



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 Regular Meeting of the Board of Fire Commissioners for the Palos Fire Protection District will be held on **THURSDAY, JUNE 9, 2016, at 5:00 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 May 12, 2016 Regular Meeting
5. Old Business
 - Full Time Testing
 - Review list of questions for oral interviews
 - Discuss possible dates for oral interviews
6. New Business
 - Discuss upcoming Lieutenant promotional exam with possible Board action
- 7.** Adjournment

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POSTED: JUNE 7th, 2016

PALOS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
MINUTES OF REGULAR MEETING
JUNE 9, 2016

CALL TO ORDER: A regular meeting of the Board of Fire Commissioners of the Palos Fire Protection District was called to order at 5:00 pm by President James Staszczuk 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 Staszczuk, Paul Boehlke. Absent: Commissioner Robert Stevens

OTHERS PRESENT: Chief James Graben and Mr. Charles Hale of Resource Management Associates.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: The minutes of the Regular Meeting of May 12, 2016, were reviewed. A motion was made by Commissioner Boehlke to approve the minutes, as written. The motion was seconded by Commissioner Staszczuk; and carried unanimously by voice vote.

FULLTIME TESTING: Chief Graben informed the Commissioners that the applications for the 2016 fulltime testing process are ready to be picked up. They will be available at Station 1 from June 13, through June 24, 2016, Monday through Friday from 9:00 am to 4:00 pm. Each application is being date and time stamped when it is picked up and also when it is returned. Chief Graben showed a sample application packet to the Commissioners. The requirements for a candidate to take the written exam were amended so that they only have to show a valid driver's license, not necessarily an Illinois license, and they do not have to show a Social Security card at that time. The CPAT card must be valid on the day of the written exam.

At the July, 2016 meeting, a count of how many applications have been returned will be available. Commissioner Staszczuk requested that the oral interviews be scheduled so that there is no time lapse in between the interviews. Each interview will be scheduled for twenty (20) minutes.

The commissioners reviewed the current list of questions for the oral interviews. The questions need to be proof read and corrected for typo errors and the order of the questions should be changed.

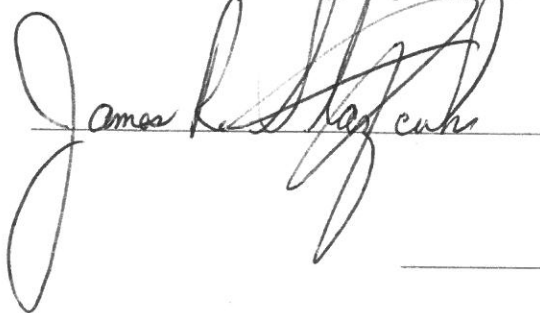
Tentative dates for the oral interviews are September, 6, 7, and 8, 2016, depending on the number of candidates that pass the written exam. Commissioner Boehlke stated that he would prefer September 7 and 8, if two nights are needed.

LT. PROMOTIONAL EXAM: Mr. Charles Hale, from Resource Management Associates, is present to discuss the upcoming lieutenant's promotional exam. The current list expires January 28, 2017. Notice is required to go out to eligible candidates to allow time to study. The first step is to establish the reading list. Discussion about prior test questions pertaining to New York situations and not being relevant to our district. Mr. Hale states that the Chief can review the material and exclude certain questions that would not pertain to our test. Chief Graben would like to form a committee, to prepare the reading material list, that would consist of himself, one current Captain and one current Lieutenant. The reading list should be prepared by August 1, 2016. Mr. Hale will send the reading list from the last test to the Chief, along with a list of what materials are popular with other districts.

Chief Graben will review all questions and exercises prior to the next meeting. Commissioner Staszczuk requested the Mr. Hale have a proposal for the testing process, from Resource Management Associates available for the July meeting. Discussion that the Assessment Center would probably take two days. The cost of the testing process would depend on the number of candidates and exercises in the test.

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 5:34 pm.

The next regular meeting of the Board of Fire Commissioners of the Palos Fire Protection District will be held on Thursday, July 14, 2016


James R. Staszczuk


Paul Boehlke