

Elburn & Countryside Fire Protection District
Board of Commissioner's Meeting
01/09/19

Date: Wednesday, January 9, 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 A. Hamilton J. Cluchey T. Haley M. Hanson P. Hall

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 October 15, 2018

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

A. Hamilton made a motion to accept the minutes of October 15, 2018. S. Herra seconded the motion. It was voted on and approved with a copy placed on file.

- b) Motion to approve the special meeting minutes from December 3, 2018

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

S. Herra made a motion to accept the special meeting minutes of December 3, 2018. A. Hamilton 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

- Chief Cluchey thanked the Commissioners Murphy and Herra for attending orientation on January 8th, 2019.
- Chief Cluchey stated that Chairman Murphy has requested the website be updated for the commission by removing the excerpt on discipline. Chief Cluchey informed the Board of Fire Commissioners that they are responsible for discipline of non-union members. Discipline is overseen by career members such as the Chief, Assistant Chiefs and the Fire Marshal. Chief Cluchey will also be reviewing the commission rules to verify the discipline is listed correctly.
- Chief Cluchey noted that he is working with Resource Management for the promotional testing process.

- 2) Assistant Chief T. Haley

- No report

- 3) Assistant Chief M. Hanson

- No report

- 4) Administrative Assistant P. Hall

- No report

Old Business

- 1) Current List of Eligible Candidates Update

- a) New Hire

- The current list of eligible candidates noting their status was provided to the Board of Fire Commissioners for their review. A copy has been placed on file.

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- Chief Cluchey informed the Board of Fire Commissioners that Megan Bacon accepted the position then withdrew her acceptance so she has been stricken from the list. Joshua Giovenco took a Bye. The certified letter with a conditional offer of employment sent to Alyssa McLaughlin was returned undeliverable. Attorney Britz advised the administration that they need to attempt to notify her via email or phone if another form of communication was noted on her application. She was contacted via email and accepted the position.

New Business

- 1) Initial List of Eligible Candidates
 - a) Motion to approve the Initial List of Eligible Candidates
- Chief Cluchey informed the Board of Fire Commissioners that twenty-eight individuals applied via National Testing Network for the district to establish a new list of eligible candidates. One individual failed the written exam and was disqualified. Three individuals did not show up to orientation and were disqualified leaving twenty-four candidates to advance to the interview process.
- Discussion was held in regards to the Initial List of Eligible Candidates. It was determined that the list will be created with no point values and in alphabetical order.

A. Hamilton made a motion to accept the current candidate list to advance to the interview process. S. Herra seconded the motion. It was voted on and approved.

- 2) Interview Schedule
 - a) Motion to approve the Interview Schedule
- Chief Cluchey informed the Board of Fire Commissioners that the twenty-four candidates that attended were given a card with a number listed on it upon check in at orientation. A lottery was done for interview scheduling and worked out very well. At the end of orientation, candidates were given the opportunity to schedule their interviews in the order of their numbered card.
- The interview schedule was presented for review and approval.

S. Herra made a motion to approve the Interview Schedule. A. Hamilton seconded the motion. It was voted on and approved with a copy placed on file.

- 3) Interview Questions [Executive Session - Section (2)(c)(1)]
 - a) Motion to approve Interview Questions

At 5:31 pm, Chairman K. Murphy called an executive session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity).

At 5:32 pm, a motion to go into executive session was made by K. Murphy. S. Herra seconded the motion.

Roll Call Vote

3	Ayes
0	Nays
0	Absent

At 6:33 pm, the executive session ended with a motion by S. Herra. A. Hamilton seconded the motion.

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Roll Call Vote

<u>3</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

Action taken after executive session:

A. Hamilton made a motion to approve the interview questions. S. Herra seconded the motion. It was voted on and approved.

The Board of Fire Commissioners also noted that the district will use the principles of rounding for scoring interviews to calculate the total average score. 0.5 + will round up and 0.49 - will round down.

Good of the Organization:

- Chairman Murphy noted that Appendix C (Testing Criteria for Promotion) in the Rules of the Fire Commission list Captains. Chief Cluchey informed the Board of Fire Commissioners that the district does not have a captain position.
- Chief Cluchey reminded the Board of Fire Commissioners that they are required to complete Economic Statements annually. He recommended that they complete them as soon as they are notified via email.
- Chief Cluchey also noted that A. Hamilton will need to complete ethics training and Open Meeting Act training on the Illinois Attorney General website.

S. Herra made a motion to adjourn the meeting at 6:40 pm. A. Hamilton seconded the motion. It was voted on and approved.

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