

# ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

1020 West Algonquin Road  
Lake in the Hills, IL 60156  
847.658.8233 | fax 847.854.2609

WWW.ALFPD.ORG



## **FIRE COMMISSION** **Algonquin-Lake in the Hills Fire Protection District** **Regular Meeting Minutes of July 15, 2009** Conference Room – 1020 West Algonquin Road, Lake in the Hills, IL

The meeting was called to order at 7:00 p.m.

### **I. ROLL CALL**

Present: Commissioner Atherton, Commissioner Miner-Corso, Commissioner Harper, Asst. Chief Gaughan and recording secretary Marjean Diercks.

### **II. PUBLIC COMMENTS**

Pat Caskey was in the audience and indicated he submitted the requested DD-214 paperwork; this will be discussed under Old Business.

### **III. AGENDA APPROVAL**

Asst Chief Gaughan indicated there would be a candidate update in closed session.

### **IV. ELECTION OF OFFICERS**

On a motion made by Commissioner Miner-Corso and seconded by Commissioner Harper:  
"Nominate Jay Atherton as Chairperson for the Fire Commission."  
No discussion. Motion carried; 2 ayes, 0 nays, 1 abstain.

On a motion made by Commissioner Atherton and seconded by Commissioner Harper:  
"Nominate Tamara Miner-Corso as Secretary for the Fire Commission."  
No discussion. Motion carried unanimously.

### **V. SECRETARY'S REPORT**

On a motion made by Commissioner Miner-Corso and seconded by Commissioner Atherton:  
"To approve the minutes for the June 18, 2009 Regular Board Meeting."  
No discussion. Motion carried; 2 ayes, 0 nays, 1 abstain.

## **VI. CORRESPONDENCE**

Commissioner Miner-Corso indicated she will be sending out an invitation to the McHenry County Trustees dinner to be held on the last Monday of July at Andre's.

## **VII. CHIEF'S REPORT**

Asst Chief Gaughan reported that a letter was received from Eric Surmin requesting removal from the extended probation now that he has received his paramedic certification. The required letters of recommendation from the staff will be presented to the Commissioners next month for their approval. There was a short discussion of where the requests for the letters of recommendation are originated.

## **VIII. OLD BUSINESS**

Recruit Testing Update: A report from the Public Safety Recruitment Administration was distributed showing a total of 155 applicants, and 118 of these are confirmed. The closing date for applications is August 17, 2009. The written exam is scheduled for August 29, 2009 at Elgin Community College, Siegle Auditorium starting at 9:00 a.m. Staff will post a notice for this Special Meeting as all three Commissioners will be present at the testing site to assist with check-in of candidates. The group oral interview dates have not yet been set; the Commissioners will look at dates in September.

Pat Caskey DD-214: The DD-214 short form that Pat Caskey submitted for the Lieutenant promotional exam was previously allowed, and the military preference points granted, conditionally. Mr. Caskey was asked to provide a DD-214 long form that indicated the type of discharge, which was submitted on July 15, 2009. The DD-214 long form indicates a general discharge, and a letter from the Veterans Affairs department was attached stating that FF Caskey has a general discharge, which is under Honorable conditions from the United States Air Force. The Commission was provided US Military Enlisted Administrative Separations definitions ([usmilitary.about.com](http://usmilitary.about.com)) that listed three Characterizations of Service; Honorable, General (Under Honorable Conditions) and Other Than Honorable Conditions. Mr. Caskey enlisted for four years and served for two years and three months.

Commissioner Atherton asked FF Caskey if he understood the difference between an Honorable and General Military discharge. FF Caskey responded "Yes, a General discharge is sometimes used because of minor infractions." Commissioner Atherton asked FF Caskey if during his discharge process any Officer explained to him his discharge status. FF Caskey responded "I was let go before enlistment period due to minor infractions, it was explained to me. It's the first time I've seen this form. It was nineteen (19) years ago. I was told at the time it was Honorable." Commissioner Atherton asked FF Caskey how long was your enlistment period? FF Caskey answered "I enlisted for four (4) years." Commissioner Atherton stated "You served two years and four months." FF Caskey stated "that's correct." Commissioner Atherton asked FF Caskey "When you were discharged, did you sign any paperwork indicating you received a General discharge?" FF Caskey answered "I was notified about it and signed the paperwork. I wasn't sure if it was a General or Honorable discharge."

The Commissioners indicated this topic would be discussed further in closed session. Pat Caskey left the meeting at 7:30 p.m.

## **IX. NEW BUSINESS**

Personnel Status Report for June 2009 was reviewed.

Captains and Battalion Chiefs Promotional Exams: The current promotional list that was created to cover both the Captain and Battalion Chief positions has now been exhausted, and the Commissioners discussed scheduling these tests at the same time, but establishing two separate lists. The Fire Commission Rules and Regulations need to be updated to reflect the changes agreed to in the Collective Bargaining Agreement; the updated Rules and Regulations will be presented to the Commissioners for their approval next month. Asst Chief Gaughan reported that the language in the contract indicates a test conducted in 2009 needs to have the eligibility requirements negotiated.

Fire Department Promotions Act: There was a discussion on the Assessment Center assessor requirements. Asst Chief Gaughan reported that the state levels of Fire Chiefs and Firefighters Union have been meeting on this topic and have formed a committee. The staff was directed to talk with the Union leadership to find out if they wish to go ahead with the promotional exams as they have been conducted in the past, or if they want to wait for this state committee's recommendations. Asst Chief Gaughan will also follow up with Attorney Flaherty to find out if there are any updates in this matter.

## **VI. CLOSED SESSION**

On a motion made by Commissioner Atherton and seconded by Commissioner Miner-Corso:

"To enter into Closed Session for the purpose of Probable or Imminent Litigation, and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body at 7:50 p.m."

Motion carried unanimously.

Present in Closed Session were: Commissioner Atherton, Commissioner Miner-Corso, Commissioner Harper and Asst Chief Gaughan. The meeting returned to Open Session at 8:18 p.m. No decisions were made in Closed Session.

## **VI. ACTION ITEMS**

On a motion made by Commissioner Atherton and seconded by Commissioner Miner-Corso:

"To provide candidate Jesse Howard with an appointment to full-time Firefighter/Paramedic after having met all pre-hire conditions of employment."

No discussion. Motion carried; 2 ayes, 0 nays, 1 abstain.


On a motion made by Commissioner Atherton and seconded by Commissioner Harper:  
"Based on the information contained on the long form DD-214 provided by Pat Caskey, the ALFPD Fire Commission Rules and Regulations, Illinois Municipal Code 65 ILCS 5/10-2.1-10, Sec. 10-2.1-10 Promotion preferences and the Illinois Fire Protection District Act, 70 ILCS 705/16.08a, it is determined that FF Caskey has not met the requirements for an honorable discharge, and the conditional preference points previously awarded are rescinded. The staff will notify FF Caskey of this determination and his ability to request Hearing on the subject before the ALFPD Fire Commission. Once notified, Mr. Caskey will have 7 days to notify the Commission of his desire for a hearing. If so requested, the Commission will schedule a formal hearing in accordance with Fire Commission Rules and Regulations and any other applicable rules or public Acts."

No discussion. Motion carried unanimously.

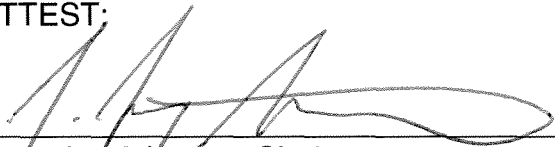
**X. ADJOURN**

The next regular meeting is scheduled for Thursday, August 20, 2009 at 7:00 p.m. Commissioner Miner-Corso moved to adjourn the meeting and it was seconded by Commissioner Atherton. The meeting was adjourned at 8:21 p.m.

Approved this 20<sup>th</sup> day of August, 2009.

  
\_\_\_\_\_  
Marjean Diercks, Recording Secretary

ATTEST:

  
\_\_\_\_\_  
Jay Atherton, Chairperson