

**MEETING MINUTES OF THE BOARD  
OF FIRE COMMISSIONERS OF THE  
WINFIELD FIRE PROTECTION DISTRICT**

**August 20, 2007**

**Meeting called to order** by Chairman Clarke at 6:35 p.m. at Station #1, 27W530 Highlake Road, Winfield, Illinois.

**Roll Call:** Chairman James Clarke, Commissioner Thomas Duhig, Commissioner William Bell and Secretary Janet Lewis.

Also present: Attorney Carolyn Clifford, Fire Chief Phillip DiMenza and Deputy Chief Bryan Lewis.

**Minutes of the meeting dated** July 20, 2007 were distributed. Motion made by Commissioner Duhig, seconded by Commissioner Bell to accept the minutes as presented. Pursuant to a voice vote, all in favor, motion carried.

**Public Comment:** None

**Financial & Correspondence Matters:** Motion made by Commissioner Duhig, seconded by Commissioner Bell to approve payment of \$1,335.15.47 to the law firm of Ottosen, Britz, Kelly, Cooper & Gilbert, Ltd. for counseling fees and \$190.00 to Ergometrics for full-time testing services. Pursuant to a roll call vote, all in favor, motion carried.

**Unfinished Business:** Secretary Lewis discussed she received another e-mail from Sgt. Carlos Solis, United States Army, regarding his interest in taking the full-time fire fighter test. She further stated that Sgt. Solis revealed in his e-mail that he was not an EMT-P. Secretary Lewis requested Chairman Clarke contact Sgt. Solis to clarify the requirements for taking the full-time test. Chairman Clarke asked Secretary Lewis to forward him Sgt. Solis' e-mail address.

**New Business:** Discussion took place regarding sending a deadline notification letter of CPAT card submission to all full-time testing candidates. Chairman Clarke requested Secretary Lewis type up a rough draft letter and forward to commission members for their input.

Discussion took place regarding which days the oral interviews would be held. All members agreed to perform the interviews on October 29 and 30, 2007 starting at 6:00 p.m. on both days. Chairman Clarke stated he would forward to all members a copy of suggested questions to be utilized for the interviews. He further asked each member to review them and come to the next meeting prepared to discuss and choose which questions will be used.

It was also decided that a special meeting would be held on November 2, 2007 at 5:30 p.m. to discuss the oral exam results and officiate the preliminary eligibility list. Finally, it was decided a special meeting would be held on November 12, 2007 at 6:30 p.m. to officiate the final eligibility list.

**Executive Session:** None

**Next Meeting:** September 17, 2007 at 6:30 p.m.

With there being no further business, Commissioner Duhig moved to adjourn the meeting at 7:42 p.m., seconded by Commissioner Bell. Pursuant to a voice vote, all were in favor, motion carried.

Respectfully submitted,

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Janet Lewis, Secretary  
Board of Fire Commissioners