

# FRANKFORT FIRE PROTECTION DISTRICT

Board of Fire Commissioners  
Regular Meeting Minutes (via Zoom)  
Fire Station One  
333 West Nebraska Street – Frankfort, IL 60423  
Tuesday, December 8, 2020 – 10:00 A.M.

## I. CALL TO ORDER:

The President called the meeting to order at 10:00 A.M.

## II. ROLL CALL:

Present: Commissioners: Raymond Garritano  
Donna Vegter  
Michael Minogue

DC Sean Fierce was also in attendance.

## III. PUBLIC COMMENTS:

None.

## IV. APPROVAL OF THE MINUTES:

### 1. Special Meeting Minutes dated December 1, 2020

- A **Motion** was made by Commissioner Michael Minogue and seconded by Commissioner Donna Vegter to:  
“**Approve the Special Meeting Minutes dated December 1, 2020, as presented.**”

President Garritano directed the Secretary to call the roll for the vote. Upon the roll being called, the following Commissioners voted:

AYE: Raymond Garritano, Donna Vegter, Michael Minogue  
NAY: None  
ABSENT: None

**The President declared the Motion carried.**

## V. CHIEFS REPORT:

Nothing new to report.

## VI. UPDATE FROM LEGAL: Lisa Calloway (listed in error)

DC Fierce stated the update took place at the previous meeting.

## VII. UNFINISHED BUSINESS:

### 1. Engineer Promotional Process

DC Fierce provided the following information:

- Bill Novak and Robert Price claimed their 5 points for past military service and their paperwork is complete;

VII. UNFINISHED BUSINESS: [Continued]

- The military points were added to the Preliminary List, thus establishing the Final Promotional List;
- The List will be posted Thursday, December 10, 2020. An asterick (\*) has been placed on the List noting that FF/EMT Scanlan has the opportunity to take the test upon his return from military deployment; and,
- AC Kinsella and the Union Board are in discussion regarding FF/EMT Scanlan's timeframe for testing.

The Commissioners held an open discussion regarding this matter .

A **Motion** was made by Commissioner Donna Vegter and seconded by Commissioner Raymond Garritano to:

**“Certify the Adjusted Final Promotional List for the rank of Engineer, with the caveat that FF/EMT Scanlan take the test his return, per the State Statute.”**

President Garritano directed the Secretary to call the roll for the vote. Upon the roll being called, the following Commissioners voted:

AYE: Raymond Garritano, Donna Vegter, Michael Minogue  
 NAY: None  
 ABSENT: None

**The President declared the Motion carried.**

DC Fierce stated that promotions to Engineer are not anticipated at this time.

VIII. NEW BUSINESS:

1. Processing New Candidates Following Pre-Employment
2. Battalion Chief Promotional Process

DC Fierce provided the following information regarding the Battalion Chief Promotional process:

- Will formalize the process with the President of the Assessment Center next week and choose the testing materials;
- Testing notification will be posted January 1, 2021;
- Anticipate interviews around April or May;
- The position requirements are;
  - An Associate Degree or half-way through a Bachelors' Degree
  - Time on the job
  - Certifications
- Currently there are three (3) Battalion Chiefs. Testing will provide a list of “acting BCs” to draw upon when needed; and,
- “Acting BCs” will assist in reducing over-time pay.

DC Fierce will send the following to the Commissioners:

- Previous BC interview question list for their review; and,
- Job descriptions for the Battalion and the Lieutenant positions.

The next scheduled “Regular” meeting are March and June of 2021.

IX. CLOSED SESSION: If needed

None requested.

X. ADJOURNMENT:

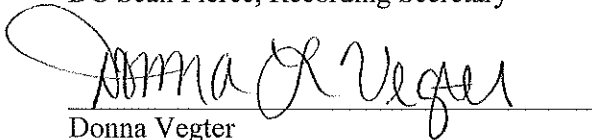
- A **Motion** was made at 10:36 A.M., by Commissioner Donna Vegter and seconded by Commissioner Raymond Garritano to:  
    **“Adjourn the meeting.”**

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

**The President declared the Motion carried.**

Following this meeting, DC Fierce was asked to explain the responsibilities of a Battalion Chief. An open and informal discussion took place.

DC Sean Fierce, Recording Secretary

  
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Donna Vegter  
Secretary, Board of Fire Commissioners

Transcription by: Carolyn J. Williams, Administrative Receptionist