

FRANKFORT FIRE PROTECTION DISTRICT

Board of Fire Commissioners

Regular Meeting Minutes

Fire Station One

333 West Nebraska Street – Frankfort, IL 60423

Tuesday, June 8, 2021 – 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
Heather Dauber
Michael Minogue

DC Sean Fierce was also in attendance.

III. PUBLIC COMMENTS:

None.

IV. APPROVAL OF THE MINUTES:

1. Regular Meeting Minutes dated March 9, 2021

- A **Motion** was made by Commissioner Raymond Garritano and seconded by Commissioner Michael Minogue to:
“Approve the Regular Meeting Minutes, dated March 9, 2021, as presented.”

President Garritano requested the Recording Secretary to call for a voice vote.

Commissioner Dauber abstained due to the fact she was not present at that meeting, nor was she a Commissioner.

The President declared the Motion carried.

V. CHIEFS REPORT:

DC Fierce provided the following information:

- The proposed promotions of FF/EMT-P William Novak to ENG/EMT-P and ENG/EMT-P Kevin Brow to Lieutenant will be presented for approval at the Board of Trustees meeting, June 15, 2021. Kevin will be assisting the Chiefs with Administrative duties only, and not assigned to a shift;
- Explained the “Organizational Chart” of the department;
- Gave a brief history of the hierarchy from Chief Grady to the present;
- Explained the relationship between the District and the local Union; and,
- Noted that the department became full-time in 2002.

VI. UNFINISHED BUSINESS:

1. Engineer Promotional Process (Update Scanlan)

No report.

VII. NEW BUSINESS:

1. Establish Board Officers
2. Establish Regular Meeting Schedule
3. Discussion/Possible Action on Battalion Chief Process
4. Discussion/Possible Action on Hiring Process

DC Fierce reminded the Commissioners that the Board Officers change annually.

- A **Motion** was made by Commissioner Raymond Garritano and seconded by Commissioner Heather Dauber to:
“Nominate Michael Minogue as President of the Board of Fire Commissioners”

President Garritano requested the Recording Secretary to call the roll for the 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.

- A **Motion** was made by Commissioner Michael Minogue and seconded by Commissioner Raymond Garritano to:
“Nominate Heather Dauber as Secretary of the Board of Fire Commissioners”

President Minogue requested the Recording Secretary to call the roll for the 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.

- A **Motion** was made by Commissioner Raymond Garritano and seconded by Commissioner Michael Minogue to:
“Approve the meeting dates for the 2021/2022 year, as presented.”

President Minogue requested the Secretary to call the roll for the 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.

VII. NEW BUSINESS: [Continued]

In reference to the Battalion Chief Promotional process, DC Fierce distributed packets for the Commissioners to review and explained each of the following subject areas in the packet:

- Job description;
- Posting;
- Interview dates (2 possible); and,
- Interview questions.

DC Fierce then briefly explained the hiring process:

- Candidates are subject to written, physical and psychological testing, as well as oral interviews;
- A consortium of six (6) area departments participate in this testing;
- Based on these test scores, an “Eligibility List” is established every two (2) years; and,
- Candidates are then chosen by these departments via “Offer to Hire” letters.

In order to streamline this process, the recommendation has been made to share the candidate(s) information with the consortium of departments.

- A **Motion** was made by Commissioner Raymond Garritano and seconded by Commissioner Heather Dauber to:
 “The sharing of Candidates information, as presented.”

President Minogue requested the Secretary to call the roll for the 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.

VIII. CLOSED SESSION: (If needed)

- At 11:30 A.M., a **Motion** was made by Commissioner Raymond Garritano and seconded by Commissioner Michael Minogue that the Commissioners meet in Closed Session for the purpose of discussing Litigation, Real Estate, Personnel and any other Board of Fire Commissioners business that is allowed to be discussed in Closed Session under the Open Meetings Act.

President Minogue requested the Secretary to call the roll for the 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.

VIII. CLOSED SESSION: [Continued]

- At 11:50 A.M., a **Motion** was made by Commissioner Michael Minogue and seconded by Commissioner Heather Dauber to reconvene the Regular Board of Commissioners' Meeting.

President Minogue requested the Secretary to call the roll for the 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.

IX. POSSIBLE ACTION TAKEN ON ITEM(S) DISCUSSED IN CLOSED SESSION:

No Action was taken in Closed Session.

X. ADJOURNMENT:

- A **Motion** was made at 11:52 A.M., by Commissioner Michael Minogue 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.

DC Sean Fierce, Recording Secretary

Secretary, Board of Fire Commissioners

Transcription by: Carolyn J. Williams, Administrative Receptionist