

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT



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FIRE COMMISSION Minutes of January 22, 2009

The Algonquin-Lake in the Hills Fire Commissioners regular meeting was called to order at 6:00 p.m. in the Conference Room of the Headquarters Fire Station, located at 1020 West Algonquin Road, Lake in the Hills, Illinois.

I. ROLL CALL

The meeting opened with Commissioner Atherton, Commissioner Miner-Corso, Assistant Chief Gaughan and recording Secretary Michele Bauer. Commissioner Atherton reported that the Board of Trustees has accepted Warren Olsen's resignation as a Commissioner. He has been appointed as a Trustee to the Algonquin-Lake in the Hills Fire Protection District.

II. PUBLIC COMMENTS - None

III. AGENDA APPROVAL

Commissioner Atherton moved to add the following to the Agenda under New Business: Rules and Regulations update, Firefighter recruitment testing, Evaluations, Choosing an assessor for testing and Promotional Exams. Commissioner Miner-Corso seconded the motion and it was approved 2/0.

IV. CORRESPONDENCE

Commissioner Miner-Corso reported that she received confirmation that she will be attending the NIAFPD conference on February 7, 2009, along with Trustee Corky Corless.

V. SECRETARY'S REPORT

Commissioner Miner-Corso moved to approve the November 20, 2008 regular meeting minutes. Commissioner Atherton seconded the motion and it was approved 2/0.

VI. CHIEF REPORT

A/C Gaughan reported that Warren Olsen was sworn in as Trustee at the January 20, 2009 Board of Trustee meeting. Letters of Intent for the open position of Commissioner are to be accepted by the Trustees until the February 18, 2009 meeting at which time they set up appointments to conduct interviews for anyone that has submitted a letter. The Board of

Trustees will then move to appoint a new Commissioner at the March 18, 2009 regular meeting. Commissioner Miner-Corso asked if there are any statutes or policies that must be followed as to who the Board may be comprised of. A/C Gaughan will research and report back to the Commission.

A/C Gaughan also reported that a Performance Evaluation Committee has been formed. They are currently looking at the current process and will report with their recommendations. A Daily Performance checklist for Probationary employees is also being used. It is signed daily by the Officer on duty. The form is currently a fill in the blank format, which is being changed to a check-list with a comment section for the Battalion Chief. This should be ready for review at the February meeting. A/C Gaughan will provide copies in next months Commissioners packets.

VII. OLD BUSINESS

2009 Meeting Schedule: Commissioner Atherton moved to approve the 2009 Commission Meeting Calendar as presented. Commissioner Miner-Corso seconded the motions and it was approved.

VIII. NEW BUSINESS

Personnel Status Report: The Commissioners reviewed the November December 2008 Personnel Status reports. Commissioner Atherton asked that staff add to future reports the expiration dates of the various employment and promotional lists

Rules and Regulations: Due to the fact that several topics coincide with the Union Contract negotiations, this is being moved to Closed Session.

Firefighter Recruitment: The Commission would like to use I/O Solutions for the application process and Ergometrics for the testing. Both of these are Vendors that the ALFPD has used in the past with good results. A/C Gaughan will contact both vendors to get their current fees. Elgin Community College was used as the testing site 2 years ago and the Commission would like to use that site again. A/C Gaughan will check into the availability once dates are solidified. Since a CPAT card is a requirement to take the written test, dates to allow for at least two practices for candidates will need to be taken into consideration also.


CPAT: A/C Gaughan reported that he received a letter dated January 13, 2009 from the WFI, Fire Service Joint Labor Management Wellness/Fitness Initiative regarding the continued use of the CPAT program. Staff is working on compliance of the EECO conciliation agreement with the IAFF. The Director of NIPSTA has been contacted regarding compliance as they provide the actual CPAT test for the District.

IX. CLOSED SESSION

Commissioner Atherton moved to adjourn to Closed Session at 6:53 p.m. for the purpose of discussing Appointments, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body. Commissioner Miner-Corso seconded the motion and it was approved 2/0. The Commission returned to open session at 7:23 p.m. with all present and no decisions made.

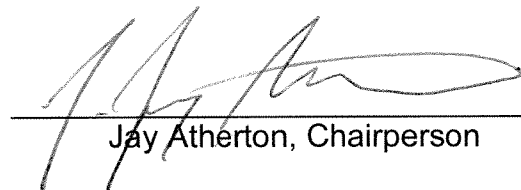
X. ADJOURN

Commissioner Atherton moved to adjourn the meeting at 7:23 p.m. Commissioner Miner-Corso seconded the motion and it was approved 3/0. The next regular meeting is scheduled for Wednesday, February 18, 2009 at 6:00 p.m.



Tamara Miner-Corso, Secretary

ATTEST:



Jay Atherton, Chairperson