

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

NOVEMBER 3, 2016

Meeting called to order by Commissioner Hannen at 5:35 p.m. at Station #31, 27W530 Highlake Road, Winfield, Illinois.

Roll Call: Chairman Chris Levan, Commissioner Robb Hannen and Commissioner Naresh Nair.

Also present: Chief Phillip DiMenza, Deputy Chief Evans and Attorney Shawn Flaherty.

Approval of Minutes: The minutes of the Special Meeting of 4/4/16 were distributed to the Board prior to the meeting. There being no changes, Commissioner Nair made a motion to approve the minutes as amended, seconded by Chairman Hannen. Pursuant to voice vote, all in favor, motion carried.

Public Comment: None.

Old Business: None.

New Business: The Board discussed testing for an eligibility register for full-time firefighter/paramedic, since the current register expires in June of 2017. After discussion, it was decided that applications would become available on Monday February 6, 2017, would need to be returned postmarked no later than 4:00 p.m. on Monday, March 6, 2017, and the orientation/written test would be conducted on Saturday, March 25, 2017 at 9:00 a.m. In addition, a cover letter and resume will be required with each application. Chairman Levan asked that the oral interview score sheets have a 15-point spread in order to more fairly score each candidate. After discussion, the Board agreed to interview only the top 25 candidates (including those with tie scores) who successfully passed the written exam.

The Board then discussed conducting a full-time promotional exam for Lieutenant, and Chief DiMenza indicated that there are currently only two (2) individuals qualified to test. Attorney Flaherty spoke about the oral interview portion of that test and suggested that Chief DiMenza have a discussion with the Union on what the Board would be planning to do, since the language in the Union contract is not specific on that issue.

Payment of Bills: None.

There being no further business, Commissioner Hannen moved to adjourn the meeting at 6:05 p.m., seconded by Commissioner Nair. Pursuant to a voice vote, all in favor, motion carried.

Respectfully submitted,

Robin K. Youngberg

Robin K. Youngberg, Administrative Assistant