and then they bring to them the applicants they are going to test. Mr. Hale stated that some other companies do electronic application processes and they are able to put the cost on the candidates. He has worked with some Districts that had another company handle the application process and they have handed the testing elements. The written examination is a 100-question multiple choice type testing format. It has a two-hour time limit for the candidates. Basic math skills will be covered, reading comprehension, analytical ability, and mechanical aptitude. It is a validated test out of a company called Cooperative Personnel Services out of Sacramento, California. They use their written exam for the entry level testing program. That can be scored immediately onsite. The tests are scanned and they report the results to the candidates. Candidates can then be scheduled for the next stage of the exam and they can be assigned to a roster. When the Hiring Act was changed, language was put in the Act about creating a validated passing point. A validation process would be needed. Mr. Hale said most Districts have reverted back to a traditional 70 percent passing point, saving any other validation information for the test. 70 percent on this type of exam will probably yield about 65 percent passing rate, about average based on national statistics on the mean score of the test. It is right around a 70 national mean. It is a fairly difficult test, well written. It measures the cognitive skills that the candidates need to be successful and trained. Other tests in the marketplace include personality assessments. That is another way to go. The test Mr. Hale said they use has three validated versions nationally. The validation files are kept onsite at the facility. The highest score he has seen on this type of test over a 20 year period is a 95. Mr. Hale can meet with the Commissioners ahead of time to get them a copy of the study guide so they will get an idea of the questions. The study guide is offered but is totally optional. It is not a mandatory part of this program. It is a \$5 per candidate cost. Depending on the application process, it may be recouped. It could make a point or two difference in their preparation. This type of testing was used for Bolingbrook's Fire Department about a month ago. About 60 percent of the population in this area is going to pass this test with a 70. There are a couple options for the

interview process. For entry level, most of the oral interviews they administer are group type method. The main reason is for time and money. It is a maximum of five in a group typically. If the Commissioners plan on doing the interviewing, their company would design the process, questions. They can be on site as an administrator with the Commissioners. One of the options in the proposal is to bring outside fire practitioners to serve as the interviewers. They quote 20 candidates per evening doing four groups of five. Depending on the number of candidates, it could be a two or three night interview process doing it evening hours on weekdays. He recommends that the first night of interviews that he meet with the Commissioners early and go through the questions at that time for security reasons. The Commissioners can get them ahead of time should they choose to do so. The scores can be given to the Commissioners within a few days of calculating the results. Their company would be responsible for checking in the candidates for their interviews with their photo IDs. They are given a numerical number 1 through 5 in the group and a timestamp, and the roster is matched with their identifiers later on in the process. They can assist with the weighting of the scores within the Department's rules, weight of the written score, weight of the oral or any other points in the rules, such as preference points. The only thing they don't really do is the application process. They are not set up to do an online application process. When looking through the bid, the costs will come down based on the number of candidates. The booklet costs are \$10 per booklet, study guides are optional. Base fee is a one-time base fee for every time they do the testing. There are shipping costs for the tests to be shipped here. The Commissioners will only be charged for what is actually used. Research Management will be responsible for all aspects of security. They will bring in test monitors. They will be available to attend an orientation. They will score them on site. They will give the candidates the results if they want them to. Commissioner Hansen asked if they sign that they received their information. Mr. Hale said he has not done it in the past, but it may not be a bad idea. He said it may be a good idea to consolidate the orientation and the written exam. It is one less date to have to get candidates in for. There would not be an extra cost for Mr. Hale to attend the orientation. There can be a half hour break between the orientation and the exam.

Commissioner Molinaro feels they will lose a fair number of candidates if the application process is not done online. The Commissioners can reach out to other companies to see if they are interested in doing the online application portion only. The Commissioners discussed handling the interviews themselves or having an outside company handle it. Commissioner Sandilands said he would like to take part in it. Commissioner Molinaro has worked for all of these and will abstain from the vote on which company to award the contract to. Commissioner Hansen said one company did handle applications only. The Commissioners compared the prices of each of the companies. Commissioner Hansen said a video could be put on Facebook or on the District's website. Commissioner Molinaro said the history of the District should be given at the orientation, and a Union representative will speak as well.

The Commissioners will reach out to see what other methods are used to notify if there are openings. All Commissioners are in favor of the online application.

- III. CLOSED SESSION (If necessary) - No Closed Session.
- IV. OPEN FORUM - AUDIENCE: No audience questions or comments.
- V. BOARD MEMBER QUESTIONS AND COMMENTS – Commissioner Molinaro will not be able to attend the May 5-6<sup>th</sup> Commissioners Association conference. He can attend the one in the fall. Commissioner Hansen will contact Mike at Stanard & Associates to see if they will do the online applications alone, and will confirm with Amy at IO Solutions that they do applications at a cost of \$28 per applicant.
- 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 1921 hours.

Respectfully Submitted.

Cheryl Hansen, Secretary