



**NOTICE OF PUBLIC MEETING
OF THE
BOARD OF FIRE AND POLICE COMMISSIONERS**

**MONDAY, MAY 22, 2023 AT 7:30A.M.
VILLAGE HALL, COMMITTEE MEETING ROOM (2ND FLOOR)
1200 WILMETTE AVENUE, WILMETTE, ILLINOIS**

AGENDA

- I. Call to Order**
- II. Public Comment¹**
- III. Approval of Minutes**
 - a. May 2, 2023**
- IV. Approval to Amend the BOFPC Rules and Regulations related to the interview process for Firefighter/Paramedic (Chapter III-B, Section 2(e))**
- V. Closed Session Pursuant to Section 2(c)(1) of the Open Meetings Act to Discuss Conditional Offer of Employment for Firefighter/Paramedic**
- VI. Closed Session Pursuant to Section 2(c)(1) of the Open Meetings Act to Conduct Interviews for the Police Sergeant Promotional Process**
- VII. New Business**
- VIII. Adjournment**

Todd Ehlman, Chair

IF YOU ARE A PERSON WITH A DISABILITY AND NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN AND/OR ATTEND A VILLAGE OF WILMETTE PUBLIC MEETING, PLEASE NOTIFY THE VILLAGE MANAGER'S OFFICE AT (847) 853-7509 OR TDD 7-1-1 AS SOON AS POSSIBLE.

¹ Members of the public that attend the above noticed meeting may address this public body during Public Comment. Members of the public that will not be attending the above noticed meeting may submit a comment in advance of the meeting by emailing their comment to publiccomment@wilmette.com. All emailed comments received two hours prior to the start of a meeting will be provided, unredacted, to the public body. Emails received at any time within two hours of the beginning of the meeting until its adjournment will be included in the draft minutes of the meeting.



MEETING MINUTES

BOARD OF FIRE AND POLICE COMMISSIONERS

May 2, 2023 at 7:30 A.M.

Village Hall, Committee Meeting Room, 2nd Floor

Members Present: Todd Ehlman, Chair
Pam Davidson, Vice-Chair
Cameron Krueger, Secretary

Member Absent: None

Staff Present: Kyle Murphy, Police Chief
Brian Lambel, Fire Chief
Michael Robinson, Deputy Police Chief
Alex Cease, Human Resources Manager

I. CALL TO ORDER

Commissioner Ehlman called the meeting to order at 7:30 a.m. Board members Ehlman, Davidson and Krueger were present.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Commissioner Davidson moved to approve the meeting minutes from March 15, 2023. Commissioner Krueger seconded the motion. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Davidson and Krueger. Voting no: none. **The motion carried.**

IV. APPROVAL TO SET THE MINIMUM PASSING SCORE FOR THE POLICE SERGEANT PROMOTIONAL WRITTEN EXAMINATION

Police Chief Murphy summarized the written examination component of the Police Sergeant Promotional Process. Ms. Cease stated that the Board must set a minimum passing score prior to unsealing the envelopes identifying the names and scores of the candidates.

Commissioner Davidson moved to set a minimum passing score of 70 on the written examination for the Police Sergeant Promotional Process. The motion was seconded by Commissioner Krueger. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Davidson and Krueger. Voting no: none. **The motion carried.**

V. CLOSED SESSION PURSUANT TO SECTION 2(C)(1) OF THE OPEN MEETINGS ACT TO DISCUSS CANDIDATES ON THE FIREFIGHTER/PARAMEDIC ELIGIBILITY LIST, STATUS OF NEW HIRES.

VI. CLOSED SESSION PURSUANT TO SECTION 2(C)(1) OF THE OPEN MEETINGS ACT TO UNSEAL THE ENVELOPES AND MATCH THE IDENTIFICATION OF THE POLICE SERGENAT CANDIDATES TO THE TEST SCORES.

Commissioner Davidson moved to go into closed session pursuant to section 2(c) (1) of the Open Meetings Act for the purpose of discussing items V and VI as listed above. Commissioner Krueger seconded the motion. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Davidson and Krueger. Voting no: none. **The motion carried.**

The Board entered closed session at 7:33 a.m.

The Board returned from closed session at 8:12 a.m.

VII. ESTABLISH THE WRITTEN SCORES FOR THE POLICE SEARGEANT PROMOTIONAL PROCESS.

Ms. Cease opened the envelopes containing the names of the candidates and test identification numbers to reveal each candidate's score as follows:

Last Name	First Name	Score
Barry	Matthew	70
Cavanagh	Connor	81
Demos	Michael	68
Gamba	Mark	66
Kutschke	Jeffrey	84
Neubauer	Christopher	91
Sokolnik	Jonathan	84
Stenger	Brandon	78
Watson	Carly	74

Commissioner Ehlman moved to confirm the individual written examination scores for the Police Sergeant Promotional Process. Commissioner Davidson seconded the motion. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Davidson and Krueger. Voting no: none. **The motion carried.**

VIII. NEW BUSINESS

Police Chief Murphy stated that he is working with Corporation Counsel Jeff Stein to update the lateral hiring process for Police Officer. The policy will be presented to the BOFPC for approval, and then shall be submitted to the Village Board for a resolution.



To: Board of Fire and Police Commissioners (BOFPC)

From: Jeffrey M. Stein, Assistant Village Manager/Corporation Counsel
Brian Lambel, Fire Chief
Alex Cease, Human Resources Manager

Date: May 11, 2023

Subject: Recommended Language Changes to Amend the BOFPC Rules and Regulations Related to Firefighter/Paramedic Interview Process

Recommended Motion

Motion to Amend the BOFPC Rules and Regulations for Chapter III-B, Section 2(e) related to the background investigation of an original appointment for Firefighter/Paramedic which shall apply retroactively from January 20, 2023.

Background

During the BOFPC meeting on September 27, 2022, Village staff discussed three options regarding the interview process for applicants to help expedite the hiring process for new firefighter/paramedics. The three options discussed were as follows:

1. Combine the BOFPC and the Fire Departments administrative interviewing team;
2. Have the BOFPC, the Fire Chief, and the Deputy Fire Chief present to either participate or answer questions or concerns of the BOFPC; or
3. Keep it as is with just members of the BOFPC present and participating.

The BOFPC accepted the combined interview process which included participation by the members of the BOFPC, plus the Fire Chief, Deputy Fire Chief and BOFPC staff liaison. This interview process was implemented with the start of the new eligibility list established on January 20, 2023 (and expires on November 23, 2024); however, the codification of this process was inadvertently never made.

Discussion

To expedite the hiring process, the BOFPC has conducted interviews of the top ten candidates from the current eligibility list that was established on January 20, 2023 prior to a conditional offer of employment being made to those candidates. Candidates who passed the BOFPC Oral interview remained on the eligibility list while those candidates that did not pass were removed from the eligibility list.

That interview process included BOFPC Commissioners, Fire Chief Lambel, Deputy Fire Chief Menzies and Staff Liaison/HR Manager Alex Cease. During the meeting on February 17, 2023, the BOFPC agreed that it was beneficial to also have the candidates participate in an administrative interview with the Fire Chief and other sworn members of the Fire Department in order to allow the Fire Chief to provide an opinion regarding the suitability of the candidate to be a member of the Wilmette Fire Department. This interview is not a pass/fail interview and each candidate that submits to this interview will continue on in the process. Furthermore, these interviews, just like the BOFPC interviews, are applied uniformly to all candidates.

Therefore, the actual process used was for an administrative interview to take place of each candidate either before or after the BOFPC oral interviews but prior to a conditional offer of employment was made. The Fire Department interview included two to three Chief Officers (Chief, Deputy Chief, Battalion Chief), one Fire Lieutenant, and one to two Firefighter/Paramedics.

In order to continue with this hiring process, and to keep the application of the interviews uniformly applied to all candidates that remain on the list prior to a conditional offer of employment being made, an amendment to the BOFPC Rules and Regulation should be made to accurately reflect the process. This process is allowed by state statute, and as such, the BOFPC has the ability and authority to amend its rules to allow this practice to continue.

The redlined document seeks to capture the amendments to the Rules and Regulations as explained above.

Attachment

CHAPTER III - B- ORIGINAL APPOINTMENT EXAMINATIONS (FIRE DEPARTMENT)

Section 1 Examinations

The Board shall call examinations to fill vacancies in the service, or to provide eligible registers for the service in which vacancies are liable to occur. A call for such examination shall be entered in the minutes of the Board and shall include a statement of:

- (a) The time and place where such examination will be held.
- (b) The time period through which applications will be accepted.
- (c) The position to be filled from the resulting eligible register.

Section 2 Examination Components

Each component of the original appointment testing process shall be documented as having validity, utility and a minimum adverse impact. The selection process and test components will be conducted under the supervision of the Board to preserve the integrity of the examination process. Individual components of the process may be delegated, at the Board's discretion, to qualified agents.

Original appointment examinations for positions in the Fire Department shall include the following elements administered in the sequence designated by the Board.

(a) Written Examination

All candidates shall take a mental aptitude and behavioral attributes examination. The material used in this examination, which may consist of separate parts, shall be of such a nature that it will adequately evaluate the candidate's mental aptitude and behavioral attributes to discharge the duties performed as a Firefighter/Paramedic.

The identity of each candidate taking a written examination for appointment shall be concealed. No signature shall be placed upon the examination papers. No marks of identification tending to disclose the identity of the candidates shall be placed upon the examination papers. Papers of persons violating this rule may be rejected.

(b) Physical Ability Test

All candidates shall submit themselves to a valid and job-related physical ability examination to be conducted as the Board may direct. Such examinations shall determine the physical ability of the candidate to perform the essential functions of a Firefighter/Paramedic. Failure to pass the Physical Ability Test shall disqualify a candidate and such candidate shall not participate in the remaining phases of the selection process.

(c) Written Subjective Examination

All candidates shall take a Written Situation-Based Style Assessment Examination in the form and manner determined by the Board. The Subjective Examination shall assess skills and work styles of the candidates as they relate to public safety positions.

(d) Polygraph Examination

A candidate on notification of an extended conditional offer of employment shall submit to a Polygraph Device Deceptive test, commonly known as a Lie Detector Test, at such time and place as the Board may in writing designate. Such test shall be given without expense to the candidate and be administered by a Detection of Deception Examiner certified by the State of Illinois. Polygraph examination results will not be considered as the single determinant of employment status but will be considered together with the results of other tests, examinations and interviews to determine eligibility.

Revised 1/20/23 (e) Background Investigation

(i) Administrative Interview:

Any candidate for an original appointment position with the Fire Department of the Village shall, at the discretion of the Board, submit to an interview by a panel consisting of Village employees as designated by the Fire Chief. The Village employees that are to make up the interview panel shall be disclosed to the Board, and approved by the Board, prior to the interviews being conducted.

Failure by the candidate to appear for this interview disqualifies the candidate from any further participation in the process and the Board shall strike such candidate's name from the Eligible Register.

The interview panel shall provide their information and opinion to the Fire Chief, who shall then transmit to the Board the findings of the interview panel as to whether the candidate is recommended for appointment or is not

recommended for appointment. However, at no point shall this interview be considered a pass/fail interview and each candidate interviewed by this panel may continue to the next step of the Board's hiring process.

~~Background Records Check. A candidate extended a conditional offer of employment shall submit to an in-depth background investigation. The purpose of the investigation is to verify information obtained in the testing activities, and includes checking criminal, business, educational, personal and employment records and references, as permitted under applicable law. As part of the background investigation, the candidate shall provide a classifiable set of fingerprints that shall be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation by the Board. Failure of the candidate to receive an evaluation satisfactory to the Board shall be grounds for disqualification.~~ [moved to (ii) below]

(ii) Oral Background Interview-

~~Any~~ —candidate for an original appointment to the position of Firefighter/Paramedic shall, at the discretion of the Board, extended a conditional offer of employment shall submit to an oral interviews held before the Board. The Board, along with any Village employee so directed by the Board, shall conduct the interview. A uniform approach will be used in questioning all candidates, and by Village administrative personnel as directed by the Board. All The interview(s) shall be held in conjunction and as part of the Background Investigation of the candidate. Failure by the candidate to appear for this interview disqualifies the candidate from any further participation in the process and the Board shall strike such candidate's name from the Eligible Register.

~~Failure to appear for any interview disqualifies the candidate from any further participation and the Board shall strike such candidate's name from the Eligible Register. This interview shall be considered pass/fail. If a candidate fails this interview, that candidate's name shall be stricken from the Eligible Register.~~

(iii) Background Records Check.

~~A candidate extended a conditional offer of employment shall submit to an in-depth background investigation—. The purpose of the investigation is to verify information obtained in the testing activities, and includes checking criminal, business, educational, personal and employment records and references, as permitted under applicable law—. As part of the background investigation, the candidate shall provide a classifiable set of fingerprints that shall be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation by the Board—. Failure of the candidate to~~

receive an evaluation satisfactory to the Board shall be grounds for disqualification.

(f) Psychological Examination

A candidate extended a conditional offer of employment shall submit to a Psychological Examination by such Psychologist as the Board may designate. Such examination shall be without expense to the candidate. Failure of the candidate to receive an evaluation satisfactory to the Board shall be grounds for disqualification.

(g) Physiological and Medical Examination

A candidate extended a conditional offer of employment shall submit to a physiological and medical examination including drug analysis by a licensed medical practitioner designated by the Board. Failure of the candidate to receive an evaluation satisfactory to the Board shall be grounds for disqualification.

Section 3 Examination and Scoring Procedures

(a) Initial Eligibility Register

An Initial Eligibility Register shall be created by the Board. The Initial Eligibility Register shall consist of the candidates who have successfully passed the Physical Ability Examination and have taken both the Written Subjective Examination and the Written Examination.

Any candidate that has failed the Physical Ability Examination shall be removed as a candidate from the remainder of the testing process and shall not be qualified for appointment.

Candidates on the Initial Eligibility Register shall be ranked based on their relative excellence in the combined scores of their Written Examination and Written Subjective Examination. The combined score shall be calculated on a 100-point scale, weighted as shown below.

Weighted Scoring For Initial Eligibility Register

<u>Examination</u>	<u>Weighted % of Score</u>
Physical Ability Examination	Pass/Fail
Written Examination	60% of Combined Score
Subjective Examination	40% of Combined Score

(b) Preference Points

Any candidate placed on the Initial Eligibility Register may be entitled to a maximum of fifteen (15) preference points to be added to their Initial Eligibility Register scores as provided in this section. Candidates wishing to avail themselves of such points must do so in writing and provide verifiable evidence and proof of the requested preference within ten (10) days after the posting of the Initial Eligibility Register, or any claim shall be deemed waived, and no unclaimed points shall apply to the candidate.

i. Veteran Preference (Fire Department)

Candidates engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty shall receive five (5) preference points added to their Initial Eligibility Register score.

ii. Paramedic Preference (Fire Department)

Candidates who have obtained a State of Illinois or National certification as an Emergency Medical Technician-Paramedic (EMT-P) shall receive five (5) preference points added to their Initial Eligibility Register score.

iii. Education Preference (Fire Department)

Candidates who have obtained a bachelor's degree or greater shall receive five (5) preference points added to their Initial Eligibility Register score.

Revised 6/2/16

(c) Final Eligibility Register

A Final Eligibility Register shall be created by the Board. The Final Eligibility Register shall consist of those candidates who achieved a passing score set by the Commission so as to demonstrate a candidate's ability to perform the essential functions of the job. The minimum score set by the commission shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws. The Board shall then apply the Written Subjective Examination score and all verified preference points to each eligible candidate's score to determine the rank of the Final Eligibility Register. The names of the candidates appearing on the Final Eligibility Register shall apply in rank order based upon the candidate's total cumulative score.

All preference points will be applied in the manner required by the Illinois Municipal Code.

In the event of a tie score, the placement of the tied candidates' names on the Final Eligibility Register shall be determined by lot, in the presence of the Board in the manner as determined by the Board.

- (d) The Final Eligibility Register of the Fire Department will remain in force for two (2) years from the date of posting. In the event a Final Eligibility Register is exhausted prior to its expiration, the Board may establish another Final Eligibility Register based on the qualified, non-stricken candidates from the Initial Eligibility Register in accordance with these Rules.

Revised 6/27/22

All candidates shall be at least twenty-one (21) years of age prior to being sworn in as a Firefighter/Paramedic. Candidates that are twenty (20) years of age shall be given a conditional offer of employment until such time when they reach the minimum age requirement. Such twenty (20) year old candidates shall not be removed from the eligibility register for the sole reason of their age, but if not removed for other reasons shall remain on the eligibility register.

Section 4 Conditional Offers of Appointment/Final Appointment

- (a) Appointment for an original appointment to the Fire Department shall be from the names appearing on the "Final Eligibility Register" in descending order, as provided by these Rules.
- (b) If the Board has reason to conclude that the highest ranked candidate fails to meet the minimum standards for the position or if the Board believes an alternative candidate would better serve the needs of the Fire Department, the Board may pass over the highest ranked candidate on the Final Eligibility Register and may appoint a candidate from the top five percent(5%) of the candidates listed on the Final Eligibility Register; however, if the top five percent (5%) of candidates listed on the Final Eligibility Register is fewer than five(5) candidates then appointment may be made from the top five (5) candidates listed on the Final Eligibility Register.
- (c) Prior to making a final offer of appointment to a candidate, the Board shall make a conditional offer of appointment, conditioned on the candidate's successful completion of the additional examinations required by these rules.

- (d) Each candidate who has been extended a conditional offer of appointment by the Board shall submit to and satisfactorily pass the following examinations as provided in Section ~~3~~ 2:
 - a. Physical Examination (if any previous Physical Examination is over one (1) year old)
 - b. Polygraph Examination
 - c. Background Investigation
 - d. Psychological Examination
 - e. Physiological and Medical Examination
- (e) Failure to Pass any Examination after Conditional Offer. Failure of the candidate to successfully pass any such examination, as determined by the Board, shall eliminate and disqualify that candidate from further consideration and the candidate's name shall be stricken from Final Eligibility Register.
- (f) Final Offer of Appointment. Once a candidate who has accepted a conditional offer successfully completes the remaining examinations, the Board shall make a final offer of appointment.
- (g) Declining Conditional Offer or Final Appointment. Any candidate may decline a conditional offer or a final appointment one time without losing his or her position on the Final Eligibility Register. Refusal to accept a conditional offer or a final appointment after a candidate has previously refused either a conditional offer or a final appointment shall result in that candidate being stricken from the Final Eligibility Register.

Section 5 Equal Opportunity Employer

The Village of Wilmette is an Equal Opportunity Employer and employs without regard to sex, sexual orientation (including heterosexuality, homosexuality, bisexuality, gender identity) race, color, national origin, religion, age, and handicap. To that end the examination processes in these rules shall be designed and administered so as to test merit and fitness for the duties of the employees covered by these rules and to minimize adverse impacts on any particular group (except where a bona fide occupational qualification exists).

Section 6 Reapplication

Candidates who have been disqualified may reapply for a subsequent or later job opening. Reapplications will be processed as new applications.

Section 7 Probationary Period

- (a) The probationary period for original appointees to the Fire Department, any extension thereof, and discharge of such employee during the period of

probation or extension thereof, as the case may be, shall be as provided in the applicable collective bargaining agreement covering the Department.

- (b) A Firefighter/Paramedic is required to successfully complete the Illinois State Fire Marshall Basic Operations Firefighter certification and the Illinois Department of Public Health Emergency Medical Technician Paramedic courses within the probationary period.

Section 8 Finality

All examination papers shall be and become the property of the Board or the Board's designee and the grading thereof by the Board shall be final and conclusive and not subject to review by this board or any board or tribunal of any kind or description.

IX. ADJOURNMENT

At 8:12 a.m., Commissioner Davidson moved to adjourn the meeting. Commissioner Krueger seconded the motion. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Davidson and Krueger. Voting no: none. **The motion carried.**

Respectfully Submitted,

Alex Cease
Human Resources Manager