

APPROVED MINUTES
VILLAGE OF ANTIOCH
BOARD OF TRUSTEES – PUBLIC SAFETY COMMITTEE AND FIRST FIRE
PROTECTION DISTRICT MEETING
Municipal Building: 874 Main Street, Antioch, IL
November 3, 2009

I. CALL TO ORDER

Chairman Crosby called the meeting to order at 8:35 a.m. in the Municipal Building: 874 Main Street, Antioch, IL.

II. PLEDGE OF ALLEGIANCE

Chairman Crosby led the Pledge of Allegiance.

III. ROLL CALL

Roll call indicated the following members were present: Chairman Crosby and Trustee Wolczyk. Also present were Mayor Hanson, Administrator Keim and Management Analyst Parks; Fire District Board Members Dean Pedersen, Carolyn VanPatten and Matt Tabar; Rescue Squad Members Brian DeKind and Township Supervisor Steve Smouse; Emergency Management Director Shannon and Clerk Rowe.

IV. REGULAR BUSINESS

1. Discussion regarding hiring a replacement Fire Chief – Chairman Crosby said the purpose of the meeting is two-fold and that we want to discuss our progression with Chief Volling's retirement announcement who will be retiring in April 2010. He also said that he would like to have another meeting with the Antioch Rescue Squad.

Chairman Crosby said the objective of the meeting is to discuss what steps are needed to replace the Fire Chief and any interim steps that we may need to do to ensure that we have adequate coverage until a final decision is made. Administrator Keim said Fire Chief Volling will be performing his duties until April 30, 2010. Committee members discussed having a new Chief in place by mid-February giving them an opportunity to work with Fire Chief Volling and prepare the budgets.

Mayor Hanson discussed the roles involved due to the Fire Chief being appointed by both the Mayor and First Fire District Board. Administrator Keim suggested that a joint approval process be established. Township Supervisor Smouse said the Township appoints the First Fire District Board members. Mayor Hanson said that we need to formulate guidelines that we're going to take because the appointment is made by both the Village and the District. Administrator Keim suggested that the joint public safety committee would be the basis for a hiring sub-committee, possibly two members from each Board. Chairman Crosby said that we need to establish time lines and a job description for the new fire chief position. Administrator Keim discussed Village Human Resource Director Winegarner who could assist the hiring committee. Fire District Board member Tabar said they would like to be involved with the hiring process; he discussed their recent meeting where they met with Chief Volling regarding a suggested job description and he distributed copies of a draft job description which he indicated may be used as a starting point. Administrator Keim will give the draft job description to HR Director Winegarner. Fire District Board member Tabar discussed the intent of the residency requirement was to have the newly hired Fire Chief reside in Antioch within a certain time frame from the hire date. Chairman Crosby briefly discussed using an outside consulting firm to define the modern firefighting processes and management. He said that he would be very interested in asking a group like that to do some initial screening for us to sort out responses to the job advertisement. Fire District Board member Tabar said the Fire District Board checked into the Illinois Fire Chief's Association who has a selection process at approximate cost of \$6000. He said that he believed they would be amenable to any level of the selection process. Fire District Board member VanPatten said the first item that should be determined is whether the Fire Chief's position would be a full time position with benefits, a volunteer position or part time position.

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Trustee Wolczyk suggested before talking to outside consultants, we need to look at the position and what we can afford. He discussed nearby municipalities Fire Chief's salaries and asked if we could afford salaries and pension. Chairman Crosby discussed where we would like to be in the future. Fire District Board member Tabar said their Board has been looking at the recommendations of the study that was done which talks about potentially combining the emergency services into one organization; he said this is a critical time in terms of looking at who the leader of that would be and that both Boards agree on where that future is and that we hire somebody to match that rather than just finding someone who might be available. Both Chairman Crosby and Trustee Wolczyk agreed that at some point in the future, the department should be combined.

Those present discussed salaries, pensions and the total cost of a full time fire department. Administrator Keim suggested that Village staff do a salary survey, trying to find comparable departments. Chairman Crosby discussed whether the two Boards would want to commit to the concept of hiring a full time professional. Mayor Hanson said that we need to determine what we can afford. Administrator Keim asked for a list of departments that operates similar to Antioch. Len Sakalowski, Antioch Fire Department member who was present in the audience said the Lake Villa fire department is similar to Antioch's. Committee members discussed other community fire departments such as the Woodstock, Salem, Trevor and Wilmot. Fire District Chairman Pedersen discussed budgets constraints and items such as training that have been cut.

Committee members discussed the desired qualifications, costs of possible candidates being from out of state and the current economic times. Committee members also discussed the Village's future needs when the economy changes and growth begins again. Township Supervisor Smouse said that nationwide 70%-80% of the emergency services are volunteers and with today's budgets, there are more communities relying again on volunteers. He suggested that we don't lose the fact that we don't have the money; we need the best fire department and rescue squad that we can afford and that we would still need to rely on volunteers for quite a long while. He cautioned the committee about hiring someone with one mindset about the rescue squad and the fire department being volunteer and not full time not being professional because that's just not true.

Management Analyst Parks briefly discussed we may want to consider the person who is second in command who may be interested in applying for the Chief's position. Mayor Hanson and Fire District Board member VanPatten agreed and said that we may have a very qualified person already with the fire department and anyone interested would have to go through the application process. Chairman Crosby said the key is that we do not limit ourselves in any direction, internally or externally. He said that his biggest concern is how to implement it and get assistance passing a referendum.

The consensus of those present determined that a salary study of comparable size and operation would be done; advertise the position in December with a final selection by March 1; contact the Illinois Fire Chief Association and discuss a possible menu of services and approximate costs.

The next meeting is scheduled at 8:30 a.m. on November 24, 2009.

2. Antioch Rescue Squad Lease – Chairman Crosby said he, Administrator Keim and Mayor Hanson had a very productive and interesting meeting with Rescue Squad Chief Sobczak. He said that he believed everyone should meet at some time in the future that would help get past some things and hopefully work together more effectively. Committee members discussed arranging a meeting with Rescue Squad Chief Wayne Sobczak at 8:00 a.m. on November 17. Chairman Crosby will confirm the meeting date and time with Chief Sobczak.

Chairman Crosby said that he had a conversation with the First Fire District regarding the Rescue Squad's building lease being a possible annual renewal. Fire District Board member VanPatten said they discussed having the renewal being less than a ten-year lease. Administrator Keim explained the current lease is for 10 years and any changes or negotiation must be noticed to Antioch Rescue Squad 30 days in advance. He asked if we should have our attorney get in touch with the Rescue Squad's attorney.

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Chairman Crosby said that he thought we should, but to clarify that it is not our intent to break the lease and that it's only to review the term of the lease. Township Supervisor Smouse discussed past history where in the 1970's the Antioch Rescue Squad gave the Village their building in return for 99-year lease renewable every 10 years. Administrator Keim said that we would need to know by the end of the month if we were going to give notice to Antioch Rescue Squad. Fire District Board member Tabar suggested that we extend the lease for one year. Chairman Crosby suggested that instead of bringing in the Attorney's at this point, to have the committee meet with the Rescue Squad to discuss lease at the November 17th meeting.

VI. OTHER BUSINESS

No Report.

VII. ADJOURNMENT

There being no further discussion, a motion was made by Trustee Crosby, seconded by Trustee Wolczyk to adjourn the Public Safety Committee meeting at 9:30 a.m.

Respectfully submitted,

Candi L. Rowe, Village Clerk