

McHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
3610 W. ELM STREET, McHENRY, ILLINOIS 60050
THURSDAY, NOVEMBER 7, 2019

- I. Special Meeting was called to order at 4:00 p.m.
- II. Roll Call - *Trustee Meyer, Trustee Miller, Trustee Justen, Trustee Bennett were present and Trustee Schaefer was present via phone. Also present were Attorney Jim Militello and Attorney Karl Ottosen.*
- III. There was no public comment.
- IV. *Motion to approve the minutes of the September 30, 2019 Meeting of the Board of Fire Commissioners – Trustee Meyer. Second – Trustee Justen. On a voice vote, all ayes. Motion passed.*
- V. Discussion and Possible Action
 - a. Hiring Process for Full Time Lieutenants

Chief Huemann asked Attorney Karl Ottosen to review for the Commission the hiring process and each of the individual documents relating to the position including the announcement of the position, the job description, the application, preference points, testing criteria, the employment agreement and the hiring timeline.

Items presented to the Commission included cleaning up typing errors on the documents to be provided to the candidates, discussion of the maximum age requirement for application and the Commission was reminded of Section 2.03, paragraph 3 of the MTFPD rules citing the age requirements. It was announced that review of salary and benefits for the full time position would be discussed at the Board of Trustees meeting scheduled at the conclusion of the Commission Meeting.

Clarification was given to paramedic requirement, awarding of the preference points and there was discussion of the oral interview with the Board of Fire Commissioners. It was confirmed that the oral interviews for top 10 candidates would be completed after establishment of the eligibility list and prior to the conditional offer of employment and the Commissioners will use a Pass/Fail grading. There was discussion as to the process of hiring candidates from the list and hiring candidates out of numerical order.

Discussion of the hiring timeline confirmed that the new position will have a start date after May 1, 2020. The cutoff date for meeting all requirements is December 13, 2019.

Motion to approve the hiring process for full time lieutenants for the McHenry Township Fire Protection District including the edits as made today and providing that the salary discussion for the position will be conducted at the Board of Trustees meeting at the conclusion of the Commission meeting – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye; Trustee Meyer – aye; Trustee Miller – aye; Trustee Justen – aye; Trustee Schaefer – aye. Motion passed 5 to 0.

VII. Adjournment

Motion to adjourn – Trustee Bennett. Second – Trustee Justen. On a voice vote, all ayes.
The meeting adjourned at 5:03 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary