

**WARRENVILLE FIRE PROTECTION DISTRICT
MINUTES FOR FIRE COMMISSION**

Date: Tuesday, July 13, 2021

Time: 7:00 P.M.

Location: Fire Station, 3S472 Batavia Road
Warrenville, IL 60555

1. CALL TO ORDER – 1901 Byers
2. ROLL CALL – Commissioner Byers, Commissioner McIntyre, Commissioner Bintz-Meuch, Chief Dina, Asst Chief Levy, Trustee Perkins
3. PLEDGE OF ALLEGIANCE - 1902
4. APPROVE AGENDA - **Byers Moved / BM Second / 3 Ayes**
5. PUBLIC COMMENT – Perkins – don't understand item 8 to take action on promoting the following individuals, bring forward congrats to Asst Chief Levy, Lt Vaughn and Captain Zabler. Volpe and Reavy are who we are taking actions for.

Trustee Perkins thinks that Amber is the OMA for entire district – don't need one internally. Does need more investigation.

Check January Meeting Minutes for posting on the website.

6. ROUTINE BUSINESS

- APPROVAL OF MINUTES - **Byers Moved / McIntyre Second / 3 Ayes**

Take action, Approve Minutes from Regular Meeting dated May 11, 2021 and Special Meeting Minutes dated May 20, 2021, June 8, 2021 and June 14, 2021. Closed Session Minutes dated June 14, 2021.

-FINANCIAL REPORT

(Fiscal year begins 5/1)

-APPROVAL OF BILLS – **Byers Moved / McIntyre Second / 3 Ayes**

Take action to approve Invoice #C50410A from IOSolutions in the amount of \$1768.00 for most recent recruitment and testing. The original quote was for \$1720.00 (The ad on the Blue Line was an additional cost of \$50.00)

-CLOSED SESSION (Personnel issues: 5ILCS 12/10 (c))

-CLOSED SESSION MINUTES – **Byers Moved / BM Second / 3 Ayes**

Take action: Approve to keep in closed session, minutes from (1/4/2020, 3/10/2020, 5/12/2020, 9/8/2020, 11/10/2020, 12/1/2020, 3/9/2021, 3/16/2021 and 6/14/2021)

7. COMMUNICATIONS

-CHIEF'S REPORT

Last couple of months have been busy. May 173 / June 156 calls. Picked up pace – structure fires. Crew minimized damage. Helped with F3 tornado in Naperville.

Probationary Hughes and Rivera doing well and Reavy and Volpe have started. Did bikes at the 5k to support runners – bikes donated from Naperville.

Chief Dina voted in as MABAS Div 16 President and ETSB PAC Member

Summer days Aug 6-7 – will have a couple of medics standing by

-TRUSTEES

Awaiting recommendations for new commissioner

-ATTORNEY

Nothing to report. Going to meet attorney to introduce Asst Chief Levy.

-PERSONNEL

Nothing to report.

8. UNFINISHED BUSINESS

-HIRING (Current list expires 6/8/2023)

Two candidates have successfully completed the Oral Interview process, and are now completing the remaining phases of testing. Candidate Christopher Volpe has a tentative start date of July 13, 2021 and James Reavy has a tentative start date of July 12, 2021.

- Promotions

Take action, with the addition of the two new Probationary FF/Paramedics (Reavy and Volpe), we are now in a position to promote the following individuals from the current promotional lists. These promotions are effective July 12, 2021

Congratulations to: Asst. Chief Joseph Levy, Lt. Michael Vaughn and Captain William Zabler.

- Take action, the following candidates on the current Final Eligibility List, dated 6/8/2021, have taken their first pass: George Strang, James Yager, Joseph Winkelman, Naim Herrera, Zachary Archbold, Jacob Juska, and Constantino Rodriguez. Letters will be sent to these candidates, effective July 13, 2021.

Byers Moved to send letters / McIntyre Second / 3 Ayes

9. NEW BUSINESS

- We currently do not have an Open Meeting Acts representative for the Fire Commissioner. Chairman Byers has completed the training and has volunteered to act in that capacity, until a new Administrative Assistant can be trained.

We will have to get this worked out per the comments above – will just need to identify the OMA representative.

- Trustee Joe Rogers and Commissioner Byers have interviewed 6 candidates for the open Fire Commissioner position (resignation of Commissioner Bintz-Meuch). The posting for applications ended June 30, 2021. We will then present our list to the Trustees for their consideration and appointment. (Next Wednesday, July 21, 2021)
- Discussion about potential Fall recruitment/testing
Gave feedback to iOS and think we'll use that moving forward.
- Discussion about Associate Degree requirement for future recruitment/testing

May need to discuss requirement for Associates Degree. A lot of our first-pass candidates had to take a pass due to no Associates Degree. Money from training budget can be used toward any training (including Associates Degree). Maybe give preference points for Associates Degree.

Herrera is one credit away and Yeager says he has his (from list).

- Exit Interview Questions for review

Commissioner Byers looked at exit interview questions and took them from a bunch of different areas. Here are some examples:

- What prompted candidate to look for other opportunities?
- Do you feel you were given what you needed to succeed? Did you have resources and feedback necessary?
- What suggestions to you have for us and how can we improve?
- If you could change anything here, what would you change?
- Did you share any of the concerns w/ department before deciding to leave?
- Was there anything especially challenging that you had to contend with?

Keep exit interviews no more than 30-40 minutes tops. Trustee Perkins recs:

- Start with: What is the biggest thing that you accomplished here at WFPD
- I don't know why the WFPD doesn't just

10. ADJOURN

McIntyre Motion to Adjourn / BM Second / 3 Ayes

Next Meeting: September 14, 2021