

Elburn & Countryside Fire Protection District
Board of Fire Commissioner's Special Meeting
07/22/20

Date: Wednesday, July 22, 2020 5:00 pm

Chairman Stephen Herra called the meeting to order at 5:05 pm with the following people in attendance.

S. Herra	P. Panagakis	J. Cluchey	M. Hanson	P. Hall	S. Flaherty	T. Hall
J. Miller	A. Oliver	D. Oliver	C. Hathaway	C. Meyers		

Chairman S. Herra led the Board of Fire Commissioners in the Pledge of Allegiance.

Public Comment:

- None

Previous Meeting Minutes:

- a) Motion to approve the special meeting minutes from the disciplinary hearing in the matter of Joseph Cluchey vs. Tate Haley
 - i. November 14, 2019
 - ii. November 19, 2019
 - iii. December 10, 2019

S. Herra made a motion to approve the special meeting minutes from the disciplinary hearing in the matter of J. Cluchey vs. T. Haley for November 14, 2019, November 19, 2019 and December 10, 2019. P. Panagakis seconded the motion. It was voted on and approved with copies placed on file.

- b) Motion to approve executive session special minutes from the disciplinary hearing in the matter of Joseph Cluchey vs. Tate Haley
 - i. November 19, 2019
 - ii. December 10, 2019

P. Panagakis made a motion to approve the special meeting minutes from the disciplinary hearing in the matter of J. Cluchey vs. T. Haley for November 19, 2019 and December 10, 2019. S. Herra seconded the motion. It was voted on and approved with copies placed on file.

- c) Motion to approve the meeting minutes from January 8, 2020

S. Herra made a motion to approve the minutes from January 8, 2020. P. Panagakis seconded the motion. It was voted on and approved with a copy placed on file.

Attorney Report

- Attorney S. Flaherty stated that the post COVID-19 Open Meetings Act was amended. There is no need to wait on the Governor to hold electronic meetings. No laws passed that affect communications and there is nothing new to discuss.

Staff Reports

- 1) Chief J. Cluchey
 - No report
- 2) Assistant Chief M. Hanson
 - No report

Elburn & Countryside Fire Protection District
Board of Fire Commissioner's Special Meeting
07/22/20

- 3) Administrative Assistant P. Hall
 - No report

Old Business

- None

New Business

- 1) Election of Officers
 - a) Motion to approve election of officers (Roll Call Vote)
 - Administrative Assistant P. Hall reminded the Board of Fire Commissioners that the annual election of officers is needed. Discussion was held amongst the commissioners on the open positions. The commissioners agreed that the officers will be as follows: President Stephen Herra and Secretary/Treasurer Peter Panagakis.

S. Herra made a motion to approve the election of officers. P. Panagakis seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

2 Yay
0 Nay
1 Absent

- 2) 2020-2021 ECFPD Board of Fire Commissioners Meeting Dates
 - a) Motion to ratify the 2020-2021 ECFPD Board of Fire Commissioners Meeting Dates
 - Administrative Assistant P. Hall presented the 2020-2021 Elburn & Countryside Fire Protection District Board of Fire Commissioners Meeting Notice for approval and signature.
 - The 2020-2021 Elburn & Countryside Fire Protection District Board of Fire Commissioners Meeting dates are July 22, 2020, October 14, 2020, January 13, 2021 and April 14, 2021.

P. Panagakis made a motion to approve the 2020-2021 Elburn & Countryside Fire Protection District Board of Fire Commissioners Meeting Dates. S. Herra seconded the motion. It was voted on and approved with a roll call vote and a copy placed on file.

Roll Call Vote

2 Yay
0 Nay
1 Absent

- 3) Executive Session Minutes
 - a) Motion to approve or deny release of executive session minutes
 - Administrative Assistant P. Hall informed the Board of Fire Commissioners that they are required to semi-annually review and then either release or deny the release of executive session minutes.

S. Herra made a motion to deny the release of executive session minutes. P. Panagakis seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

2 Yay
0 Nay
1 Absent

- 4) Destruction of tapes of Executive Session Minutes

Elburn & Countryside Fire Protection District
Board of Fire Commissioner's Special Meeting
07/22/20

- a) Motion to approve or deny the destruction of tapes of executive session minutes more than 18 months old
- Attorney S. Flaherty informed the Board of Fire Commissioners that they have the right to approve or deny the destruction of tapes of executive session minutes more than 18 months old.

P. Panagakis made a motion to approve the destruction of tapes of executive session minutes more than 18 months old. S. Herra seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

2 Yay
0 Nay
1 Absent

- 5) ECFPD Board of Fire Commissioners Rules and Forms
 - a) Motion to approve revised ECFPD Board of Fire Commissioners Rules and Forms
 - Chief J. Cluchey informed the Board of Fire Commissioners that the commission rules need to be revised to match the collective bargaining agreement and state statute. The Board of Fire Commissioners reviewed the rules and proposed changes.
 - Discussion was held in regards to preference points. Attorney S. Flaherty noted that preference points should be at least 10 points, no more than 30 points.
 - Chief J. Cluchey stated that he is opposed to 20 preference points for Apprentice. Chairman S. Herra also is opposed to 20 points. It was determined that an additional meeting will be needed to approve Apprentice Points and a revision to the rules may be needed again.

P. Panagakis made a motion to adopt the ECFPD Board of Fire Commissioners Rules and Forms as amended. S. Herra seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

2 Yay
0 Nay
1 Absent

- 6) Entry Level Testing Process
 - a) Motion to approve tentative timeline for the Entry Level Testing Process
 - Chief J. Cluchey reviewed the tentative timeline for the hiring process. A copy has been placed on file. It was noted that interview questions will not be reviewed and approved until the date of the first interview.
 - Discuss was held in regards to hiring NTN/Ergometrics again. The Board of Fire Commissioners agreed to hire NTN/Ergometrics to assist in the portion of the hiring process of online applications and the written exam.

P. Panagakis made a motion to approve tentative timeline for the Entry Level Testing Process. S. Herra seconded the motion. It was voted on and approved.

- 7) Appointment of Lieutenant &/or FF/Paramedic
 - b) Motion to authorize temporary appointments of Lieutenant and Firefighter/Paramedic
 - Chief J. Cluchey reviewed the current staffing and the employees on leave. He noted that the district is short on one shift.
 - Chief J. Cluchey noted that the district has an APT program and these FF/PM employees are currently working the 24/48 hr. shift schedule. He also stated that the one person on the Lieutenant list is currently off on medical leave. The Lieutenant position would be filled with an existing acting officer who is highest on the list.
 - Attorney S. Flaherty informed the Board of Fire Commissioners that the district is allowed to temporarily appoint a Lieutenant and Firefighter/Paramedic per the state statute.

Elburn & Countryside Fire Protection District
Board of Fire Commissioner's Special Meeting
07/22/20

- Discussion was held in regards the length of time allowed for temporary positions. It was noted that Firefighter/Paramedics are allowed up to 60 days, twice-concurrently, and the Lieutenant position is allowed up to 180 days per the state statue.
- Chief J. Cluchey noted that the Board of Trustees has approved the appointments.
- Chairman S. Herra inquired as to if the union is in agreement of the temporary positions or if they have any concerns. Union Representative T. Hall stated that the union does not have a problem with the appointments. They have a few questions but no concerns.

S. Herra made a motion to authorize the temporary appointment of a Lieutenant and Firefighter/Paramedic. P. Panagakis seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

2 Yay
0 Nay
1 Absent

8) New Hire

- a) Motion to authorize contingent full time job offer, if needed
- Discussion was held in regards to the possible need to hire a full time employee if an employee on FMLA resigns. It was determined that the agenda item can be tabled and a special meeting called, if deemed necessary.

Good of the Organization

- No comments

S. Herra made a motion to adjourn the meeting at 6:48 pm. P. Panagakis seconded the motion. It was voted on and approved.

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