

**Manhattan Fire Protection District  
Board of Commissioner's Meeting**

**MINUTES**

December 5, 2024

The Manhattan Fire Protection Board of Commissioners held its meeting at Manhattan Fire Station 81. The meeting was called to order at 8:30 am. Commissioners present were Bob Herrick, Jerry Kinsella and Claude Werner. Fire department personnel present were Chief Malone, Deputy Chief Dave Piper and Kim Ingram, Admin Assistant. Also present were Attorney John Motylinski and Anthony Brncich.

**Public Comment**

None

**Approval of Minutes**

**MOTION** by Werner, seconded by Kinsella to approve the minutes of the September 5, 2024 meeting. **Motion Carries.**

**OLD BUSINESS**

None

**NEW BUSINESS**

**Reorganization of the Board**

**MOTION** by Werner, seconded by Herrick to approve Commissioner Gerald Kinsella as President effective 1/1/25. **Motion Carries.**

**MOTION** by Herrick, seconded by Kinsella to approve Commissioner Claude Werner as Secretary effective 1/1/25. **Motion Carries.**

**Rules of the Board of Commissioners**

Attorney Motylinski was present to discuss the purpose of the Board of Commissioners. #1 to handle the hiring of full time employees of the district. This also includes firing full time members. This responsibility is separate from the Board of Trustees and is a statutory process. #2 handle disciplinary issues. This is also referenced in the current CBA.

The full time hiring process was discussed at length and included the examination process, use of an outside testing company, oral interviews and scoring. Written scores and oral interviews are each multiplied by the weight associated. This weight can be adjusted per board approval prior

to each testing cycle. Various preference points and veterans points were also explained and what points the Commissioners can customize to our department needs. Once a tentative eligibility list is established the candidates will have 10 days to submit preference points to the district. When final numbers are tallied a final eligibility list will be presented to the Board for final approval and then posted. Discussion ensued regarding conditional offers, background checks, medical exams and probationary first year.

The Board of Commissioners are also involved in the promotional process, but not for Chief positions. The CBA also contains verbiage on this process and currently RMA is the testing service.

Looking ahead, Chief Malone explained one current Lieutenant will move to the Fire Bureau in January, then one Lieutenant position will need to be filled. In 2026 we will be testing for Battalion Chiefs and in the Summer of 2025 a new full time list will need to be established prior to the current list expiring in September.

### **2025 Meeting Schedule**

**MOTION** by Werner, seconded by Kinsella to approve the 2025 meeting schedule. **Motion Carries.**

### **Good to the Order**

Chief Malone presented a plaque to Commissioner Bob Herrick for 17 years of dedicated service to the Board of Commissioners as this will be his last meeting.

### **ADJOURNMENT**

**MOTION** by Kinsella, seconded by Werner to adjourn at 10:18am. **Motion Carries.**