



PALOS FIRE PROTECTION DISTRICT
8815 WEST 123RD STREET
PALOS PARK, ILLINOIS 60464

JAMES GRABEN
Chief

BOARD OF FIRE COMMISSIONERS

James Staszczuk,
Paul Boehlke
Robert Stevens

NOTICE

A Rescheduled Meeting of the Board of Fire Commissioners for the Palos Fire Protection District will be held on **MONDAY, SEPTEMBER 12, 2016, at 5:15 p.m.**

The meeting will be conducted at the Palos Fire Protection District Station #1, located at 8815 West 123rd Street, Palos Park, Illinois 60464.

James Staszczuk, President
Board of Fire Commissioners

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Public Comment
4. Approve Minutes of July 14, 2016 Regular Meeting
5. Old Business
 - a. Full Time Testing
 - b. Lieutenant's Promotional Exam
6. New Business
7. Adjournment

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POSTED: SEPT. 7th, 2016

PALOS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
MINUTES OF REGULAR MEETING
SEPTEMBER 12, 2016

CALL TO ORDER: A regular meeting of the Board of Fire Commissioners of the Palos Fire Protection District was called to order on September 12, 2016, at 5:17 pm by President James Staszuk at Station #1, 8815 W. 123rd Street, Palos Park, Illinois.

ROLL CALL: On the call of the roll, the following Commissioners responded as present: Commissioners James Staszuk, Paul Boehlke and Robert Stevens.

OTHERS PRESENT: Chief James Graben, Captain Jeffrey Rath, Tom Crowhurst, Fire District Personnel and recording secretary, Maxine Bell.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: The minutes of the Regular Meeting of July 14, 2016, were reviewed. Commissioner Staszuk addressed the fact that in the July 14, 2016 minutes it stated that the next Commissioner's meeting would be September 8, 2016 and today was September 12, 2016. Chief reminded Mr. Staszuk that we did not know at the last meeting when the next meeting would be. A motion was made by Commissioner Boehlke to approve the minutes, as written. The motion was seconded by Commissioner Stevens; and carried unanimously by voice vote.

FULLTIME TESTING: Preliminary list was presented and will be printed and posted. Chief will print list. Discussion pursued regarding how applicants were five deep with reference to their scores. Chief will research how many people were sent offers of employment in the past. Chief will ask Trustees to choose full time employee from the new list. Commissioner Staszuk suggested a special meeting on September 27th to put list together before October 3rd Trustee meeting to finalize preference points from eligibility list. Chief will go through people who work here to see if they've been here a year and Chief will get it all together and he'll get someone to help him with this. Chief posted reading material on the 7th of September and e-mailed it; written exam will happen no earlier than December 7th.

Commissioner Staszuk suggested that perhaps we can review and discuss oral interviews for Lieutenant's test and Chief will send proposal from Resource Management to Commissioners

and get price quotes for Research Management to administer; rest of exam will be the Assessment Center portion and we have also chosen three or four items of what we would want them to do. Chief got feedback to have written exam in a classroom environment. Discussion ensued about what percentages for each test to candidates were to be upheld.

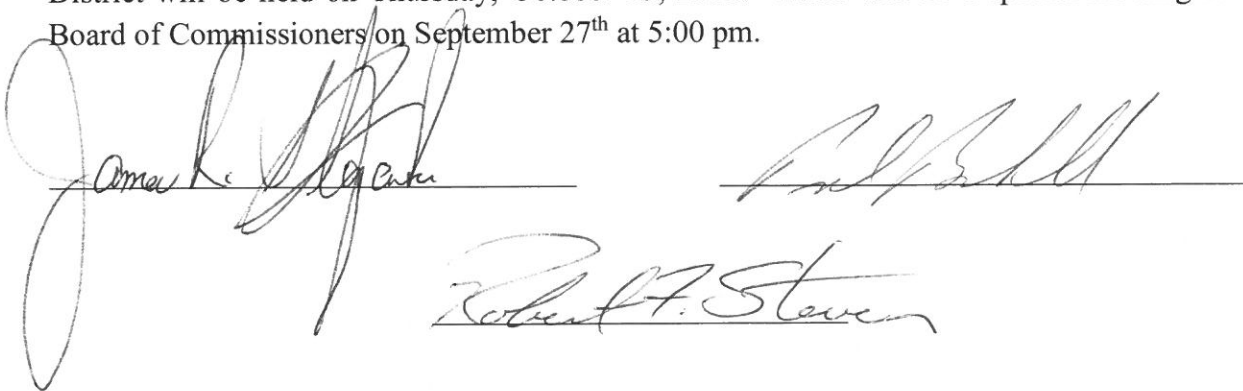
Commissioner Boehlke asked if Chief had candidates sign anything. 12 Candidates signed Letter of Intent; 14 were eligible by time. Chief is planning on having 12 applicants for Lieutenants exam. Chief stated that every step of the way must be posted.

Union Contract was found and Commissioners searched in there to determine in what order and what percentages were to be followed. It was determined from the Union Contract that number 1 was seniority and that received 10%; number 2 was ascertained merit (what they have attained) and that received 10%; third came Subjective Evaluation (assessment center) at 40% and finally, written exam at 40%. Chief will devote time to making a calendar highlighting dates that candidates must adhere to and deadlines for posting. Each component score must be posted prior to the next component being administered.

Chief will work on various dates, with Commissioner's approval, for components and Commissioners discussed value for assessment center, etc.

ADJOURNMENT: There being no further business to come before the Board, a motion was made by Commissioner Staszczuk to adjourn the meeting. The motion was seconded by Commissioner Boehlke. Motion carried unanimously. The meeting adjourned at 5:57 pm.

The next regular meeting of the Board of Fire Commissioners of the Palos Fire Protection District will be held on Thursday, October 13, 2016. There will be a special meeting for the Board of Commissioners on September 27th at 5:00 pm.



The image shows three handwritten signatures, each written over a horizontal line. The signatures are in cursive and appear to be: 'James R. Staszczuk' (left), 'Paul Boehlke' (top right), and 'Robert F. Steven' (bottom center).