

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

Date: Wednesday, May 28, 2008

Chairman Robert Loula called the meeting to order at 5:08 pm with the following people in attendance.

Robert Loula
Wayne Stevens

Robert Gurgos
Pam Hall

Tom Kuebelbeck

Previous Meeting Minutes:

Robert Loula called for any additions or corrections to the minutes from the previous meeting. Tom Kuebelbeck made a motion to accept the minutes as presented. Robert Gurgos 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) Review Interview Questions

- Assistant Chief Stevens presented two sets of interview questions for the fire commissioners to review. One set of interview questions was created by Ergometrics. The second set of questions was created by the district and used at previous interviews.
- The fire commissioners reviewed both sets of questions and addressed the differences as well as their likes and dislikes for each set.

A motion was made by Tom Kuebelbeck to accept the basic questions created by the district for oral interviews. Robert Gurgos seconded the motion. It was voted on and approved.

2) Applications Due; May 27, 2008

- Assistant Chief Stevens informed the fire commissioners that twelve individuals applied. All applicants are certified Firefighter II/Paramedics. Each was informed that a Candidate Physical Ability Test (CPAT) is required at the time of hire. Only two applicants had their CPAT card at the time of picking up an application. The rest of the applicants are aware or are scheduled to complete the CPAT testing in Mid June.
- Assistant Chief Stevens informed the fire commissioners that Orientation will be held at Station One on June 5, 2008. He requested that President Robert Loula try to attend. President Robert Loula agreed to attend Orientation. He also informed the fire commissioners that the written exam will take place at Station Two on June 7, 2008.

Assistant Chief W. Stevens comments continued:

3) Interview Schedule

- Assistant Chief Stevens and the Fire Commissioners reviewed the schedule needed to interview the twelve candidates. It was decided that three days of interviews would be sufficient to complete all twelve interviews if all the candidates make it that far in the hiring process.
- The interview schedule will be as follows:
 - a) Monday, June 30, 2008 starting at 5:00 pm
 - b) Tuesday, July 1, 2008 starting at 5:00 pm
 - c) Wednesday, July 2, 2008 starting at 5:00 pm
- Each interview will be scheduled for 30 minutes with a 15 minute break between interviews.

A motion was made by Robert Gurgos to approve the oral interview schedule. The motion was seconded by Tom Kuebelbeck. It was voted on and approved.

Attorney:
Not present

Administrative Assistant:
No comment

Other concerns:

- Discussion was held in reference to sworn employees and part time employees. After much deliberation, it was determined that the current method of employee management will continue to be the course of action taken by Administration.
- Assistant Chief Stevens requested that Fire Commissioner Tom Kuebelbeck attend the Trustees meeting on June 2, 2008 at 5:00 pm. The trustees have approved reappointing Fire Commissioner Tom Kuebelbeck and he needs to be sworn in. Tom Kuebelbeck stated that he would be able to attend.
- Assistant Chief Stevens requested that Fire Commissioner President Robert Loula attend the Trustees meeting in the Fall for the swearing in of six employees. President Robert Loula agreed to perform the swearing in ceremony. The date will be specified after all six employees have completed the academy and are on shift.

Robert Loula made a motion to adjourn at 6:04 pm. Robert Gurgos seconded the motion. It was voted on and approved.

Respectfully Submitted,

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