

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

**JANUARY 13, 2015**

**Meeting called to order** by Chairman Levan at 5:30 p.m. at Station #31, 27W530 Highlake Road, Winfield, Illinois.

**Roll Call:** Chairman Chris Levan, Commissioner George Kallas, and Commissioner Robb Hannen.

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

**Approval of Minutes:** The minutes of the Special Meeting of 10/7/14 were distributed to the Board prior to the meeting. There being no changes, Commissioner Hannen made a motion to approve the minutes as presented, seconded by Commissioner Kallas. Pursuant to a voice vote, all in favor, motion carried.

**Public Comment:** None.

**Old Business:** None.

**New Business:** Chief DiMenza distributed a portion of the Collective Bargaining Agreement regarding promotions, and brief discussion ensued. He also distributed recommended job descriptions with qualifications and expectations prepared by Trustee Mortenson with the suggestion that this information be incorporated in the Rules and Regulations of the Board of Fire Commissioners. After review of the language, the Board decided to strike the requirement of 30 hours of college credit, since the required Paramedic License is about the equivalent of those 30 hours, but not every paramedic program is provided through a college. Requiring both could limit the number of qualified candidates applying for employment. The Board will, however, continue to provide preference points for a college degree. For the rank of Lieutenant, the language regarding a required FFIII or Advanced Firefighter certificate will be stricken since that certification is a pre-requisite for obtaining the required Fire Office I certification. In addition, the word "Provisional" will also be removed from the Fire Office I Certification. Motion by Commissioner Hannen, seconded by Commissioner Kallas. Pursuant to a voice vote, all in favor, motion carried.

In order to begin the new phase of testing for a new eligibility register, Attorney Flaherty suggested contacting Ergometrics to determine what cutoff score they will use when scoring the written tests. In addition, he recommended including language in the legal notice that sets out the preference points that will be offered.

After discussion, the Board agreed that the next meeting will be held on 2/3/15 to approve the notice to be published in the newspaper, applications will become available on 2/6/15 and must be postmarked by 3/6/15 in order to be considered, and the Board will meet again on 3/12/15 to review the applications received to ensure compliance. The date of the orientation and written test will be 3/21/15 at 9:00 and will be held at the Central DuPage Hospital campus meeting room.

**Payment of Bills:** None.

There being no further business, Chairman Levan moved to adjourn the meeting at 6:20 p.m., seconded by Commissioner Kallas. Pursuant to a voice vote, all in favor, motion carried.

Respectfully submitted,

*Robin K. Youngberg*

Robin K. Youngberg, Administrative Assistant