



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

**APRIL 22, 2019 AT 6:00 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. March 27, 2019**
- IV. Set Minimum Passing Score for Police Sergeant Promotional Process Written Examination**
- V. Other Business**
- VI. Adjournment**

Todd Ehlman, Chair

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1200 Wilmette Avenue  
Wilmette, Illinois 60091

**MEETING MINUTES**

**BOARD OF FIRE AND POLICE COMMISSIONERS**

**March 27, 2019**

**7:30 A.M.**

**Committee Meeting Room, Village Hall**

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Members Present:            Todd Ehlman, Chair  
   Cameron Krueger, Secretary

Staff Present:                Kyle Murphy, Police Chief  
   Ben Wozney, Fire Chief  
   Alex Cease, Assistant to the Village Manager  
   John Prejzner, Assistant Director of Administrative Services

**I. CALL TO ORDER**

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

**II. PUBLIC COMMENT**

None.

**III. APPROVAL OF MINUTES**

Commissioner Krueger moved to approve the minutes of the February 5, 2019 meeting. The motion was seconded by Commissioner Ehlman. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman and Krueger. Voting no: none. **The motion carried.**

**IV. CLOSED SESSION PURSUANT TO SECTION 2(C)(1) OF THE OPEN MEETINGS ACT TO DISCUSS POTENTIAL EMPLOYMENT FOR THE POSITION OF FIREFIGHTER**

Commissioner Krueger moved to go into closed session pursuant to section 2(c)(1) of the open meetings act to discuss potential employment for the position of firefighter .The motion was seconded by Commissioner Ehlman. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman and Krueger. Voting no: none. **The motion carried.**

The Board entered into closed session at 7:31 a.m.

The Board returned from closed session at 7:42 a.m.

**V. AUTHORIZE STAFF TO MAKE CONDITIONAL OFFERS OF EMPLOYMENT FOR THE POSITION OF FIREFIGHTER**

Commissioner Krueger moved to find that an alternative candidate to the highest ranked one better serves the need of the Fire Department and conditional offers for the position of Firefighter shall be made in the following order: Edward Garard, Benjamin Katz, Zackary Geib, Jonathan Tulacka, Bryan Blowers, Justin Sheehan, Timothy Tesch, and Evan Rhule. 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.**

**VI. OTHER BUSINESS**

None.

**VII. ADJOURNMENT**

At 7:42 a.m., Commissioner Krueger moved to adjourn the meeting. The motion was seconded by Commissioner Ehlman. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman and Krueger. Voting no: none. **The motion carried.**

Respectfully Submitted,

John Prejzner  
Assistant Director of Administrative Services



**To:** Board of Fire and Police Commissioners  
**From:** John Prejzner, Assistant Director of Administrative Services  
Kyle Murphy, Police Chief  
**Date:** April 19, 2019  
**Subject:** 2019 Police Sergeant Promotional Process – Minimum Passing Score

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## Background

A Police Sergeant Promotional Process is currently underway to establish a new eligibility register as required by the rules and regulations of the Board of Fire and Police Commissioners (BOFPC). Candidates for the process were required to submit applications by March 15, 2019 and staff received eight applications. On April 11, 2019 a written examination was held at which all eight applicants were present.

## Discussion

As stated in the BOFPC Rules and Regulations, the Board must establish a minimum passing score at or above 70%. Historically, a minimum passing score of 70% has been used. Once the minimum passing score is established, the test results with the candidates' names will be revealed.

The results for the written exam were compiled by McCann and Associates and sent to staff. A summary of the results are in the table below. For comparison purposes, the results from the last four examination are also shown.

Year	# of Candidates	Average Score	Highest Score	Lowest Score	# of Scores $\geq$ 70%
2019	8	69.9%	84%	52%	4
2017	9	75.0%	94%	58%	5
2015	8	75.1%	81%	62%	6
2012	17	70.1%	85%	52%	10
2010	8	72.5%	82%	59%	6

## Other Examinations

In addition to the written examination, candidates are also evaluated based on the following categories/examinations: merit and efficiency rating, seniority, assessment center, leadership evaluation, and oral interview.

The merit and efficiency rating is awarded by the Police Chief. The Chief has asked the Command Staff to rate the candidates based on the last 12 months of service. The points are awarded based on evaluating the following categories: supervisory dimension for police sergeant, the candidate's last twelve months of work product which includes traffic stops, citations, arrests, and reports. This process is currently underway and the results will be distributed to the Commission when they are available.

Seniority is awarded at a rate of 1% per 1 year of service with a maximum of 5%. Seven of the eight candidates received the full 5% with the other candidate receiving 4%.

The testing process also includes an assessment center and psychological leadership evaluation administered by Dr. Dennis Selvig of Personnel Strategies to those candidates that pass the written test. The assessment center is an evaluation of the candidates' behavior and capabilities using multiple exercises. Of these two examinations, only the assessment center is scored and the passing score, as set by the BOFPC rules, is 70% (no separate meeting of the Board is necessary to receive the scores).

Candidates that pass the written examination and complete all previously mentioned aspects of the testing process will be interviewed by the Board, with the interviews being scored. The weighting of the scores used to compile the final list is below:

- Written Examination 30%
- Assessment Center 30%
- Oral Interview 20%
- Merit and Efficiency Rating 15%
- Seniority 5%

Once the list is established, promotions will be awarded from the list as vacancies arise. Staff anticipates that a final list will be established by the end of June 2019. The list will remain in force for two years from the date of posting.

## Documents Attached

1. Score Report for written examination

### Basic Score Data in Score Sequence

Subtest Code	Name	Number	Subtest Norm
V-1	Technical Police Knowledge	20	13.6
V-2	Investigative Knowledge	15	10.2
V-3	Legal Knowledge	20	13.7
V-4	Supervisory and Managerial Knowledge	30	20.5
V-5	Ability	15	10.5
	Total Test Score	100	N/A

Subtest	V-1	V-2	V-3	V-4	V-5	Total Raw Score
Number of Questions	20	15	20	30	15	100
59380	17	12	17	24	14	84
59386	14	12	17	27	13	83
59381	15	12	16	24	10	77
59387	15	10	16	23	13	77
59383	17	10	11	22	8	68
59385	17	7	13	19	5	61
59384	15	5	9	18	10	57
59382	10	8	11	13	10	52