

Elburn & Countryside Fire Protection District
Board of Fire Commissioner's Meeting
04-14-10

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Date: Wednesday, April 14, 2010 5:00 pm

Chairman Robert Loula called the meeting to order at 5:06 pm with the following people in attendance.

Robert Loula
Wayne Stevens
Michael Huneke

Robert Gurgos
Tate Haley

Michael Anderson
Pam Hall

Previous Meeting Minutes:

R. Loula called for any additions or corrections to the minutes. R. Gurgos made a motion to accept the minutes. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

Executive Session Minutes:

M. Anderson made a motion to accept the executive session minutes. R. Gurgos seconded the motion. It was voted on and approved with a copy placed on file.

Public Comment:

None

Correspondence:

None

Fire Chief K. Callaghan

Not present

Assistant Chief of EMS W. Stevens:

1) Testing for employment list

- Assistant Chief W. Stevens apologized to the Board of Fire Commissioners for the confusion recently in regards to the testing process. Chief Callaghan had instructed him to consult with all three ECFPD Trustees as well as the Fire Commissioners. There will be no change to the requirement of Firefighter/Paramedic at the time of application.
- Assistant Chief W. Stevens informed the Fire Commissioners that the process has been started. As of 04/14/10, sixteen applications have been picked up and three completed applications have been returned.
- Assistant Chief W. Stevens informed the Fire Commissioners that there are six part time employees of the district that meet the requirements for the full time position. Two have already picked up applications.

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Assistant Chief of EMS W. Stevens continued:

- Ads have been placed on the following websites:
www.theblueline.com
www.ecfpd.com
www.firecareers.com
www.firecareerassist.com
www.firehire.net
www.illinoisfirechiefs.org
- A newspaper ad has been placed in the Kane County Chronicle. The ad will run 2 consecutive weeks on Saturday & Wednesday, 04/03/10, 04/07/10, 04/10/10 & 04/14/10.
- The Ad will also be published in the following:
2 editions of El Consequedor (16,000 copies in Kane & DeKalb County)
2 editions of The Midweek (31,000 copies in DeKalb County)
30 days online with Yahoo Hot Jobs
30 days online with Job Clips
- Orientation will be held on May 19, 2010 at 7:00 pm at Station One
- Written Exam will be held on May 22, 2010 at 8:00 am at Station One
- Assistant Chief W. Stevens explained that due to his retirement on April 30, 2010, Assistant Chief Haley will be handling the orientation and written exam process.
- Commissioner Gurgos requested confirmation that the candidate has to score 70% or higher on the written exam to advance in the hiring process. Assistant Chief W. Stevens stated yes.
- Assistant Chief W. Stevens informed the Fire Commissioners that M. Adamovich resigned creating an opening for the district to fill upon completion of the List of Eligible Candidates for a full time Firefighter/Paramedic position.
- Assistant Chief W. Stevens informed the Fire Commissioners that the promotion of an individual for his position as an Assistant Chief is unknown at this time. Depending on if the position of Assistant Chief is filled in house, it may create a need to replace two Firefighter/Paramedics.
- Commissioner M. Anderson recommended the district inform all applicants at the Orientation on May 19th, 2010 that they will be required to reply to the interview schedule by a specific date or they will be removed from the process. This will eliminate any further delay in the hiring process.
- The Board of Fire Commissioner agreed to a cut off date of June 25th, 2010. The candidate will receive a letter informing them that they have passed the written exam and their oral interview has been scheduled for a specific date. The candidate will then need to respond back to the district to confirm that they are planning on attending the oral interview as scheduled. If they do not respond by June 25, 2010, they will be struck from the list and no longer eligible to be part of the hiring process.
- Discussion was had in regards to scheduling oral interview dates.

Assistant Chief of Operations T. Haley:

No comment

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At 5:34 pm, Chairman R. Loula called an executive session for "collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees" 5 ILCS 120/2 Open Meetings Sec. 2 (2) A motion to go into executive session was made by R. Gurgos. M. Anderson seconded the motion.

Roll Call Vote: 3 Ayes
 0 Nays

The following persons were in attendance during the executive session:

P. Hall	R. Loula	M. Anderson	R. Gurgos
W. Stevens	T. Haley		

At 6:04 pm, the executive session ended with a motion by R. Loula. M. Anderson seconded the motion.

Roll Call Vote: 3 Ayes
 0 Nays

M. Anderson made a motion to approve the following points for the Promotions Act:

Subjective Component	10 points
Ascertained Merit	15 points

R. Gurgos seconded the motion. It was voted on and approved.

Roll Call Vote: 3 Ayes
 0 Nays

Attorney:
Not present

Administrative Assistant:

- 1) 2010-2011 ECFPD Board of Fire Commissioners Meeting Dates
 - Administrative Assistant P. Hall presented the Fire Commissioners with the 2010-2011 Elburn & Countryside Fire Protection District Meeting dates for the Board of Fire Commissioners. Chairman R. Loula approved the dates and signed the notice.

M. Anderson made a motion to approve the 2010-2011 Elburn & Countryside Fire Protection District Meeting dates for the Board of Fire Commissioners. R. Gurgos seconded the motion. It was voted on and approved with a copy placed on file.

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Other concerns:

- Chairman R. Loula addressed Assistant Chief of EMS Wayne Stevens. He stated that he appreciated all the time that he put into the Board of Fire Commissioners. This board started from scratch and it has been a learning process for all. R. Loula informed Assistant Chief Stevens that he has put forth a fantastic effort and he has enjoyed working with him.
- Fire Commissioner M. Anderson addressed Assistant Chief of EMS Wayne Stevens. He thanked him for his input and bearing with him due to all his questions as a new Fire Commissioner. He feels that Assistant Chief of W. Stevens has made the department into what it is today and he was instrumental in bringing the ambulance department and fire department together. He stated that the district is well known for its far superior training and it has been an honor to work for and with him.
- Assistant Chief of EMS Wayne Stevens addressed the Board of Fire Commissioners. He stated that he appreciated working with them and he will miss everyone.

At 6:10 pm, R. Gurgos made a motion to reconvene the Board of Fire Commissioners meeting on Wednesday, June 2, 2010 at 5:00 pm. M. Anderson seconded the motion. It was voted on and approved.

Respectfully Submitted,

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