



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

**MONDAY, FEBRUARY 12, 2018 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. January 19, 2018**
- IV. Approval of 2018 Police Officer Original Appointment Examination Timeline and authorize staff to make changes should the need arise**
- V. Set minimum passing score for the police Written and Written Subjective Examination**
- VI. Executive session pursuant to section 2(c)(1) of the Open Meetings Act to discuss potential employment and conditional offer for the position of Firefighter**
- VII. Authorize staff to make conditional offers of employment for the position of Firefighter**
- VIII. Other business**
- IX. Adjournment**

Todd Ehlman, Chair

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1200 Wilmette Avenue
 Wilmette, Illinois 60091

MEETING MINUTES

BOARD OF FIRE AND POLICE COMMISSIONERS

**January 19, 2018
 8:00 A.M.**

Village Board Conference Room, Village Hall

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

Staff Present: Pat Collins, Deputy Police Chief
 John Prejzner, Assistant Director of Administrative Services

I. CALL TO ORDER

Commissioner Ehlman called the meeting to order at 8:05 a.m. Board members Davidson, Ehlman, and Krueger were present.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Commissioner Davidson moved to approve the minutes of the October 23, 2017 meeting. The motion was seconded by Commissioner Krueger. No further discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Krueger. Voting no: none. **The motion carried.**

IV. AUTHORIZE PROMOTION OF A POLICE OFFICER TO SERGEANT

Pat Collins, Deputy Police Chief, stated that the Village has a Sergeant vacancy that needs to be filled. Deputy Chief Collins summarized Officer James David Sweet's, highest ranking candidate on the sergeant eligibility list, accomplishments and stated that staff

recommends promoting Mr. Sweet effective January 1, 2018.

Commissioner Davidson moved to promote James David Sweet to the rank of Police Sergeant effective January 1, 2018. The motion was seconded by Commissioner Krueger. No further discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Krueger. Voting no: none. **The motion carried.**

V. OTHER BUSINESS

None.

VI. ADJOURNMENT

At 8:11 a.m., Commissioner Davidson moved to adjourn the meeting. The motion was seconded by Commissioner Krueger. No further discussion occurred on the motion. Voting yes: Commissioners Davidson, Ehlman, and Krueger. Voting no: none. **The motion carried.** Respectfully Submitted,

John Prejzner
Assistant Director of Administrative Services



Date: February 8, 2018
To: Board of Fire and Police Commissioners
From: John Prejzner, Assistant Director of Administrative Services
Subject: Police Officers Recruitment Timeline

Background

The Village's hiring practices of sworn public safety personnel is governed by the Rules and Regulations of the Board of Fire and Police Commissioners (BOFPC). In compliance with the rules the Village maintains an Eligible Register for Police Officers. The current eligibility register was established September 1, 2017 and expires March 1, 2018.

New Recruitment Cycle

As set forth in Chapter 3, Section 7 (c), staff interviews the top 35 police officer candidates from the eligibility register. Those candidates are then ranked into the following categories: highly recommended, recommended, and not recommended. Generally, the Department looks to hire those identified in the highly recommended categories. Currently, there are no candidates in the highly recommended category.

Therefore, staff is recommending that a new recruitment process be conducted to create a new eligibility register. Staff is also requesting that the Board authorize staff to make amendments to the timeline should the need arise as to not create delays in the process. The proposed recruitment cycle has the following key dates:

- Week of June 5 – applications made available to public
- July 14 – applications due
- August 19 – written test administered
- Upon Receipt of Results – set passing score and post eligibility register
- September 11 - 22 – conduct administrative interviews

Written Examination

I/O Solutions will create and administer the written exam tentatively scheduled for June 3, consisting of separate cognitive (written) and situational based exams (written subjective). Each exam is scored separately and combined into the final composite score with a 50/50 weighting.

Since at least 1996, the Board has set the minimum passing score at 70 (lowest score allowed by the BOFPC rules). It was recommended during the last recruitment cycle that the Board set this passing score at the outset of the process.

Recommended Motions

- Move to approve the 2018 Police Officer Original Appointment Examination Timeline and authorize staff to make changes should the need arise.
- Move to set a minimum passing score of 70% for the police written and written subjective examination.

Documents Attached

1. 2018 Police Officer Recruitment Timeline

2018 Police Officer Original Appointment Examinations

Task	Responsibility	Date
1. Adopt recruitment timeline	Commission	TBD
2. Applications made available to public	Staff	Tuesday, March 6
3. Advertise and publish legal notice	Staff	At least 2 weeks prior to May 1
4. P.O.W.E.R. Test	NIPSTA or other available agency	March 14 April 14 May 12
5. Applications Due	Selection Works	May 1
6. Written Test	Commission and staff	June 2 (pending approval from Loyola)
7. Written test results distributed to Commission	Staff	Upon receipt of results
8. Set passing score, notify candidates & establish list	Commission - formal action required	Upon receipt of results
9. Post list	Staff	Upon Approval
10. Proof of College Degree Required (if graduating in spring 2018)	I/O Solutions	Before posting list
11. Administrative interviews conducted	Staff	June 18 - 29
12. Conditional Offers Made	Staff & Commission	TBD
13. Pre-employment Screens Completed	Staff	TBD
14. Oral Interview with Commission	Staff & Commission	TBD
15. Police Academy	Staff	September 17

Current List Expires June 9, 2017