



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

**TUESDAY, AUGUST 11 AT 8:00 A.M.  
VILLAGE BOARD CONFERENCE ROOM OF WILMETTE VILLAGE HALL  
1200 WILMETTE AVENUE, WILMETTE, ILLINOIS**

***AGENDA***

- I. Call to Order**
- II. Public Comment**
- III. Approval of Minutes**
  - a. June 30, 2015**
- IV. Approve the Fire Lieutenant Promotional List**
- V. Executive Session Pursuant to Section 2(c)(21) of the Open Meetings Act to Conduct a Semi-Annual Review of Minutes**
- VI. Other Business**
- VII. Adjournment**

Terrence Porter, Chair

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# VILLAGE OF WILMETTE

1200 Wilmette Avenue  
WILMETTE, ILLINOIS 60091-0040

## MEETING MINUTES

### BOARD OF FIRE AND POLICE COMMISSIONERS

**June 30, 2015**

**8:00 A.M.**

**Village Board Conference Room, Village Hall**

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Members Present: Terrence Porter, Chair  
Todd Ehlman, Secretary

Staff Present: Michael McGreal, Fire Chief  
John Prejzner, Assistant to the Village Manager

#### **I. CALL TO ORDER**

Commissioner Porter called the meeting to order at 8:00 a.m. Board members Porter and Ehlman were present.

#### **II. PUBLIC COMMENT**

None.

#### **III. APPROVAL OF MINUTES**

Commissioner Ehlman moved to approve the minutes of the June 16, 2015 and June 17, 2015 Board of Fire and Police Commissioners meetings as presented. The motion was seconded by Commissioner Porter. No further discussion occurred on the motion. Voting yes: Commissioners Porter and Ehlman. Voting no: none. **The motion carried.**

#### **IV. EXECUTIVE SESSION PURSUANT TO SECTION 2(C)(1) OF THE OPEN MEETINGS ACT TO CONDUCT AN INTERVIEW FOR APPOINTMENT TO THE FIRE DEPARTMENT**

Commissioner Ehlman moved to adjourn to executive session pursuant to section 2(c)(1) of the open meetings act to conduct an interview for appointment to the Fire Department. The motion was seconded by Commissioner Porter. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman and Porter. Voting no: none. **The motion carried.**

The Board adjourned to executive session at 8:01 a.m.

The Board returned from executive session at 8:41 a.m.

**V. AUTHORIZE OR DECLINE A FINAL OFFER OF EMPLOYMENT FOR THE POSITION OF FIREFIGHTER**

Commissioner Ehlman moved to authorize a final offer of employment to William Durband for the position of firefighter. The motion was seconded by Commissioner Porter. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman and Porter. Voting no: none. **The motion carried.**

**VI. EXTEND THE POLICE OFFICER ELIGIBILITY REGISTER**

John Prejzner, Assistant to the Village Manager, stated that the current Police Officer eligibility register expires on July 29, 2015. Since there are no vacancies at the moment, staff is recommending extending the list by six months.

Commissioner Ehlman moved to extend the police officer eligibility register for a period of six months from July 29, 2015 to January 29, 2016. The motion was seconded by Commissioner Porter. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman and Porter. Voting no: none. **The motion carried.**

**VII. OTHER BUSINESS**

None

**VIII. ADJOURNMENT**

At 8:42 a.m., Commissioner Ehlman moved to adjourn the meeting. The motion was seconded by Commissioner Porter. No further discussion occurred on the motion. Voting yes: Commissioners Porter and Ehlman. Voting no: none. **The motion carried.**

The meeting was thereafter adjourned.

Respectfully Submitted,

John Prejzner  
Assistant to the Village Manager



**Date:** August 6, 2015  
**To:** Board of Fire and Police Commissioners  
**From:** John Prejzner, Assistant to the Village Manager  
Mike McGreal, Fire Chief  
**Subject:** Establishing a Fire Lieutenant Promotional List

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### **Background**

The last Fire Lieutenant promotional list was established in 2013 and expired on August 5, 2015. The Board of Fire and Police Commissioners (BOFPC) Rules and Regulations do not allow for extending the list beyond two years.

### **Discussion**

The components of the Fire Lieutenant testing process and the timing of such components are determined by Chapter 4 Part 2 of the BOFPC Rules and Regulations in compliance with the Illinois Fire Department Promotion Act (50 ILCS 742/1, *et seq.*). This year, fifteen candidates submitted applications. Per the rules, the testing process included five scored components. A summary of the components is below.

<u>Component</u>	<u>Weight</u>
Seniority	5%
Merit & Efficiency	15%
Assessment Center	30%
Oral Interview	20%
Written Examination	30%

A summary of each candidate's scores are on the following page.

Last Name	First Name	Seniority (5)	Merit & Efficiency (15)	Assessment Center (30)	Oral Interview (20)	Written Exam (30)	Veteran's Preference Points	Total Score
Bazan	Jennifer	5	10.93	28.2	18.75	26.7	0	89.58
Minogue	Michael	5	9.67	28.8	18.5	27	0	88.97
Scheetz	Michael	2	9.36	27.15	17.5	23.7	0	79.71
Grajewski	David	5	7.66	26.25	16.75	23.7	0	79.36
Halterman	Michael	5	10.02	24.9	12	24.9	0	76.82
Simon	Thomas	5	9.23	26.55	12.5	21.3	0	74.58
Blomquist	John	5	11.98	26.1	8.75	18.6	3.5	73.93
Kofoed	Edward	2.5	9.14	25.65	13.25	22.2	0	72.74
Paczosa	Scott	2	6.32	23.4	14.5	24.3	0	70.52
Walters	Daniel	2.5	4.36	24.3	14.5	22.8	0	68.46
Riggan II	Richard	2	5.80	24.75	10.75	21	0	64.30
Schmidt	Ryan	4.5	2.73	26.1	9	19.2	0	61.53
Schuman	Kevin	2	3.29	22.65	10.25	19.5	0	57.69
Wessel	Michael	2	1.06	24.3	10.25	17.7	0	55.31

After posting the results of the written examination, one candidate requested veteran's preference points as allowed for under the Illinois Fire Promotion Act. Staff, along with the Corporation Counsel, reviewed the request and determined that the candidate should be awarded 3.5 points (.7 points per six months of service up to 2.5 years maximum).

Per BOFPC Rules and Regulations, only candidates who received a final score of 70 or higher are eligible to be placed on the final Promotional List.

### **Recommended Motion**

Move to approve the Fire Lieutenant Promotional List, effective August 11, 2015 and expiring August 11, 2017, consisting of candidates who achieved a final score of 70 or higher.

1. Bazan Jennifer
2. Minogue, Michael
3. Scheetz, Michael
4. Grajewski, David
5. Halterman, Michael
6. Simon, Thomas
7. Blomquist, John
8. Kofoed, Edward
9. Paczosa, Scott