

Elburn & Countryside Fire Protection District
Board of Commissioner's Meeting
10-11-17

Date: Wednesday, October 11, 2017 5:00 pm

Chairman Robert Loula called the meeting to order at 5:00 pm with the following people in attendance.

R. Loula S. Herra K. Murphy J. Cluchey T. Haley P. Hall M. Hanson

Chief Cluchey led the Board of Fire Commissioners in the Pledge of Allegiance.

Public Comment:

- None

Previous Meeting Minutes:

- a) Motion to approve the Meeting Minutes from July 12th, 2017

R. Loula called for any additions or corrections to the meeting minutes. K. Murphy stated that there were no notations in the minutes that the Board of Fire Commissioners requested the revised rules and forms be sent to them weeks before the October meeting so they had plenty of time to review them.

S. Herra made a motion to accept the minutes of July 12th, 2017 with the revision noted. K. Murphy seconded the motion. It was voted on and approved with a copy placed on file.

Attorney Report

- No report

Staff Reports

- 1) Chief J. Cluchey
 - Chief Cluchey informed the Board of Fire Commissioners that Lt. Matthew Hanson is currently participating in the Leadership Mentoring Program which was instituted in preparation for replacing Assistant Chief Craig Hanson. There are six Lieutenants participating with 8 week rotations as the acting Assistant Chief. He stated that the district has hired a mentor, Kevin Rynders, who will be working with each Lieutenant. He noted that they will have a simulation each week, a project involving research, catalysts/symptoms, identify problems, resources, present to the Chief then move forward into implementing solutions. The Lieutenant will present their project to the Board of Trustees and mirror the Chief and Assistant Chief Haley at meetings. Each candidate will have a 4 week and 8 week review and an oral interview with the Chief. Chief Cluchey will make a recommendation to the Board of Trustees at the end of the Lieutenants rotations, approximately one year process, for the Assistant Chief position.
- 2) Assistant Chief T. Haley
 - No report
- 3) Administrative Assistant P. Hall
 - No report

Old Business

- 1) ECFPD Board of Fire Commissioners Rules and Forms
 - a) Motion to approve revised ECFPD Board of Fire Commissioners Rules and Forms
 - Commissioner Murphy stated that he'd like to make a motion to table discussion and approval of the revised Board of Fire Commissioners Rules and Forms to the January meeting because of the limited time to evaluate the material.
 - Discussion was held in regards to continuing with the process and reviewing the revisions. It was noted that no approval is needed this month but the commissions needs to express the revisions they desire so the district can move forward.

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- Chief Cluchey expressed his desire to review the revisions that were made based on the fire commissioners recommendations at the last meeting. He noted that the changes are defined in the email sent by Administrative Assistant P. Hall dated 10/06/17. A copy has been placed on file.
 - The Board of Fire Commissioners agreed.
 - Chief Cluchey reviewed the revisions as recommended in July 2017.
- I. 3.03 Order & Weight of Examinations (Pg. 8) references to Appendix B – The weighted score has been changes from 75% Written Exam and 25% Oral Interview to 55% Written Test & 45% Oral Interview.
- Discussion was held in regards to the scoring. Chief Cluchey noted that the candidates have already achieved academic success based on their certifications such as BOF and EMT-P. The written exam does not cover personnel type issues such as social, attitude, etc...
 - Chief Cluchey confirmed with Attorney Britz that the objective does not have to have a heavier weight than the subjective. Attorney Britz stated no.
 - The Board of Fire Commissioners agreed that more power should be given to the interviews. The commission agreed to change the Order & Weight of Examinations to 50% Written Test and 50% Oral Test.
- II. 3.10 Final Eligibility List B. Preference Points 2. Fire Cadet Preference Points (Pg. 10) has remained in the rules due to the Explorer program that the district hosts. Elburn Explorers would qualify for preference points under this section.
- Chief Cluchey recommended that the commission allow Fox Valley Career Center students & Elburn Explorers credit for their involvement in the fire service. (Not to be combined with POC experience points) The fire cadet needs to start with the Fox Valley Career Center/Elburn Explorers and finish with us. This must be clearly defined for in our program only. Once the cadet is POC certified, cadet points stop and POC experience preference points begin. The goal is to train people to stay, then begin the recruit program in January. Cadet credit will help them.
 - Chief Cluchey will check the laws, write it up and review with the attorney.
- III. 3.10 Final Eligibility List B. Preference Points 3. Educational Preference (Points (Pg. 10) & Form 5 needs further discussion/research on defining the Associates Degree points for a degree in the field of fire science or emergency medical services versus the Bachelor's Degree.
- Discussion was held in regards to educational preference points. Attorney Britz noted that the associate degree needs to be fire service related and the bachelor's degree can be a bachelor's in anything. He noted that this cannot be changed. The district needs to follow the state statue.
 - It was determined to update Form 5 so this is clearly defined.
- IV. 3.10 Final Eligibility List B. Preference Points 5. Experience Preference Points (Pg. 11) & Appendix A, Form 5 has been clearly defined to reflect POC Preference points apply only to ECFPD personnel.
- Confirmed clear definition of POC Preference points apply only to ECFPD personnel on Form 5.
- V. Chapter 9, 9.0 Procedures – Removal, Discharge & Suspension has been removed all together and replaced with a clarification on the process. (Pg. 17) The Board of Trustees will be adopting rules in regards to this.
- Confirmed that the Board of Trustees will be adopting rules for procedures – Removal, Discharge & Suspension of employees. Remove Chapter 9, 9.0 Procedures– Removal, Discharge & Suspension.
- VI. Form 3 Certification of Safe Participation in Job Task Test was removed due to applicants now being CPAT certified and replaced with a new Form 3. The new Form 3 was added due to issues contacting candidates in a timely manner when we attempt to contact them with a conditional offer of employment. The form is designed to make sure the candidate understands their responsibility to notify the district of address/phone/email changes and the consequences of not doing so.
- Confirmed Form 3 is not required due to CPAT being required at the time of hire. Remove Form 3 Certification of Safe Participation in Job Task Test.

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New Business

1) Fire Fighter/ Paramedic (FF/PM) Position – New Hire

- Chief Cluchey noted that a new FF/PM needs to be hired to cover an open position due to the promotion of a Fire Fighter/Paramedic to Lieutenant due to the Leadership Mentoring Program that the district has implemented. This program will take approximately one year to complete.
- Chief Cluchey noted that a conditional offer of employment has been extended to several candidates. He reviewed the list of eligible candidates and who has not replied to the conditional offer of employment and others that have taken a bye.
- The district is currently waiting on a reply for a candidate to fill the FF/PM position.

2) Lieutenant Promotion Ceremony (October 16th, 2017)

- Chief Cluchey stated that FF/PM Stephen Fuller will be promoted to Lieutenant on October 16th, 2017. A special meeting will be posted due to the Board of Trustees and Board Fire Commissioner both being present.
- Discussion was held in regards to the need for guidelines for promotional ceremonies.

Good of the Organization:

- Chief Cluchey noted that clarification is needed for two part questions at oral interviews. Commissioner S. Herra stated that two part questions require two answers. If the candidate does not answer both questions, they should lose points. The Board of Fire Commissioners agreed.
- It was determined that the grade sheets will reflect a split for two part questions. It was also noted that the Interviewer will clearly notify the candidate that this is a two part question before asking the question.
- Commissioner Murphy stated that the rules of the Board of Fire Commissioners state that the board needs to create a budget before the levy request in December and final approval. Discussion was held in regards to the administration handling this in the past. Administrative Assistant P. Hall will send past budget information to the Board of Fire Commissioners for review.
- Chief Cluchey advised the Board of Fire Commissioners to send any new ideas they may have to Administrative Assistant P. Hall as soon as possible.
- Chief Cluchey reviewed the tax levy request process noting that the county determines what the district receives. Funds are applied to areas of need first – employee costs, building and vehicle needs, maintenance, etc...
- The Board of Fire Commissioners have scheduled a special meeting for November 28th, 2017.

S. Herra made a motion to adjourn the meeting at 6:11 pm. K. Murphy seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela C. Hall
Administrative Assistant
Elburn & Countryside Fire Protection District