

DATE: September 18, 2015

TO: City of Pekin Fire and Police Commissioners, Fire Chief Kurt Nelson and  
Police Deputy Chief Jim Kaminski

FROM: Dennis Short, Chairman

RE: **Agenda for Meeting – Wednesday, September 23, 2015, 8:30 a.m. City Hall  
Conference Room**

AGENDA

- I. Call to Order
- II. Approval of Agenda
- III. Approval of August 26, 2015 meeting minutes  
Approval of September 14, 2015 special meeting minutes
- IV. Departmental Reports
  1. FD – Probationary Reports
  2. FD – Original Appointment Revised Final Eligibility List
  3. PD – PM2015-21
- V. Bills
  1. FD – IWIRC – Pre-Employment Physical, JG - \$367.68
  2. FD – Resource Management Assoc. – Original Appt. Exams -  
\$1,696.27
- VI. Old Business
  1. FD – Hiring Status Update
- VII. New Business  
None
- VIII. Executive Session  
5 ILCS 120/2 (c) 1 – Personnel
- IX. All Other Business Deemed Necessary by the Commissioners
- X. Adjournment or Recess

Minutes of the meeting of the Fire and Police Commission held Wednesday, August 26, 2015 at 8:30 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, Deputy Police Chief Jim Kaminski

Commissioner Short called the meeting to order at 8:30 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 Franks to approve the July 1, 2015 meeting minutes.  
Commissioner Mackaman seconded the motion. All in favor.

### **Departmental Reports**

#### **1. FD – Probationary Reports**

Fire Chief Nelson reported that the probationary firefighter at the academy is doing well and he will be visiting the academy tomorrow. The other probationary firefighters are doing well.

2. FD – Request to Hire Letter
3. PD – Lt. Promotional Preliminary Eligibility List
4. PD – Lt. Promotional Final Eligibility List
5. FD – Asst. Chief Promotional Preliminary Eligibility List
6. FD – Asst. Chief Promotional Final Eligibility List
7. FD – Original Appointment Preliminary Eligibility List

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

### **Bills:**

1. FD – IWIRC – Pre-Employment Physical, OF - \$353.68
2. FD – Journal Star – Original Appt. Testing Advertising - \$609.24
3. FD – Credit Information Systems – Credit Reports, AL, MS - \$26.00
4. FD – Stanard & Assoc. – Pre-Employment Psych., DW - \$395.00
5. PD – Stanard & Assoc. – Pre-Employment Psych., NF - \$395.00
6. FD – Pekin Community High School – Facility Rental, Original Appointment Testing - \$350.00
7. FD – IWIRC – Pre-Employment Physical, DW - \$337.81
8. PD – IWIRC – Pre-Employment Physical, NF - \$337.81
9. FD – Stanard & Assoc. – Pre-Employment Psych., AL, CM - \$790.00
10. FD – IWIRC – Pre-Employment Physical, AL - \$337.81
11. FD – Resource Management Assoc., - Asst. Fire Chief Written Exams - \$1,544.00
12. FD – Dunkin Donuts – Original Appt. Refreshments - \$93.82

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.

13. FD – IWIRC – Pre Employment Physical, CM - \$353.68

Commissioner Mackaman made a motion to approve payment to IWIRC in the amount of \$353.68 for the Fire and Police Commission portion of the pre-employment physical for Candidate #12 on the original appointment eligibility list. The motion was seconded by Commissioner Franks. All in favor.

14. FD – Terrence G. McCann & Assoc. – Pre Employment Polygraph, RW - \$150.00  
Commissioner Mackaman made a motion to approve payment to Terrence G. McCann & Assoc. in the amount of \$150.00 for the pre-employment psychological exam for Candidate #11 on the original appointment eligibility list. The motion was seconded by Commissioner Franks. All in favor.

### **Old Business:**

#### FD – Hiring Status Update

Fire Chief Nelson reported that candidate #11 on the original appointment list has made it through the background process and the pre-employment polygraph examination. He is set to do the pre-employment psychological exam tomorrow.

### **New Business**

None

### **5 ILCS 120/2 (c) 1 – Personnel**

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

Deputy Police Chief Kaminski submitted probationary reports for officer #5141 that he received this morning. There are no issues to report. The probationary officer at the academy #5142 is scheduled to graduate from the academy September 11, 2015.

Commissioner Franks asked about checking on pricing and availability of other providers for the pre-employment physicals. Per Fire Chief Nelson, other providers in the area don't have the capacity or personnel necessary to perform some of the aspects of the physical examinations.

It was noted by Fire Chief Nelson that the fire department original appointment testing worked out great using the high school facilities. For the future, he intends to have a discussion with the high school regarding the charges for the use of their facilities. The fire chief will also make contact with Steve Hale with Resource Management regarding all available options for future written examinations.

The commission received a request from the applicant who failed the physical agility portion of the original appointment testing asking for a further explanation. The applicant was in attendance at the meeting to make a formal request for review. He felt that according to the written instructions he did not fail for disqualification. He was instructed that he will be notified when a decision is made. After further discussion, the commission requested an explanation in writing from each of the proctors involved be submitted to them for review. The applicant will also be given the opportunity to submit an explanation in writing. These will be reviewed at a special meeting prior to a final decision being made regarding this matter.

It was noted that candidates #14 and #15 on the upcoming fire department original appointment eligibility list have the same score for each portion of the process. For the final list they will both be ranked as #14. In accordance with the City of Pekin Fire and Police Commission Rules and Regulations, Chapter III, Section 9.9.2, a lot will be determined at the time of a vacancy.

Submitted:

Dennis Short, Chairman

Attest:

Michael Franks, Secretary

Frank Mackaman, Commissioner

Minutes of the special meeting of the Fire and Police Commission held Monday, September 14, 2015 at 11:00 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 Police Chief Jim Kaminski

Commissioner Short called the meeting to order at 11:10 a.m.

**Business:**

Personnel

The commission received email correspondence regarding a request from a candidate in the last round of fire department original appointment testing asking for reconsideration of the decision regarding his fail during the physical agility portion of the testing.

Commissioner Mackaman made a motion stating that in response to the email request to the commission dated August 28, 2015 from the candidate (NW), the commission met on this date (September 14, 2015) and declined to take action regarding this request. The motion was seconded by Commissioner Franks. All in favor.

Submitted:

Dennis Short, Chairman

Attest:

Michael Franks, Secretary

Frank Mackaman, Commissioner