

TRI-STATE BOARD OF FIRE COMMISSIONERS  
MONTHLY BUSINESS MEETING  
Held Tuesday, November 17, 2020 at 4:30 p.m.  
10S110 Madison Street, Burr Ridge, IL

I. CALL MEETING TO ORDER

a. Roll Call

The meeting was called to order at 1643 hours by Commissioner Hansen. Roll Call: Commissioner Michael Mensinger, Commissioner William Thomas. Also Present: Fire Chief Sam Molinaro and Jacqueline M. Timmons, Recording Secretary.

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

II. APPROVAL OF MEETING MINUTES

- a. Regular Meeting minutes of Tuesday, October 6, 2020. A motion was made by Commissioner Mensinger to approve the minutes as corrected of the October 6, 2020, Regular Meeting as presented, second by Commissioner Thomas. Voice Vote: Aye, 3; No. 0. Motion passed, 3-0.

III. COMMUNICATIONS

- a. Correspondence – Fire Call magazines were received for the Commissioners. Fire G.U.A.R.D was also received.

- b. Invoices and bills – An invoice was received from IO Solutions in the amount of \$1,285 for the entry level firefighter testing. Motion made by Commissioner Mensinger, second by Commissioner Thomas to approve the invoice and submit for payment. Roll Call Vote: Commissioner Mensinger, aye; Commissioner Thomas, aye; Commissioner Hansen, aye. Motion passed, 3-0. An invoice was received from Resource Management Associates in the amount of \$1,250 for candidate firefighter interviews. A motion was made by Commissioner Mensinger, second by Commissioner Thomas to approve the invoice and submit for payment. Roll Call Vote: Commissioner Mensinger, aye; Commissioner Thomas, aye; Commissioner Hansen, aye. Motion passed, 3-0. An invoice for \$25.00 was received from Jacqueline Timmons, Recording Secretary, for the October 6, 2020, meeting and preparation of the minutes. Commissioner Mensinger made a motion to approve the invoice and submit for payment, second by Commissioner Thomas. Roll Call Vote: Commissioner Mensinger, aye; Commissioner Thomas, aye; Commissioner Hansen, aye. Motion passed, 3-0.

IV. OLD BUSINESS

- a. Candidate hiring process – The process started August 14, 2020. The application went live online and closed September 10, 2020, with 44 applicants. The virtual testing was online October 8<sup>th</sup> and 9<sup>th</sup>. There were 41 eligible candidates. Results were received October 13<sup>th</sup>. There were 28 who completed the test and 23 passed. Interviews were held October 26<sup>th</sup>. Twenty-three candidates were interviewed. There were two no shows. There are 21 on the preliminary Eligibility List as of November 3rd. The final Eligibility List will be posted tomorrow by Chief Molinaro. Six candidates presented for preference points for Associates degrees, and they will receive 3 points each.
- b. Old candidate list resolution – Candidate Ryan Dubowski, No. 43, took a first pass. He was contacted again and has failed to respond to the second contact, so he will be

removed from the List. Trevor Noonan, who was candidate No. 36 on the old List. He retested and is on the new Eligibility List, candidate No. 7, and the old List will be declared exhausted. Commissioner Thomas made a motion to declare the old Eligibility List exhausted, second by Commissioner Mensinger. Voice Vote, Aye, 3; No, 0. Motion passed, 3-0.

- c. New candidate testing list status – The new Eligibility List will be posted tomorrow.
- d. Battalion Chief promotional process update – The Assessment orientation will be November 24<sup>th</sup> and all three candidates will be on one day. Steve Hale will go over the portions of the test with the candidates. The Assessment Center is January 6, 2021. Then ascertained merit and seniority points will be added. The Assessment Center points will be added and posted on January 25<sup>th</sup>. The Written exam and candidate feedback session is January 27, 2021, The preliminary List will then be posted. Military preference points will be added. One candidate is a veteran but the points may have been used on the Lieutenant's promotional exam. The preliminary List will be posted. The candidates have 10 days to submit their points. Then the Final List will be posted.

#### NEW BUSINESS

- a. Begin hiring process for new FF/EMT-Ps – The candidate applications will be printed and they will be contacted starting with candidate No. 1. There are two vacancies. Chief Molinaro recommended starting the hiring process with the first three candidates, background checks, polygraphs and psychological evaluations. Commissioner Hansen made a motion that the top three candidates be contacted to start the hiring process, second by Commissioner Mensinger. Voice Vote: Aye, 3; No, 0. Motion passed, 3-0.
  - b. As may be brought before the Board of Commissioners. Commissioner Mensinger will be resigning effective November 18<sup>th</sup>. He is moving to the Board of Trustees. He will submit his official letter of resignation tomorrow.
- V. CLOSED SESSION (If necessary) – Compliant with Open Meetings Act – 5 ILCS 120/2 – No closed session.
- VI. OPEN FORUM – AUDIENCE – No audience.
- VII. BOARD MEMBER QUESTIONS AND COMMENTS – Congratulations were extended to Commissioner Mensinger in his new role as Trustee.
- IX. ADJOURNMENT: Motion made by Commissioner Hansen, second by Commissioner Mensinger to adjourn. Voice Vote: Aye, 3; No, 0. Motion carried. The meeting adjourned at 1700 hours.

Respectfully submitted,

Cheryl Hansen, Chairman