

VILLAGE OF GLENCOE
PUBLIC SAFETY COMMISSION
Monday, Dec. 21, 2015 - 6:30 p.m.

MEETING MINUTES

1. **CALL TO ORDER AND ROLL CALL**

A meeting of the Glencoe Public Safety Commission was called to order in the Hagenah Conference Room of Village Hall, Glencoe, Illinois at 6:38 p.m. on Dec. 21, 2015.

The following were present:

Amy St. Eve, Chairperson

Andrew Berlin, Commissioner

The following were absent:

Daniel Rubenstein, Commissioner

The following staff members were present:

Cary Lewandowski, Director of Public Safety

Sharon Tanner, Assistant Village Manager

2. **APPROVAL OF REGULAR MEETING & EXECUTIVE SESSION MINUTES – AUGUST 25, 2015**

a. August 25, 2015 Regular Meeting Minutes

b. August 25, 2015 Executive Meeting Minutes

AVM Tanner noted that the agenda contained a scrivener's error and that the minutes are from the August 25, 2015 regular session and closed session meeting. Chair St. Eve made a motion to amend the agenda to reflect the correct meeting date, seconded by Commissioner Berlin.

AYES: St. Eve, Berlin (2)

NAYS: None (0)

Chair St. Eve made a motion to approve item 2a and 2b, seconded by Commissioner Berlin.

AYES: St. Eve, Berlin (2)

NAYS: None (0)

3. **PUBLIC COMMENT**

There was no public comment.

4. **RECESS INTO CLOSED SESSION**

Upon a motion made by Commissioner Berlin and seconded by Chair St. Eve, the Public Safety Commission recessed into executive session at 6:40 p.m. for the purpose of the employment and performance of a specific employee of the Village, pursuant to Section 2(c)(1) of the Open Meetings Act. Said motion was adopted by the following vote:

AYES: St. Eve, Berlin (2)

NAYS: None (0)

5. CONSIDERATION OF APPOINTMENT OF A PUBLIC SAFETY DEPARTMENT EMPLOYEE

Upon a motion made by Commissioner Berlin and seconded by Chair St. Eve, the Public Safety Commission approved a recommendation to appoint Kenneth Paczosa to the position of Public Safety Lieutenant as of a date to be determined by Director Lewandowski. Said motion was adopted by the following vote:

AYES: St. Eve, Berlin (2)

NAYS: None (0)

6. DISCUSSION REGARDING PUBLIC SAFETY OFFICER ENTRY-LEVEL TESTING

a. Approval of notice of examination and examination process

The Commission discussed staff's recommendation to issue a notice of examination and examination process, and concurred with staff's recommendation to conduct an entry-level examination process as described and incorporate candidates remaining on the current eligibility list into the new eligibility list; use Stanard & Associates to write and administer the entry-level PSO written examination, administer the application management process, use questions outlined for the application form, and charge the application fee of \$45 per applicant, plus additional charges to purchase an optional study guide.

b. Consideration of a recommendation to add a pre-employment assessment center

The Commission discussed staff's recommendation to add a pre-employment assessment center to the current examination process.

Upon a motion made by Chair St. Eve and seconded by Commissioner Berlin, the Public Safety Commission approved a recommendation to add a pre-employment assessment center to the examination process. Said motion was adopted by the following vote:

AYES: St. Eve, Berlin (2)

NAYS: None (0)

c. Consideration of a recommendation to modify the character and background examination to a preliminary character and background examination, and to add a final character and background examination

The Commission discussed staff's recommendation to modify the character and background check elements, i.e., to modify Element 3 as a preliminary character and background check to ascertain a candidate's compliance with general qualifications and criteria set forth in the Rules, and a detailed background check as Element 4.5, which will include a candidate's employment history, reference, educational background, credit history, litigation history, military record, driving record, neighborhood and community standing and service, and any other data and information pertinent to a proper review and analysis of the candidate.

Upon a motion made by Commissioner Berlin and seconded by Chair St. Eve, the Public Safety Commission approved a recommendation to modify the character and background check elements as described. Said motion was adopted by the following vote:

AYES: St. Eve, Berlin (2)

NAYS: None (0)

7. DISCUSSION REGARDING PUBLIC SAFETY LIEUTENANT PROMOTIONAL TESTING

a. Approval of notice of examination and examination process

The Commission discussed staff's recommendation to issue a notice of examination and examination process, and concurred with staff's recommendation to conduct the promotional examination process as recommended by staff, including the application period of Monday, Jan. 11, 2016 (8 a.m.) through Friday, Feb. 5 (4:30 p.m.); evaluating probationary status as of the date of the written exam for the purpose of determining applicant eligibility to participate in the promotional examination process; use an applicant resume and letter of interest as the application form; determine seniority as of the date of the written exam; update and rewrite the written exam with vendor RMA; use the most recent Public Safety Department annual physical agility test as Element 4 rather than administering a new test; and allowing applicants to submit documentation to claim preference points at any time during the testing process until 10 days after the initial eligibility list is posted, and apply preference points prior to creation of the final eligibility list. Commissioner Berlin made a motion to concur with staff's recommendation, seconded by Chair St. Eve.

AYES: St. Eve, Berlin (2)

NAYS: None (0)

b. Consideration of a recommendation to modify the character and background check elements

The Commission discussed staff's recommendation to modify Element 2 as a character and background check of the applicant's criminal and driving record check, and verification of any records related to an applicant's education history that have changed since the applicant's initial hire.

Upon a motion made by Chair St. Eve and seconded by Commissioner Berlin, the Public Safety Commission approved a recommendation to modify the character and background check elements as described. Said motion was adopted by the following vote:

AYES: St. Eve, Berlin (2)

AYS: None (0)

8. OTHER BUSINESS

Chair St. Eve asked when the department anticipates another lieutenant position becoming vacant and Director Lewandowski responded that we cannot be certain, as some lieutenants are eligible to retire but have not indicated any intent to do so. Chair St. Eve asked whether the department has been grooming officers for promotional testing. Director Lewandowski said that he believes so and that by reviewing the reading list and updating the exam, the department hopes to reinvigorate the process. Some officers have had specialty assignments to help prepare.

AVM Tanner noted that the Rules and Regulations, effective February 2015, contain a scrivener's error. Based on guidance from the Commission Attorney, staff will distribute corrected copies to the Commission, and no formal Commission action is needed to correct the scrivener's error.

9. ADJOURNMENT

There being no further business to come before the Commission, upon a motion made by Chair St. Eve, seconded by Commissioner Berlin, the meeting adjourned at 7:07 p.m.

Respectfully Submitted,
Sharon Tanner
Assistant Village Manager