

## Elburn & Countryside Fire Protection District Board of Commissioner's Meeting

Date: Wednesday, April 9, 2008

Chairman Robert Loula called the meeting to order at 5:09 pm with the following people in attendance.

Robert Loula  
Wayne Stevens

Robert Gurgos  
Tate Haley

Tom Kuebelbeck  
Pam Hall

Previous Meeting Minutes:

Robert Loula called for any additions or corrections to the minutes from the previous quarter's meeting. Robert Gurgos made a motion to accept the minutes as presented. Tom Kuebelbeck seconded the motion. It was voted on and approved with a copy placed on file.

Public Comment:

None

Correspondence:

None

Chief Callaghan:

Not present

Assistant Chief W. Stevens of EMS:

1) Testing process

- Assistant Chief Stevens informed the Fire Commissioners that the district has been awarded the SAVER Grant in the amount of \$632,550.00 over a four year period. The grant will allow the district to hire 6 full time fire fighters/paramedics. The grant award package states that the employees need to be hired within 90 days. To complete the grant and be awarded the funds, hiring must be completed by May 22<sup>nd</sup>, 2008.
- Assistant Chief Stevens explained that he has mailed certified letters to the candidates on the eligibility list. He requested that the candidates respond with their intentions on whether they want to remain on the list, are taking a pass or if they want to be removed from the list.
- Assistant Chief Stevens presented the eligibility list of twenty candidates and explained the notations for each candidate.
  - a) Four candidates were hired in May 2007 by the Elburn & Countryside Fire Protection District.
  - b) One candidate has been dropped from the list due to accepting the position offered by the Elburn & Countryside Fire Protection District in May 2007 & then resigning from the position.

Assistant Chief W. Stevens of EMS continued:

- c) Four candidates did not respond to the certified letter so Assistant Chief Stevens requested that they be dropped from the list.
- d) Five candidates responded with the intention of dropping from the list due to accepting a position elsewhere or not having the proper qualifications.
- e) Six candidates responded with the intention of remaining on the list.

A motion to drop the four candidates that did not respond to the certified letter was made by Tom Kuebelbeck. The motion was seconded by Robert Gurgos. It was voted on and approved.

- Assistant Chief Stevens reviewed the current candidate eligibility schedule that needs to be followed to complete the process in time.
  - a) April 14<sup>th</sup>, 2008; Certified letters mailed to the six candidates on the eligibility list.
  - b) May 3<sup>rd</sup>, 2008; Certified letters due back stating if the candidate has accepted the position
  - c) May 19<sup>th</sup>, 2008; Candidates begin the 5 week Academy
  - d) June 23<sup>rd</sup>, 2008 (Black shift), June 24<sup>th</sup>, 2008 (Red shift) & June 25<sup>th</sup>, 2008 (Gold shift); Candidates begin shifts as full time fire fighters/paramedics.
- Assistant Chief Stevens reviewed the schedule that will need to be followed to create a new eligibility list of candidates.
  - a) April 14<sup>th</sup>, 2008; Classified Ads will begin in the Elburn Herald & Kane County Chronicle for full time fire fighter/paramedic applications.
  - b) April 14<sup>th</sup>, 2008; Applications are available for candidates to pick up Monday-Friday from 8:00 am – 4:00 pm until May 5<sup>th</sup>, 2008.
  - c) May 2<sup>nd</sup> - May 16<sup>th</sup>, 2008; Physicals & Uniforms obtained between these dates
  - d) May 5<sup>th</sup>, 2008; Applications due back by 4:00 pm
  - e) May 15<sup>th</sup>, 2008; Mandatory Orientation @ 7:00 pm
  - f) May 17<sup>th</sup>, 2008; Written Exam @ 9:00 am
  - g) No later than May 26<sup>th</sup>, 2008; Begin interview process
- Assistant Chief Stevens informed the board that testing has been done through the College of DuPage in the past. Upon agreement at the last Fire Commissioners meeting, a new company was investigated to see if they had a better testing program as well as better pricing to offer.
- Assistant Chief Stevens, Assistant Chief Haley & Chairman Robert Loula met with a representative from Ergonomics in the past month. A presentation was given explaining the testing process their company has to offer.

Assistant Chief W. Stevens of EMS continued:

- Assistant Chief Stevens explained to the Fire Commissioners the testing process that Ergonomics offers. A short video was shown demonstrating a few sample scenarios and questions that the candidates would be subjected to in the Video Test. The video test consists of 170 questions & takes approximately 2 ½ hours. The grading is broken down as a percentage grade scale as well as levels of weakness. The grading feature offers more information to the Fire Commissioners for the interview process. The fees from Ergonomics are considerably less than College of DuPage. The district will also be conducting the testing so there is less chance of someone applying but really having no interest in the position.

A motion was made by Tom Kuebelbeck to accept the timeline for testing and approve Ergonomics for the testing process. The motion was seconded by Robert Gurgos. It was voted on and approved.

## 2) Hiring

- Assistant Chief Stevens requested permission to drop candidates from the list if they decline the position. He explained that the certified letters will be mailed to the six candidates on the eligibility list offering them a position as a full time firefighter/paramedic. In the past, the candidate was able to decline the position one time and still remain on the list.

A motion was made by Robert Gurgos to drop candidates that decline the position the first time. The motion was seconded by Robert Loula. It was voted on and approved.

- Assistant Chief Stevens reviewed the position requirements for Firefighter/Paramedic.
  - a) Between the age of 21 and less than 35 at time of application.
  - b) A valid Candidate Physical Ability Test (CPAT) card
  - c) High School Diploma or GED Equivalent
  - d) Illinois Drivers License
  - e) Firefighter II / Paramedic at time of application
  - f) Starting Salary \$45,835.35
- Assistant Chief Stevens informed the board that a \$25.00 fee will be charged for a candidate to pick up an application. The candidate is responsible for the fee of \$130.00 to obtain a CPAT card.
- Discussion was held in regards to the date requirement for the grant award and the number of employees that need to be hired by May 22, 2008.
- Assistant Chief Stevens explained that his interpretation of the grant award is that all six employees need to be started in the process of hiring by May 22, 2008.
- Assistant Chief Stevens informed the Fire Commissioners that by May 9<sup>th</sup>, 2008, the district will know the number of applicants that will be attending orientation.

Assistant Chief W. Stevens of EMS continued:

- Assistant Chief Stevens also informed the Fire Commissioners that the test results from the written exam will be back by May 22, 2008.

A motion was made by Robert Loula to start the interview process in late May 2008 according to hiring acceptance. The motion was seconded by Tom Kuebelbeck. It was voted on and approved.

Roll Call Vote:	Robert Loula	Yes
	Tom Kuebelbeck	Yes
	Robert Gurgos	Yes

### 3) Promotions

- Assistant Chief Stevens reviewed the process for promotions and the current eligibility list for the position of Lieutenant.
- Discussion was held in regards to the College of DuPage and the testing process. Assistance Chief Stevens explained that employees have had complaints about the test. The employees felt that the questions were immaterial to the study materials provided. The books were of no great value for studying & they did not feel properly prepared for the test.
- Assistant Chief Stevens informed the Fire Commissioners of the testing process for the promotion eligibility list through Ergonomics. Ergonomics offers two parts in the testing process; a video test and a book based test. Ergonomics fees for testing are ¼ of the cost and a substantial savings for the district compared to College of DuPage.
- Assistant Chief Stevens informed the board that the current Lieutenant list expires in December 2008.

A motion was made by Tom Kuebelbeck to approve hiring Ergonomics for the promotions testing process. The motion was seconded by Robert Loula. It was voted on and approved.

Roll Call Vote:	Robert Loula	Yes
	Tom Kuebelbeck	Yes
	Robert Gurgos	Yes

Attorney:  
Not present

Administrative Assistant:

#### 1) Meeting Notice

- Administrative Assistant Pam Hall presented the meeting notice for the 2008-2009 fiscal year listing the Board of Fire Commissioners scheduled meetings.
- Chairman Robert Loula made a correction for the January meeting. The meeting was listed as 2008; it was corrected to January 14<sup>th</sup>, 2009.

Administrative Assistant continued:

- Chairman Robert Loula and Secretary Tom Kuebelbeck signed the meeting notice. The meeting schedule was approved by the board.

Other concerns:

None

Robert Loula made a motion to adjourn at 6:25 pm. Tom Kuebelbeck seconded the motion. It was voted on and approved.

Respectfully Submitted

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