

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
SPECIAL MEETING MINUTES  
3610 W. ELM STREET, MCHENRY, ILLINOIS 60050  
MONDAY, SEPTEMBER 30, 2019

- I. Special Meeting was called to order at 3:00 p.m.
- II. Roll Call - *Trustee Meyer, Trustee Miller, Trustee Justen and Trustee Schaefer were present. Trustee Bennett was absent.*

*Also present were Attorney Jim Militello and Attorney Karl Ottosen.*

- III. There was no public comment.
- IV. Discussion and Possible Action

a. Testing Process for Full Time Lieutenants

Chief Huemann, Deputy Chief Horist and Deputy Chief Spraker presented information to the Board for testing for the position of full time lieutenant. Items discussed included the application process and options of charging an application fee, putting the salary range of the position on the job announcement, and requiring the CPAT + ladder certification. The written test, involvement of the Fire Commissioners in the interview process and use of "Pass/Fail" by the Commission during oral interviews was also discussed. Recommendation to the Board also included conducting the background, psychological and polygraph evaluations prior to making the conditional offer of employment contingent on successful medical evaluation. Establishment of the eligibility list was discussed including awarding of preference points for education, certifications, residency and additional points for bilingual skills, knowledge of the district and current acting officer status. Using weighted percentages of each component of the testing process was discussed.

The final item discussed regarding the testing process was advertising for the position and it was confirmed that the job announcement will be sent to local newspapers, included on the MTFPD website and shared with fire service publications.

VII. Adjournment

*Motion to adjourn – Trustee Schaefer. Second – Trustee Justen.* The meeting adjourned at 4:24 p.m.

Respectfully Submitted,

  
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Robert J. Meyer, Secretary