

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

DECEMBER 16, 2024

Meeting called to order by Commissioner Nair at 5:15 p.m. at Station #31, 27W530 Highlake Road, Winfield, Illinois.

Roll Call: Commissioner Naresh Nair, Commissioner Kyle Wolber and Commissioner Shawn Hacker.

Also present: Chief Steven C. Evans and Administrative Assistant Robin Youngberg.

Public Comment: None.

Minutes: The minutes of the 7/8/24 Special Meeting and 11/4/24 Special Meeting were reviewed by the Board prior to the meeting. Commissioner Wolber made a motion to approve both sets of minutes as presented, seconded by Commissioner Hacker. Motion carried by voice vote.

The purpose of the meeting was to review and accept all qualified applicants and establish a timeline for the remaining testing components. There were 11 applications received, all of which met the qualifications necessary to participate in the testing process.

The written test will be conducted on 12/21/24 at Station #31, with an 8:00 am check-in time and the test starting promptly at 9:00 am. After the written test scores are received, the Board will meet on 12/30/24 to establish a Preliminary Eligibility List. The oral interviews will then be conducted on 1/4/25 at Station #31 beginning at 9:00 am, each interview receiving a 15-minute time slot, and 1/6/25 at 5:00 pm will be reserved for oral interview make-up requests, if needed. Once the oral interview scores are applied to the written scores, the Board will meet on 1/13/25 at 5:00, Station #31, to establish the Initial Eligibility list. The candidates then have 10 days to apply for preference points, after which the Board will meet on 1/27/25 at 5:00 pm, Station #31, to establish a Final Eligibility List.

There being nothing further for discussion, Commissioner Hacker made a motion to adjourn, seconded by Commissioner Wolber. All in favor. The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Robin K. Youngberg

Robin K. Youngberg, Administrative Assistant