

FRANKFORT FIRE PROTECTION DISTRICT

Board of Fire Commissioners

Regular Meeting Minutes

Fire Station One

333 West Nebraska Street – Frankfort, IL 60423

Tuesday, December 14, 2021 – 10:00 A.M.

I. CALL TO ORDER:

The President called the meeting to order at 10:05 A.M.

II. ROLL CALL:

Present: Commissioners: Raymond Garritano
Heather Dauber
Michael Minogue

Chief Sean Fierce was also in attendance.

III. PUBLIC COMMENTS:

None.

IV. APPROVAL OF THE MINUTES:

1. Regular Meeting Minutes dated September 14, 2021

- A **Motion** was made by Commissioner Raymond Garritano and seconded by Commissioner Heather Dauber to:
“Approve the Regular September 14, 2021 Meeting Minutes, as presented.”

President Minogue requested the Recording Secretary to call for a roll call vote. Upon the roll being called, the following Commissioners voted:

AYE: Raymond Garritano, Heather Dauber and Michael Minogue
NAY: None
ABSENT: None

The President declared the Motion carried.

V. CHIEF’S REPORT:

Chief Fierce advised the Commissioners of the following;

- Officer Meetings (LTs and BCs) are being conducted regularly for the purpose of disseminating District information, educating and problem solving;
- Began having Strategic Planning Meetings;
- The results of the “Standard of Cover” study will be presented at the Board of Trustees Regular meeting this evening. This study addresses the procedures/operations/efficiencies, or lack of, in the FFPD. Recommendations will be made. This information will be shared with Strategic Planning;
- Writing a Grant request for repairs/updates to the Training Center at Station 73; and,
- The Budget took a hit with the Health Care Insurance renewal increase of 35% - roughly \$450,000.00. The Budget will be adjusted.

VI. NEW BUSINESS:

1. Discuss/Approve List Battalion Chief Process
2. Solidify the Interview Dates for Pre-Employment Interviews
3. Solidify Questions for Pre-Employment Interviews

In reference to the Battalion Chief process, Chief Fierce provided the following information:

- The retest for the position of Battalion Chief took place December 6, 2021 (too much resource information included on the initial test);
- The test scores were reviewed and authenticated, in conjunction with the Union; and,
- The Battalion Chief candidates have been requested to complete a survey regarding the Battalion Chief process. The survey is anonymous and the results will be shared with the Commissioners.

- A **Motion** was made by Commissioner Heather Dauber and seconded by Commissioner Raymond Garritano to:
“Approve the Battalion Chief Test Results, as presented”.

President Minogue requested the Recording Secretary to call for a roll call vote. Upon the roll being called, the following Commissioners voted:

AYE: Raymond Garritano, Heather Dauber and Michael Minogue
NAY: None
ABSENT: None

The President declared the Motion carried.

Pre-employment Interviews –

- There are 33 entry level candidates on the list;
- The Commissioners agreed to interview via a panel format – five (5) at a time;
- The interviews will be conducted on January 10 and 11, 2022; and,
- Looking to hire one (1) or two (2) next year from the Eligibility List.

Chief Fierce noted that in the “EMS world”, there is a staffing shortage and the lack of passing the National test.

Chief Fierce reviewed the panel interview process with the Commissioners.

VII. CLOSED SESSION – If needed, Exemption under employment matters.

None requested.

VIII. ADJOURNMENT:

- A **Motion** was made at 10:47 A.M., by Commissioner Raymond Garritano and seconded by Commissioner Heather Dauber to:
“Adjourn the meeting.”

President Minogue called for a voice vote. All in favor.

The President declared the Motion carried.

Chief Sean Fierce, Recording Secretary

Secretary, Board of Fire Commissioners

Transcription by: Carolyn J. Williams, Admin. Support/Receptionist