

Elburn & Countryside Fire Protection District
Board of Fire Commissioner's Meeting
04/10/19

Date: Wednesday, April 10, 2019 5:00 pm

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

K. Murphy S. Herra M. Hanson P. Hall

Chairman Murphy 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 January 9, 2019

K. Murphy called for any additions or corrections to the meeting minutes.

S. Herra made a motion to accept the minutes of January 9, 2019. K. Murphy seconded the motion. It was voted on and approved with a copy placed on file.

- b) Motion to approve the executive session meeting minutes from January 9, 2019

K. Murphy called for any additions or corrections to the meeting minutes.

S. Herra made a motion to accept the executive session meeting minutes of January 9, 2019. K. Murphy seconded the motion. It was voted on and approved with a copy placed on file.

- c) Motion to approve the special meeting minutes from January 14, 2019, January 16, 2019, February 11, 2019, February 13, 2019 and March 19, 2019.

K. Murphy called for any additions or corrections to the special meeting minutes.

S. Herra made a motion to accept the special meeting minutes from January 14, 2019, January 16, 2019, February 11, 2019, February 13, 2019 and March 19, 2019. K. Murphy seconded the motion. It was voted on and approved with a copy placed on file.

- d) Motion to approve the special meeting executive session minutes from January 14, 2019, January 16, 2019, February 11, 2019 and February 13, 2019.

K. Murphy called for any additions or corrections to the special meeting minutes.

S. Herra made a motion to accept the special meeting executive session minutes from January 14, 2019, January 16, 2019, February 11, 2019, February 13, 2019 and March 19, 2019. K. Murphy seconded the motion. It was voted on and approved with a copy placed on file.

Attorney Report

- Not present

Staff Reports

- 1) Chief J. Cluchey

- Not present

- 2) Assistant Chief T. Haley

- Not present

- 3) Assistant Chief M. Hanson

- a) BOF Graduation Ceremony– May 10, 2019

- Assistant Chief Hanson informed the Board of Fire Commissioners that the BOF Graduation Ceremony will take place at Station #1 on May 10, 2019 starting at 6:00 pm. Dinner at 6:15 pm and the Graduation Ceremony will take place at 7:00 pm.

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b) Special Meeting for Swearing In Ceremony

- Assistant Chief Hanson informed the Board of Fire Commissioners that a special meeting has been scheduled for April 24, 2019 at 5:30 pm. The special meeting is to perform the Swearing In Ceremony for new employee, Byron Ferguson. He noted that B. Ferguson is an active military member. He will work for 2 weeks and then is mandated to attend 3 weeks of military training before returning to work.

4) Administrative Assistant P. Hall

- Administrative Assistant P. Hall noted that the district continues with the promotional process. She then reviewed several dates with the Board of Fire Commissioners.
 - i. Assessment Center Orientation; May 1, 2019 (Not required to attend)
 - ii. Assessment Center; May 6, 2019 (Not required to attend)
 - iii. Subjective Evaluation - Oral Interviews; May 8, 2019 Interviews by appointment from 5:30 – 8:30 pm (Special meeting-Required to attend)
 - iv. Special Meeting - Create Preliminary Promotion List; May 22, 2019 (Required to attend)
 - v. Preliminary List Posted; May 24, 2019
 - vi. Veterans Point Applications Due; June 3, 2019
 - vii. Final Promotion List Posted; June 10, 2019
- Administrative Assistant P. Hall also noted that a special meeting will be need to be scheduled to accept veteran points, if any, and create the final list. A date will be discussed and chosen at the May 22, 2019 meeting.

Old Business

- Discussion was held in regards to revising the Fire Commissioners rules and forms. Administrative Assistant P. Hall noted that Chief Cluchey has stated that a review will take place and new rules and forms adopted after the promotional process is complete.

New Business

- 1) Promotional Testing Process - Ascertained Merit
 - a) Motion to award ascertain merit for the promotional testing process
 - Assistant Chief Hanson informed the Board of Fire Commissioners that after reviewing the promotional process, it was noted that there are some differences in the Fire Commission rules, Fire Commission forms and the Collective Bargaining Agreement.
 - Discussion was held in regards to the following:
 - i. The Fire Commission rules do not address preference points other than military.
 - ii. Assistant Chief Hanson noted that Chief Cluchey consulted with the district attorney Shaun Flaherty to clarify awarding of preference points. Attorney Flaherty made it very clear that the Collective Bargaining Agreement (CBA) trumps the Fire Commission rules &/or forms in regards to preference point values.
 - iii. The CBA states that a candidate can receive a maximum of 6 points. However, it does not list a minimum point value for education. Assistant Chief Hanson noted that after reviewing with a union representative to verify the intention of the CBA, it was determined that the maximum value is 6 and minimum value is 2. (2 points per degree successfully obtained). The Board of Fire Commissioners agreed.
 - iv. There are 4 degrees listed under the section on Associates Degrees. Are they specific to what's listed? Are the exclusive or inclusive? Assistant Chief Hanson noted that after reviewing with union representatives to verify the intention of the CBA, it was determined that they are inclusive. The consensus of the CBA representatives is that the associates degrees listed are examples (Not Specific) For Example: A degree in Emergency Medical Technician-Paramedic would be a related field such as Nursing. The Board of Fire Commissioners agreed.

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- Administrative Assistant P. Hall presented a spreadsheet outlining the preference point requests without prejudice. Employee names were not listed. Candidates were listed as Candidate A-F. A copy has been placed on file.
- The Board of Fire Commissioners reviewed each candidate and the recommendations for preference points.

S. Herra made a motion to award ascertain merit for the promotional testing process as presented. K. Murphy seconded the motion. It was voted on and approved with a copy placed on file.

Good of the Organization:

- It was noted that all three Fire Commissioners have completed their Economic Interest Statements.

S. Herra made a motion to adjourn the meeting at 5:18 pm. K. Murphy seconded the motion. It was voted on and approved.

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