

WARRENVILLE FIRE PROTECTION DISTRICT FIRE COMMISSION MEETING MINUTES

MARCH 9, 2021

The Fire Commissioners met at Headquarters Station as well as Zoom.com. Fire Commissioner Nelda Byers called the meeting to order at Time 19:02 Hours.

1. CALL TO ORDER

2. ROLL CALL

Present for the meeting were Fire Commissioner Ellen Bintz-Meuch, Fire Commissioner Nelda Byers, Fire Commissioner Ryan McIntyre, Chief Andrew Dina, Recording Secretary (Zoom) Priscilla Jezuit, and guests: President Trustee Kate Perkins (Zoom), Captain Jeff Fiene, Lieutenant Nic Tosto, Teresa McBride.

3. PLEDGE OF ALLEGIANCE

4. APPROVE AGENDA

Motioned – FC Byers

Second – FC Bintz-Meuch

3 Ayes MOTION CARRIED

5. PUBLIC COMMENT - None

6. ROUTINE BUSINESS

-APPROVAL OF MINUTES

Regular Meeting January 12, 2021.

Motioned – FC Byers

Second – FC McIntyre

3 Ayes MOTION CARRIED

-FINANCIAL REPORT- None

-APPROVAL OF BILLS - None

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

present background information on candidate Geovanny Rivera.

MOTION: Move to go into Closed Session at 1908 Hours - (Personnel issues: 5ILCS 12/10 (c) Oral Interview with Candidate Geovanny Rivera.

Motioned – FC Byers

Second – FC McIntyre

3 Ayes MOTION CARRIED

Closed session ended at 19:27 hours.

7. CLOSED SESSION MINUTES (1/4/2020, 3/10/2020, 5/12/2020, 9/8/2020, 11/10/2020, 12/1/2020) will remain closed.

Motioned – FC Byers

Second – FC McIntyre

3 Ayes MOTION CARRIED

8. COMMUNICATIONS

-CHIEF'S REPORT

1. Financial – Firefighter testing and Captain testing has been added to the fiscal year 21/22 budget.
2. Final candidate on eligibility register is currently being processed. Current list will be exhausted once he is processed.
3. Fire orientation for new personnel (1 full-time, 5 paid-on-call, and 1 part-time) was successful.
4. Six of the seven new personnel are currently attending Basic Operations Fire Academy at College of DuPage. Classes are being held in West Chicago. All are doing well.
5. State of Illinois small tools and equipment grant for EMS and safety related equipment has been submitted.

6. Assistance to Firefighters Grant through the federal government for health related equipment has been submitted.
7. Working on SAFER grant to hire three personnel. Will submit by March 12, 2021.
8. Assistant Chief testing timeline. 3-2-21 held orientation session, 3-20-21 written exercise, April 8, 2021 assessment center (four assessors), oral interview TBD. One commissioner is invited to take part in the oral interview process - date TBD. Per President Trustee Kate Perkins, May 3rd, 2021 a decision will be made.
9. Beginning work on next fiscal year budget to include the addition of three full time firefighter paramedics to satisfy the referendum.

-TRUSTEES

President Trustee Perkins spoke about the Assistant Chief process and that the Chief will present the budget to the Board.

-ATTORNEY- None

-PERSONNEL- None

9. UNFINISHED BUSINESS

-HIRING (Current list expires 10/2021)

-Requirements list:

Must be included on requirements list for 2021 recruitment the following:
Paramedic License and Associate Degree required at time of hire.
Revisit points awarded (i.e. Cadet, Veterans, Experience, and Educational).

FC Byers ask the board to reacquaint themselves with the rules and educational section two weeks prior to the written exam (preference points – max of 5 per category, up to 30 points can be given in total. Point categories include experience, veterans, residency, cadet & internship, educational.

-Probationary Firefighter Dylan Hughes hire date 1/11/2021.

-Assistant Chief, processing and hiring and the Fire Commission's role.

A Fire Commissioner will sit and observe this process.

-Additional follow up info from Dr. Jayne Braden, Psychologist presentation
Dr. Braden after some additional time and thought, said it would be possible to conclude/end a physiological exam part way through, based on information already garnered from a candidate, and that could reduce the cost of their services.

-Continued discussion of using a Psychological Exam for next Hiring Cycle/New Eligibility List

This will not be pursued on our next eligibility list.

10. NEW BUSINESS

Take action: Accept resignation of Frankie Wong effective 2/25/2021.
Pursuant to the Career Firefighter Repayment Agreement, he will be reimbursing the department for \$3750.00

Motioned – FC Byers

Second – FC Bintz-Meuch

3 Ayes MOTION CARRIED

Take action: Remove candidates Hubsch, Dawson, Hennessey and Passafiume for taking their second pass of hiring from our current eligibility list. Letters will be sent to each candidate.

Motioned – FC Byers

Second – FC McIntyre

3 Ayes MOTION CARRIED

Take action: Remove candidates Wise, Klontz, White, Velasco, Skelley, Dicostanzo and Baldassano for declining interest in employment at this time

and requesting to be removed from our current eligibility list. Letters will be sent to each candidate by FC Byers.

Motioned – FC Byers

Second – FC Bintz-Meuch

3 Ayes MOTION CARRIED

A background check has begun for candidate Geovanny Rivera; we currently have one position available, with the resignation of Frankie Wong.

FC Byers will send letters to Geovanny Rivera to schedule an interview on March 17 at 7:00pm.

Take action: Discussion of Fire Commission conducting their own Testing and Eligibility Roster, testing agencies and a cost comparison of agencies. Motion required to begin new testing cycle, and hire a testing agency.

Motioned – FC Byers

Second – FC McIntyre

3 Ayes MOTION CARRIED

FC Byers spoke about amending our rules. Per our rules 3.10 from Section 5, Paragraph 3, the new rules shall read as follows:

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit by the applicant (see example in Appendix A, Form 3). Note that proof of POC or full-time service may be verified by the District. Applicants may be awarded up to **one (1) point** for each complete year of paid-on-call or part-time service, up to a total of zero (0) to five (5) preference points, at the Board's discretion.

The testing cycle will be effective 3/9 using a testing agency. The cost is TBD.

Discussion and request for funding from Board of Trustees to run a new Testing Cycle/Eligibility List. IO Solutions is gold standard of testing. The cost is \$1720. College of DuPage also uses IO Solutions.

Motioned – FC Byers

Second – FC Bintz-Meuch

3 Ayes MOTION CARRIED

Discussion of Employment reimbursement agreement, is the reimbursement cost enough to cover our first 1-2 years of expenses for the candidate?

The reimbursement will stay the same.

Discussion of Fire Commissioner yearly salaries.

FC Byers stated she will not be paid for her work this coming fiscal year. She would like to relinquish her salary.

Discussion of Fire Commission duties and responsibilities.

FC Byers discussed everyone needs to learn the rules and regulations. Also, to be prepared to jump into the position of Chairman. Responsibilities need dividing up and this is a great opportunity to learn.

Discussion of Fire Commission role in exit interview process.

The Chief felt the one-on-one is better and confidentiality was important. The Commissioners wanted to provide a list of questions for the Chief to ask then after the interview, they can review the response. Other Commissioners felt they should attend.

ADJOURN at 21:15 Hours

Motioned – FC Byers
Second – FC Bintz-Meuch
Ayes MOTION CARRIED

Next Meeting: Tuesday, May 11, 2021