

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

March 21, 2013

Meeting called to order by Chairman Levan at 5:00 p.m. at Station #1, 27W530 Highlake Road, Winfield, Illinois.

Roll Call: Chairman Chris Levan, Secretary George Kallas, Robb Hannen and Administrative Assistant Robin Youngberg.

Also present: Deputy Chief Bryan Lewis.

Minutes: After minor revisions to the minutes, Commissioner Hannen made a motion to adopt the Special Meeting minutes of 10/1/12, 11/5/12, 1/19/13, and 2/26/13 as amended, seconded by Commissioner Kallas. Pursuant to voice vote, all in favor, motion carried.

Public Comment: None.

Following the deadline for submitting CPAT and Ladder Climb Certifications, all candidates who failed to submit the required certifications were notified by Certified Mail that they were no long eligible to continue with the full-time firefighter testing process. The remaining candidates were also notified by Certified Mail that they successfully met all of the requirements to continue with the test and were informed of the date, time and place of their scheduled oral. A Preliminary Eligibility Register was prepared and posted, listing the eligible candidates by written score. Chairman Levan made a motion to ratify the Preliminary Eligibility Register effective Monday, 3/18/13, seconded by Commissioner Hannen. Pursuant to voice vote, all in favor, motion carried.

The Board Members individually reviewed a list of ten potential questions to pose to candidates during their oral interview. After discussion, Commissioner Kallas made a motion to use Questions 1, 4, 6, 9, and 10, seconded by Commissioner Hannen. Pursuant to voice vote, all in favor, motion carried. Robin Youngberg will prepare a new scoring sheet and question cards for the candidates to read from.

Payment of Bills: Bills presented for payment consisted of:

Daily Herald (Advertising for Testing)	\$1,359.00
Suburban Life Media (Legal Notice for R&R)	69.31
Ottosen, Britz (Legal Fees – 11/12)	<u>114.00</u>
Total:	\$1,542.31

Commissioner Kallas made a motion to authorize the payment of the bills as presented, seconded by Commissioner Hannen. Pursuant to roll call vote, all in favor, motion carried.

With there being no further business, Commissioner Hannen moved to adjourn the meeting at 5:22 p.m., seconded by Chairman Levan. Pursuant to a voice vote, all in favor, motion carried.

Respectfully submitted,

Robin K. Youngberg

Robin K. Youngberg, Administrative Assistant