

Minutes of the meeting of the Fire and Police Commission held Wednesday, March 4, 2015 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, Police Deputy Chief Jim Kaminski

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 January 7, 2015 meeting minutes. Commissioner Franks seconded the motion. All in favor.

Departmental Reports:

1. FD – Probationary Report
2. PD – PM2015-03, PM2015-05, PM2015-07

Fire Chief Nelson reported that the probationary firefighter is doing very well so far. The Commissioners indicated that they like the new probationary report form. There was a request to add a legend to the form to define the scale used for evaluation. Police Deputy Chief Kaminski asked how much information the Commission wants regarding police probationary officers. The Commissioners agreed that unless there are difficulties, reports once a quarter will be sufficient. He did report that probationary officer 5140 is in the final steps of the FTO process before the shadow phase. Probationary officer 5141 is close to finishing up at the academy and is doing excellent there.

Commissioner Franks made a motion to receive and file the above listed correspondence. Commissioner Mackaman seconded. All in favor.

Bills:

1. FD – Stanard & Assoc. – Two Applicant Psych Evals - \$790.00
2. FD – Terrence G. McCann & Assoc. – Pre-Employment Polygraph - \$150.00

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

3. FD – IWIRC – Pre-Employment Physical - \$359.31
4. FD – IWIRC – Pre-Employment Physical - \$359.31

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

Commissioner Franks made a motion to approve payment of a bill from Stanard & Associates in the amount of \$395.00 for a pre-employment psych evaluation for the fire department. The motion was seconded by Commissioner Mackaman. All in favor.

Old Business:

Review of Rules & Regs

The Rules and Regulations have been retyped and include the input from each person who completed a review. A "work session" date and time will be set (via email) to review the input. Chairman Short appointed Commissioner Mackaman to lead the work session. (After the meeting, the date and time for the work session was set for Wednesday, March 25th at 8:30 a.m.)

FD – Current Status of Background Process for Hiring

At this time #2, #3 and #4 on the final eligibility list have been hired.

New Business

FD – Recruitment and Selection Document for Approval

The updates to this document discussed at the last meeting have been made. It was requested to add the approval date to the document. Commissioner Mackaman made a motion to approve this document. Commissioner Franks seconded the motion. All in favor.

FD – Assistant Chief Promotion Testing Process

All arrangements for this process have been scheduled. The sign-up list is posted with a May 29, 2015 cut-off date. The reading list is posted. The oral interviews are set for July 1, 2015 after the regularly scheduled monthly meeting. The written exam is set for Monday, July 27, 2015 at 9:30 a.m.

PD – Sergeant Promotion Testing Process

All arrangements for this process have been scheduled. The written exam is set for April 1, 2015 after the regularly scheduled monthly meeting. The Assessment Center is set for April 21-22, 2015 at First United Methodist Church, 1315 Court Street. There will be 16 patrolmen going through the process. There has been one discussion with the developer and there will be another discussion at the end of March. Arrangements have been made for hotel rooms for out-of-town assessors at Holiday Inn Express and Suites Pekin, 3615 Kelly Avenue. The Commission will provide for meals and hotel accommodations.

PD – Lieutenant Promotion Testing Process

It was reported that the estimate to provide an Assessment Center for this process came in at over \$21,000. There are 7 Sergeants eligible to go through this process. It is likely that 3 will sign up to participate. The current list expires on July 23, 2015. In light of the cost of the estimate it was decided to conduct this process the same as in the past, using an "off-the-shelf" written exam and oral interviews conducted by the Commissioners. Deputy Police Chief Kaminski will make contact with I/O Solutions regarding the written exam.

Budget

The yearly budget request letter will be submitted to the Mayor.

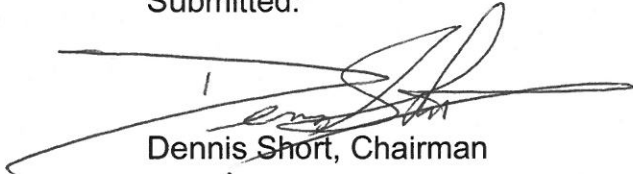
5 ILCS 120/2 (c) 1 – Personnel

All Other Business Deemed Necessary by the Commissioners

There was discussion regarding Chairman of the Commission. There was also discussion about moving the meeting date. This will be discussed at the next meeting.

The next regular meeting will be April 1, 2015 at 7:30 a.m. in the City Hall conference room.

Submitted:

A handwritten signature in black ink, appearing to read "Dennis Short", is written over a horizontal line. The signature is stylized and cursive.

Dennis Short, Chairman

Attest:

A handwritten signature in black ink, appearing to read "Michael Franks", is written in a cursive style.

Michael Franks, Secretary

A handwritten signature in black ink, appearing to read "Frank Mackaman", is written in a cursive style.

Frank Mackaman, Commissioner