

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

Date: Tuesday, October 7<sup>th</sup>, 2008

Chairman Robert Loula called the meeting to order at 5:17 pm with the following people in attendance.

Robert Loula  
Wayne Stevens

Robert Gurgos  
Pam Hall

Tom Kuebelbeck

Previous Meeting Minutes:

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

Public Comment:

None

Correspondence:

None

Assistant Chief W. Stevens of EMS:

1) Interview Dates

- Assistant Chief Stevens informed the fire commissioners that the classified ad has been placed for the Eligibility List for the full time position of Firefighter II & Paramedic.
- The advertisement was placed on the following websites at no charge to the district.
  - a) [www.ecfpd.com](http://www.ecfpd.com)
  - b) [www.firecareers.com](http://www.firecareers.com)
  - c) [www.firecareerassist.com](http://www.firecareerassist.com)
  - d) [www.firehire.net](http://www.firehire.net)
  - e) [www.illinoisfirechiefs.org](http://www.illinoisfirechiefs.org)
- An Advertisement was also placed for a fee on the following website.
  - a) [www.theblueline.com](http://www.theblueline.com)
- A classified ad was also placed for a fee in the Kane County Chronicle. The ad will run for two consecutive weeks on Wednesday and Sunday starting October 5<sup>th</sup>, 2008. The ad will also run for 2 editions in The Midweek and El Consequador as well as run for 30 days online at Yahoo; Hot Jobs.
- Assistant Chief Stevens informed the fire commissioners that the paramedic class with Southern Fox Valley has been completed. There has been a hold up on their paramedic licenses so Assistant Chief Stevens contacted the EMS Coordinator at Delnor. The EMS Coordinator provided a list of names of the paramedics that passed the class. In the event that one of these paramedic students applies for a position, the district can now allow them to obtain an application. If they are on the list, we are aware of their status as a paramedic even though they do not have their license at the time of picking up an application.

Assistant Chief W. Stevens of EMS continued:

- Assistant Chief Stevens reviewed the schedule of events for applicants.
  - a) Applications became available on October 8, 2008 and are due back no later than November 17<sup>th</sup>, 2008.
  - b) Applicants will be reminded as they pick up applications that a valid CPAT card is required at the time of hire. Information has been attached to the applications so they are aware of where the local testing facilities are.
  - c) A mandatory orientation is scheduled at Station One for December 10, 2008 at 7:00 pm.
  - d) The written exam is scheduled at Station One for December 13<sup>th</sup>, 2008 at 9:00 am.
  - e) The written exam results will be back by December 18<sup>th</sup>, 2008. Assistant Chief Stevens will then create the placement list. He would like to start the interviews as soon as possible after the holidays.
- Discussion was held in regards to the length of time per interview to set a tentative schedule per evening and the number of evenings to cover the number of potential applicants.
- It was agreed upon that five interviews will be scheduled per evening at 20 minutes each with a 10 minute break in between each interview. Interviews will be scheduled for 6:00 pm, 6:30 pm, 7:00 pm, 7:30 pm & 8:00 pm.
- Assistant Chief Stevens would like to tentatively schedule seven evenings and adjust accordingly to the number of applicants.

A motion was made by T. Kuebelbeck to schedule interviews on January 6, 2009, January 7, 2009, January 8, 2009, January 9, 2009, January 12, 2009, January 13, 2009 and January 14, 2009. The motion also states the possibility of adding January 15, 2009 and January 16, 2009 as additional interview dates if needed depending on the number of applicants. The motion was seconded by R. Gurgos. It was voted on and approved.

Attorney:  
Not present

Administrative Assistant:  
No comment

Other concerns:

- Fire Commissioner R. Gurgos requested that the commissioners decide if they would like to use the most recent set of interview questions for the upcoming interviews.

A motion was made by R. Gurgos to use the current interview questions that have been kept on file. The motion was seconded by T. Kuebelbeck. It was voted on and approved.

- Discussion was held in regards to future meeting dates. The meetings will be held at 5:00 pm at Station One. The schedule for the Fire Commissioners Quarterly meetings will be as follows.
  - a) February 4, 2009
  - b) April 1, 2009
  - c) July 1, 2009
  - d) October 7, 2009

Other concerns continued:

A motion was made by R. Gurgos to approve the dates for Fire Commissioners meetings on February 4, 2009, April 1, 2009, July 1, 2009 and October 7, 2009 with all meetings starting at 5:00 pm at Station One. The motion was seconded by T. Kueblebeck. It was voted on and approved.

R. Gurgos made a motion to adjourn at 6:07 pm. R. Loula seconded the motion. It was voted on and approved.

Respectfully Submitted,

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