

Minutes of the meeting of the Fire and Police Commission held Wednesday, December 3, 2014 at 7:30 a.m. in the City Hall conference room.

Present at the meeting: Commissioners Dennis Short, Frank Mackaman, Mike Franks

Also present: Fire Chief Kurt Nelson, Deputy Fire Chief Brian Cox, Police Chief Greg Nelson

Commissioner Short called the meeting to order at 7:30 a.m.

A motion was made by Commissioner Franks to approve the meeting agenda. Commissioner Mackaman seconded the motion. All in favor.

A motion was made by Commissioner Mackaman to approve the November 5, 2014 meeting minutes. Commissioner Franks seconded the motion. All in favor.

### **Departmental Reports:**

1. FD – Preliminary Original Appointment Eligibility List
2. FD – Final Original Appointment Eligibility List
3. FD – Request from City Manager To Hire

Commissioner Franks made a motion to receive and file this request. The motion was seconded by Commissioner Mackaman. All in favor.

4. FD – Request from City Manager to Promote

Commissioner Franks made a motion to receive and file this request. The motion was seconded by Commissioner Mackaman. All in favor.

5. FD – Promotion Acceptance Letters

Commissioner Franks made a motion to receive and file these acceptance letters. The motion was seconded by Commissioner Mackaman. All in favor.

### **Bills:**

1. FD – Resource Mgmt. Assoc. – Original Appt. Written Exam - \$1,794.76
2. PD – Seth Ranney – Lunch Reimbursement Background - \$15.50
3. PD – Credit Info. Systems – 2 Employment Screenings - \$26.00
4. PD – Terrence G. McCann & Assoc. – 2 Pre-Employment Polygraphs - \$300.00

Commissioner Mackaman made a motion to recognize the timely payment of the above listed bills. The motion was seconded by Commissioner Franks. All in favor.

Commissioner Mackaman made a motion to approve payment to Terrence G. McCann & Assoc. in the amount of \$150.00 for a fire department pre-employment polygraph examination. The motion was seconded by Commissioner Franks. All in favor.

### **Old Business:**

#### Review of Rules & Regs

Police Chief Nelson presented comments on the notes that Commissioner Mackaman had previously distributed regarding his review of the rules and regulations. A copy of those comments will be provided to each of the commissioners for review.

PD – Current Status of Background Process for Hiring

Candidate 3 on the current list is nearly through the background process at this time. He is scheduled to begin the academy on January 5, 2015. The new recruit current at the academy is doing well. He will graduate from the academy on December 16<sup>th</sup> and will enter the FTO phase on December 24<sup>th</sup>.

FD – Current Status of Background Process for Hiring

Fire Chief Nelson reported that they are starting the background process on Candidate 12 from the list. He also presented a document regarding recruitment and selection that he is asking the commission to consider formally adopting. Commissioner Mackaman asked that this be an old business agenda item for the January, 2015 meeting to give the commissioners time to review the document. It was noted that this has worked well for the police department.

PD – Physical Ability Test

Police Chief Nelson reported nothing new to add regarding this item.

**New Business**

Electronic Communication

In order to expedite communication for recurring business such as: agenda item suggestions; reminders regarding meeting date, time and location; and responses to questions posted by the community or city staff, Commissioner Mackaman made a motion to adopt a policy for electronic communication between commissioners that complies with the Open Meetings Act. This will not include any communication regarding deliberations, debate or decisions by the commission. The motion was seconded by Commissioner Franks. All in favor.

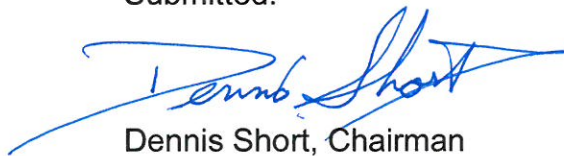
**5 ILCS 120/2 (c) 1 – Personnel**

**All Other Business Deemed Necessary by the Commissioners**

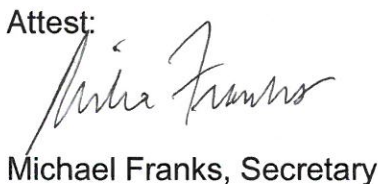
Commissioner Franks will be out of town the month of February. It was decided to cancel the February, 2015 meeting due to the lack of a quorum.

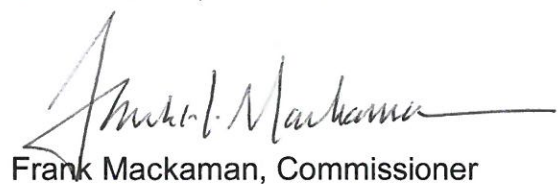
The next regular meeting will be January 7, 2014 at 7:30 a.m. in the City Hall conference room.

Submitted:

  
Dennis Short, Chairman

Attest:

  
Michael Franks, Secretary

  
Frank Mackaman, Commissioner