



FRANKFORT FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Fire Commissioners

Fire Station One

333 West Nebraska Street

Frankfort, IL 60423

10:00 a.m. Friday, January 13, 2017

I. CALL TO ORDER

II. ROLL CALL

Present: Donna Vegter
Carol Ekdahl
Kelly Hayden

Also Present: Assistant Chief Sean Fierce and Trustee Dan Rossi

III. PUBLIC COMMENTS - None

IV. APPROVAL OF THE MINUTES – Regular Meeting, September 16, 2016

- A **motion** was made by Commissioner Carol Ekdahl and seconded by Kelly Hayden to:
“Approve the Meeting Minutes as presented.”
VOICE VOTE. MOTION CARRIED

V. CHIEF'S REPORT

- Chief Wilson was unable to attend meeting. AC Fierce will speak on his behalf.
- Negotiations will begin on January 31, 2017 at Station One.

VI. UNFINISHED BUSINESS

1. Grievance update

- Arbitration to take place on March 6, 2017. Chief Wilson and AC Fierce will be attending.
 - A subpoena for records was received and AC Fierce is requesting Commissioner emails in reference to the 2009 Fire Apparatus Engineer List.
 - Commissioner Kelly Hayden stated she turned over her emails to the Commissions attorney Lisa Callaway for guidance. Commissioners Ekdahl and Vegter had none.
 - Union feels the District should recognize “past practice” and work with them for a resolution.
 - Commissioners were not involved in the Engineer promotion process because it was felt to be a technical position with increased responsibility, not necessarily a “promotion”. They certified the final list only.

VII. NEW BUSINESS

1. New Hire Process

- Monday, January 16, 2017 the Lincoln Way Area 5 Chiefs will be meeting to determine number of candidates (if any) needed for their respective fire districts. Frankfort's Eligibly List expires on February 8, 2018.
 - IO Solutions will be used once again as the contact for on-line applications.
 - The District would like to hire at least 3-4 eligible candidates from the current list due to the possibility of internal promotions.
 - Overtime expenditures are on an increase and the amount of hours worked is putting a strain on personnel.
 - An expansion of the next Eligibility List is being requested. The District feels in order to meet the minimum hiring (3-4), the commission may have to contact a number of candidates before finding enough.
 - Chief Wilson will be applying for the Safer Grant (100% of Federal funding for first year of new hire salaries) which will be due at the end of February. Timeline for approval of grant could range from May to December, as long as money is available.
 - Trustee Rossi stated that an increase in staffing may happen regardless of the grant based on the district's new budget which begins on June 1, 2017.

2. Changing Promotion Procedures

- AC Fierce would like the promotion process to mirror the hiring process.
 - Packets will be given out at the start of the promotion process, stamped with the date and time packets are picked up and returned.
 - AC Fierce mentioned that he and Chief Wilson would like to see the Commissioners more involved in the promotion process.
 - The Commissioners should receive the promotion packets and award the ascertained merit points.
 - Documents received should be kept in a separate folder for easy retrieval and access in case of future questions.

VI. ADJOURNMENT

- A **motion** was made at 10:32 a.m. by Commissioner Carol Ekdahl, seconded by Commissioner Kelly Hayden to:
"Adjourn the Meeting."

The Chairman directed the secretary to call the roll for the vote. Upon the roll being called the following commissioners voted:

AYE: Carol Ekdahl, Kelly Hayden and Donna Vegter
NAY: None
ABSENT: None

The chairman declared the motion carried.

Bonnie Merritt, Recording Secretary



Carol Ekdahl
Secretary, Board of Fire Commissioners