

**Cornbelt Fire Protection District
Board of Trustees Meeting
September 7, 2011
7:00 pm**

President Pike called the meeting of the Cornbelt Fire Protection District Board of Trustees to order at 7:00 pm. Trustees Jeffers, Jessup, Koller and Pike were present.

Approval of Minutes: Motion to approve meeting minutes of August 3, 2011 was made by Tr Jessup; Tr Koller 2nd. ROLL CALL: All Yes.

Approval of Minutes: Motion to approve meeting minutes of August 12, 2011 was made by Tr Jeffers; Tr Koller 2nd. ROLL CALL: All Yes.

Treasurer's Report: Treasurer Jessup had distributed a summary of accounts. Motion to approve Treasurer report by Tr Koller; Tr Jeffers 2nd. ROLL CALL: All yes.

Petty Cash: Tr Jessup opened a discussion on the Petty Cash amount prompted by the need to replenish the petty cash---Tr Jessup made a motion that we establish a level of \$500 for the Petty Cash fund. Tr Jeffers 2nd. ROLL CALL: All Yes.

Public Comments: None

Trustee's Comments:

1. Congratulations to John Harpst on his 45 years of dedicated service.
2. Tr Jessup asked the Firefighters to approach the Trustees if they felt there was a need for a Cornbelt Chaplin.
3. Tr Jessup voiced a concern that with the new 800 radio system, firefighters can not hear what is going on while they are responding to a call. There is not a fix to that problem at this time.

Old Business:

- A. **Update of Policy Committee:** Tr Koller said Asst Chief Zindars and his committee continues to move forward.
- B. **Property Acquisition:** Tr Jessup reported we should close on the property the end of September or the first part of October on 508 E. Main.

New Business:

- A. Chief Vacancy and Job Description:** Tr Koller presented the updated Job description. After discussion of changes on the salary statement, a motion was made by Jeffers, Tr Jessup 2nd to approve the updated job description. After much discussion of the posting, deadline, screening, interviewing procedures – following is a summary of the plan:

John Koller will edit new Job Description for Chief. In addition, John will write the posting summary to be used in professional journals, on the District web site and newspapers in Bloomington, Carbondale and Champaign. Before any advertising is posted, John will provide the draft for Trustee input. The posting should be completed a.s.a.p., before September 16, 2011 if possible. All forms, applications and posting will be available electronically for candidates to complete and return electronically as well.

Deadline for receipt of application will be 11/15/11.

Following the deadline trustees will screen applications, selecting not more than 6 to contact for interviews. Screening will be conducted either at a special meeting or after regular business at our December meeting in Executive Session to maintain confidentiality of applicants.

The Trustees will select a date at the December meeting for candidate interviews to be conducted on a date in January.

Interview team will consist of the Trustees and 2 community members to be appointed by the Trustees in December.

Following interviews, the finalists for the Chief position will be invited back for a second interview and informal meeting with fire fighters and officers.

The timeline for this procedure will be established after first round interviews. The goal is to appoint a Chief at the March Trustee meeting.

Chief's Report:

- We have run 508 calls so far in 2010-2011.
- Reminder of the cake and punch reception for John Harpst on 9/11/2011 2-4pm.
- Open House date is October 6, 2011 6-8pm. Robin Stuckemeyer is the Chairman.
- New Engine Committee, with Chairman Lt. Richard Hungerford, has had their first meeting.
- Steve Elkins has ordered a new O2 censor for one of our gas detectors which is still in service without the O2 censor.
- The roof continues to leak with each rain.
- The new copier is in service and very much appreciated.
- Overall things are going great. We have a lot of firefighters doing the *right thing* at the *right time* for the *right reasons*.

Motion to go into closed session at 8:15 pm by Tr Jessup; Tr Jeffers 2nd.
Trustees Jeffers, Jessup, Koller and Pike; Adm Assist. Bonnie; Chief Jay.

Board of Trustees reconvened at 9:40pm.

Tr Jessup made a motion to approve a recommended policy as presented by Chief Jay.

Tr Jessup made a motion to select Don Bonham to complete the open term on the Board of Trustees. Tr Jeffers 2nd. ROLL CALL: All Yes.

Don Bonham was sworn in as Trustee to complete the open term on the Board of Trustees

Tr Jessup made a motion to continue current officers. Tr Jeffers 2nd. ROLL CALL: All Yes

Tr Koller motioned to adjourn at 9:45pm. Tr Jeffers 2nd. ROLL CALL: All Yes

Respectfully submitted,

John Koller, Secretary