

PALOS FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
MINUTES OF REGULAR MEETING
JULY 14, 2016

CALL TO ORDER: A regular meeting of the Board of Fire Commissioners of the Palos Fire Protection District was called to order on July 14, 2016, 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, Captain Jeffrey Rath, Tom Crowhurst, Maxine Bell, Fire District Personnel and recording secretary, Marianne DeHaan.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: The minutes of the Regular Meeting of June 9, 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 forty-four (44) applications were taken out; and forty (40) were returned. All applications were time stamped when they were taken out; and again when they were returned. Friday, August 5, 2016, is the date of the mandatory orientation. It will be held at Palos West School and will start at 7:00 pm. Saturday, August 6, 2016, is the date of the written exam. It will also be held at Palos West School; and will start promptly at 9:00 am. It is a timed, three hour test. The tests will be reviewed and scored the same day, once the test has been completed. The top thirty (30) applicants who receive a passing score (70% or above), will be given a date and time for their oral interviews at that time.

The dates of the oral interviews will be Tuesday, Wednesday and Thursday, September 6, 7 and 8, 2016. The interviews will start at 5:00 pm and will last twenty minutes each. They will be scheduled consecutively on the first two nights. Interviews will be scheduled on the third night only if needed. If an applicant has a valid reason why he is not available on any of these dates, he must submit a written explanation and request to the Commissioners, for their review, to have

his interview scheduled on another date. The Commissioners will make every effort to accommodate a valid excuse.

The commissioners reviewed the corrected, final list of questions for the oral interviews. They were approved.

Commissioner Boehlke will prepare the spreadsheet that was used for the last oral interview process and update all necessary information for use in this oral interview process. Discussion if Tom Crowhurst, who will be replacing Paul Boehlke, can be involved in the testing process even though he is not officially a sworn member of the Board. Chief Graben will check with the attorney.

Commissioner Staszuk asked if the Board of Commissioners could obtain a laptop for use during testing processes. Chief Graben will research this and report to the Board.

LT. PROMOTIONAL EXAM: The proposal from Resource Management, for conducting the promotional exam was reviewed. Chief Graben has put together a panel consisting of himself, Captain McDonald and three Lieutenants. They will meet with Mr. Hale and pick the reading material for the exam. The list will include a book on fire tactics and one on leadership. The panel will select chapters from the books that are specific to the exam. The test will also include the Fulltime and Part-time Union Contracts, and the District's Rules and Regulations. The SOG's will not be included due to the fact that they are currently under revision. The questions for the test will not be seen by the panel. The reading list must be published by August 1, 2016. The reading list must be published to allow ninety days for study prior to the exam. Chief Graben said that there are fourteen potential qualified candidates.

The first step is to prepare a letter of intent for each potential candidate. They would be required to sign and return the letter stating that they are interested in participating in the exam. They would then receive a list of the reading materials. The written exam must be at least ninety days after that. The written exam will take place sometime during the first three weeks of November. Oral interviews and assessment center can be done prior to the written exam. Commissioner Boehlke will be leaving the Board of Fire Commissioners due to the fact that he has moved out of the boundaries of the District. Discussion that he can remain on the Board to complete the testing process.

To qualify for points, the documents that are submitted for classes or certifications must be the actual certification and not just a certificate stating that they passed a test in a certain area. Certifications will be updated for current names in an area that may have had a change in the name of the certification. Older certificates may have a name that is different than the current certificate name. Chief Graben will check with the State of Illinois on any changes and what the current certification would be called.

Commissioner Staszczuk stated that he will not be available for the August 11, 2016 meeting. Discussion that there does not need to be a meeting in August due to the fact that the oral interviews for the fulltime test will be conducted on September 6 and 7th. The regular September meeting will be held on September 8th. Chief Graben will inform Commissioner Stevens of these dates.

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 5:48 pm.

The next regular meeting of the Board of Fire Commissioners of the Palos Fire Protection District will be held on Thursday, September 8, 2016. There will be no meeting in August.




