



VILLAGE OF WILMETTE

1200 Wilmette Avenue
WILMETTE, ILLINOIS 60091-0040

MEETING AGENDA

BOARD OF FIRE AND POLICE COMMISSIONERS

SPECIAL MEETING

June 16, 2014

6:30 p.m.

Village Board Conference Room

- I. Call to Order**
- II. Approval of Minutes**
 - a. June 9, 2014**
- III. Approval of 2014 Firefighter Recruitment and Testing Timeline and Authorize Staff to Make Changes Should the Need Arise**
- IV. Election of Officers of the Board of Fire and Police Commissioners**
- V. Other Business**
- VI. Adjournment**

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VILLAGE OF WILMETTE

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WILMETTE, ILLINOIS 60091-0040

MEETING MINUTES

BOARD OF FIRE AND POLICE COMMISSIONERS

June 9, 2014

7:00 P.M.

Village Board Conference Room, Village Hall

Members Present: Terrence Porter, Vice-Chair
Todd Ehlman
Senta Plunkett

Staff Present: Michael Braiman, Assistant Village Manager
Brian King, Police Chief
Mike McGreal, Deputy Fire Chief
John Prejzner, Assistant to the Village Manager

I. CALL TO ORDER

Commissioner Porter called the meeting to order at 7:05 p.m. Board members Ehlman, Plunkett, and Porter were present.

II. APPROVAL OF MINUTES

Commissioner Plunkett moved to approve the minutes of the April 9, 2014 Board of Fire and Police Commissioners meeting as presented. The motion was seconded by Commissioner Porter. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Plunkett, and Porter. Voting no: none. **The motion carried.**

III. APPROVAL OF THE 2014 POLICE OFFICER RECRUITMENT AND TESTING TIMELINE AND AUTHORIZE STAFF TO MAKE CHANGES SHOULD THE NEED ARISE

John Prejzner, Assistant Village Manager, summarized the timeline for the 2014 Police Officer Recruitment and Testing Timeline. Mr. Prejzner stated that applications will be released in the next few days, if approved, and will be due July 9th. The written test will be administered July 26th, and the Commission will have the written scores presented to them

by August 1st in order to approve an eligibility register for Police Officer. Mr. Prejzner summarized the recruitment process and stated that staff is seeking the Board's approval of the timeline as well as the authority to make changes should the need arise as to not delay the process.

Commissioner Plunkett moved to approve the 2014 Police Officer Recruitment and Testing Timeline and authorize staff to make changes should the need arise. The motion was seconded by Commissioner Ehlman. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Plunkett, and Porter. Voting no: none. **The motion carried.**

IV. OTHER BUSINESS

Mr. Prejzner stated that the Board will hold an election at its next meeting for the positions of President, Vice-President, and Secretary. The Board tentatively scheduled the meeting for Monday, June 16th at 6:30 p.m.

V. ADJOURNMENT

At 7:24 p.m., Commissioner Plunkett moved to adjourn the meeting. The motion was seconded by Commissioner Ehlman. No further discussion occurred on the motion. Voting yes: Commissioners Ehlman, Plunkett, and Porter. Voting no: none. **The motion carried.**

The meeting was thereafter adjourned.

Respectfully Submitted,

John Prejzner
Assistant to the Village Manager



Date: June 12, 2014
To: Board of Fire and Police Commissioners
From: John Prejzner, Assistant to the Village Manager
Subject: Firefighter 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 Firefighter. The current eligibility register was established September 23, 2012 and expires September 23, 2014. The Village partners with two other communities (Morton Grove and Niles) to create the list. Partnering with the other communities allows all municipalities to share the costs of the recruitment while attracting a larger pool of candidates.

New Recruitment Cycle

With the upcoming expiration of the eligibility list, the Village needs to begin the process of creating a new list, or extending the current list in six month increments up to an additional year. Due to the age of the list, Village staff along with the partnering municipalities (Morton Grove, Niles, and new this year – Park Ridge), recommend that a new list be created.

The recruitment process for firefighters is largely governed by state statute. The BOFPC rules were comprehensively amended in 2012 to comply with state law. The process and timeline for the recruitment process is as follows:

- June 23 – applications made available to public
- August 11 – applications due
- September 6 – written test administered
- Week of September 8 – BOFPC receives results of written scores – approves Initial Eligibility Register
 - Candidates scoring at or above the median score are deemed as passing
- September 9 – October 3 – Selection Works collects preference points submitted by passing candidates
 - BOFPC rules state each candidate shall receive 5 points for each of the following: associates degree or higher in the field of fire service or emergency medical services, paramedic certification, and veteran status

- Week of October 6 – BOFPC receives results of written score combined with preference points – approves Final Eligibility Register
 - BOFPC reviews application materials and test results of top 5% of candidates and authorizes conditional offers

The full recruitment and testing timeline is attached along with a flowchart of the steps.

Recommended Motion

- Move to approve the 2014 Firefighter Recruitment and Testing Timeline and authorize staff to make changes should the need arise.

Documents Attached

1. 2014 Firefighter Recruitment Timeline
2. Firefighter Recruitment Flowchart

2014 Recruitment and Testing Timeline for Wilmette Fire Department

Task	Responsibility	Date
1. Tentatively adopt recruitment timeline	Commission	June 16
2. Review and print applications	Staff & Selection Works	Prior to June 23
3. Applications made available to public (text/internet)	Staff & Selection Works	June 23
4. Advertise and publish legal notice	Commission and staff	At least 2 weeks prior to August 11
5. CPAT Testing – required physical fitness test administered by NIPSTA. Cost borne by applicant.	Staff and NIPSTA	July 11 August 9
6. Applications due	Selection Works	August 11
7. Orientation & Written Test	Staff & Selection Works	September 6 Location: NIPSTA
8. Written test results distributed to Commission – Approve Initial List	Staff	Week of September 8
9. Collect preference points	Selection Works	September 9 – October 3
10. Approve Final List	Commission	Week of October 6

*Current list expires September 23, 2014

Firefighter Recruitment

Approve Initial Eligibility List

• Week of September 8

Approve Final Eligibility List w/ Preference Points

• Week of October 6

Pre-Employment Screening

- Staff interview, Polygraph, Background, Psych, Medical
- Approximately 1 month

Final Offer Made/Rejected by BOFPC

Collect Preference Points

• September 9 – October 3

Conditional Offers Authorized by BOFPC to top 5% of Candidates

- Based on exam scores w/ preference points
- Conditional Offer Made by Staff

BOFPC Interview

Fire Academy