



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

**TUESDAY, JULY 26, 2016 AT 6:30 P.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 27, 2016**
- IV. Changes to the Board of Fire and Police Commissioners Rules and Regulations**
- V. Executive Session Pursuant to Section 2(c)(1) of the Open Meetings Act to Discuss Potential Employment and Conditional Offers for the position Police Officer**
- VI. Authorize Staff to Make Conditional Offers of Employment for the Position of Police Officer**
- VII. Other Business**
- VIII. Adjournment**

Terrence Porter, Chair

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1200 Wilmette Avenue
Wilmette, Illinois 60091-0040

MEETING MINUTES

BOARD OF FIRE AND POLICE COMMISSIONERS

June 27, 2016

7:30 A.M.

Village Board Conference Room, Village Hall

Members Present: Terrence Porter, Chair
Todd Ehlman, Vice-Chairman
Pamela Davidson, Secretary

Staff Present: Tom Robertson, Deputy Fire Chief
John Prejzner, Assistant to the Village Manager

I. CALL TO ORDER

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

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Commissioner Ehlman moved to approve the minutes of the June 9, 2016 Board of Fire and Police Commissioners meetings as presented. The motion was seconded by Commissioner Davidson. No further discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Porter. 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 THE POSITION OF FIREFIGHTER

Commissioner Ehlman moved to adjourn to executive session pursuant to section 2(c)(1) of the open meetings act to conduct an interview for the position of firefighter. No further

discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Porter. Voting no: none. **The motion carried.**

The Board adjourned to executive session at 7:31 a.m.

The Board returned from executive session at 8:06 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 for the position of firefighter to Bradley Markovich. The motion was seconded by Commissioner Davidson. No further discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Porter. Voting no: none. **The motion carried.**

VI. OTHER BUSINESS

None

VII. ADJOURNMENT

At 8:06 a.m., Commissioner Ehlman moved to adjourn the meeting. The motion was seconded by Commissioner Davidson. No further discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Porter. Voting no: none. **The motion carried.**

The meeting was thereafter adjourned.

Respectfully Submitted,

John Prejzner
Assistant to the Village Manager



To: Board of Fire and Police Commissioners
From: John Prejzner, Assistant to the Village Manager
Date: July 22, 2016
Subject: Changes to Rules and Regulations

Recommendation

Approve changes to Chapter II of the Board of Fire and Police Commissioners Rules and Regulations.

Discussion

Chapter II of the Board of Fire and Police Commissioners Rules and Regulations discuss qualifications to apply for original appointment to the positions of the Police Officer and Firefighter/Paramedic. Specifically, Section 1(a) states that: "At the time of filing of the application, each candidate for examination shall be a United States citizen and have a valid driver's license." However, it has been the Village's practice to allow U.S citizens or those legally authorized to work in the United States to apply and be eligible for employment.

Staff is proposing the following rule change to conform the rules and regulations to current and past practice: "At the time of filing of the application, each candidate for examination shall be a United States citizen or legally authorized to work in the United States and have a valid driver's license."

Document Attached:

1. Chapter II

CHAPTER II - APPLICATIONS FOR ORIGINAL APPOINTMENT

Section 1 Qualifications

Candidates for original appointment to the positions of Police Officer and Firefighter/Paramedic shall have the following qualifications:

(a) General

At the time of filing of the application, each candidate for examination shall be a United States citizen or legally authorized to work in the United States and have a valid driver's license. Every candidate must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position for which the candidate has applied. The burden of establishing these facts rests upon the candidate.

(b) Education Requirements

At the time of filing of the application, each candidate to the Fire Department shall be a high school graduate or certified equivalent and have one of the following:

- (1) Sixty (60) hours of education from an accredited college or university;
- (2) Two (2) years of military service;
- (3) Illinois State Fire Marshall's Firefighter II certification; or
- (4) Current Emergency Medical Technician - Paramedic license from any state or national registration.

At the time of filing of the application, each candidate to the Police Department shall have a bachelor's degree from an accredited college or university, unless the Commission's call for examinations under Chapter III Section 2 of these rules sets a later time for candidates, who are earning credits during the examination period, to submit proof of having received their degrees before the posting of the eligible register.

(c) Age Requirements

At the time of filing of the application, each candidate to the Fire Department shall be at least 21 and under 35 years of age, unless a candidate has been previously employed as a full-time firefighter in a regularly constituted fire department of any municipality or fire protection district located in Illinois.

Revised 2/13/13

At the time of filing of the application, each candidate for appointment to the Police Department shall be at least 21 and under 35 years of age.

Revised 3/5/00

Proof of birth date will be required at the time of application.

Section 2 Disqualifications

Revised 5/9/12

The Commission shall refuse to examine a candidate or, after examination, disqualify a candidate:

- (a) Who is found lacking in any of the established preliminary requirements for the service applied for.
- (b) Who is physically unable to perform the duties of the position applied for.
- (c) Who is or has recently engaged in the unlawful use of drugs or controlled substances.
- (d) Who is a habitual drunkard or gambler.
- (e) Who has been convicted of a felony or any crime involving moral turpitude, or arrested and/or convicted for any misdemeanor specifically listed in Sections 5/10-2.1-6 and 5/10-2.1-6.3 of the Illinois Municipal Code.
- (f) Who has been dismissed from any public service for good cause.
- (g) Who has attempted to practice any deception or fraud in his or her application.
- (h) Who may be found disqualified in personal qualifications or health.
- (i) Whose personal and employment references are unsatisfactory.
- (j) Who is a knowing recipient of test information in advance of the examination.

Section 3 Special Qualifications

If the position applied for requires special qualifications, the Board may require evidence of special training or practical experience.

Section 4 Application Forms

The Board shall cause application forms to be furnished for positions in the Fire and Police Departments.

Section 5 Job Announcements

Revised 5/9/12

Original appointment examinations will be advertised (i) in one or more newspapers published in the municipality, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the municipality or (ii) on the municipality's Internet website as determined by the Board.

Publication of the job announcement will be at least two weeks prior to the official application filing deadline and shall include the following information:

1. notice of time of an original examination;
2. notice of place of an examination;
3. general scope of an examination;
4. merit criteria for any subjective component of an examination;
5. and any fee to be imposed for filing an application for an examination.

Section 6 Mandatory Orientation

Revised 5/9/12 Candidates for the positions of Firefighter/Paramedic and Police Officer may be required to attend mandatory orientation conducted at the beginning of each original appointment examination process. The Board may waive attendance at the orientation upon showing of good cause by a candidate. A candidate who seeks such a waiver shall submit a written request not less than ten (10) days before the orientation setting forth the reason the candidate cannot attend. Where a testing consortium conducts the mandatory orientation session, waivers will only be granted in accordance with the rules and procedures of that entity. Any candidate who fails to attend the orientation without a waiver from the Board shall be disqualified.

Section 7 Filing Applications

Revised 5/9/12 Applications for the Fire and Police Departments shall be addressed as directed by the Board on the application. Applications shall be submitted by the deadline set by the Board.

Section 8 Defective Applications

The Board may disqualify any candidate whose application is determined by the Board to contain omissions or deficiencies, which cannot be corrected prior to commencement of the testing process.

Section 9 Duty to Supplement Application; Effect of Failure to Supplement

A candidate shall have the affirmative duty to promptly supplement the contents of an application where there has been a material change in any of the information required to be supplied by the candidate. Such supplemental information must be submitted in writing to the Board. A material change includes, but is not limited to:

- (a) Change of current employer;
- (b) Discharge for cause from current employment;
- (c) Change of residence address;
- (d) Change in telephone number;
- (e) Conviction of a crime other than minor traffic offense;
- (f) Revocation, suspension or administrative restriction of driver's license;
- (g) Any other change in facts or circumstance, which would render information supplied by the candidate on the application to be materially false and misleading.

The Board may disqualify any candidate who fails to provide supplemental information as required by this Section.

Section 10 Employment of Relatives

No more than one member of a family shall be employed in the same department. This requirement applies to the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, half-brother, half-sister, or grandparent of a department member.

Section 11 Notice of Continuation in Application Process

The Board or its designee will cause to be notified all candidates whose applications have been tentatively accepted to present themselves for the next step in the application process. Any candidate who is ineligible, or deemed disqualified, shall be notified via U.S. Mail.

Section 12 Release of Liability

All candidates shall execute and deliver to the Board a release of all liability as the result of any and all examination processes on a form prescribed by the Board or its designee.

Section 13 Finality

All documents submitted to the Board shall be and become the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by this Board or any other board or tribunal of any kind or description.