



Village of Westchester

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Board of
Fire and Police
Commissioners

Commission Chair
Ruth Gudino-Negrete

Commission Secretary
Jesse Williams

Commissioner
Brian Kuratko

MEETING MINUTES OF THE FIRE AND POLICE COMMISSION MEETING 1 APRIL 2013

CALL TO ORDER:

The meeting was called to order at 6:35 pm, present/responding to roll call were: Commission Chairperson Ruth I. Gudino-Negrete and Commissioner Brian Kuratko. Commissioner Jesse Williams was absent. Also present was Management Assistant, Molly Keane.

APPROVAL OF MINUTES:

Commissioner Kuratko made a motion, seconded by Commissioner Gudino-Negrete to approve the Special Meeting Minutes of February 25, 2013 and on the roll call vote the said motion unanimously passed (AYE 2). Commissioner Kuratko then made a motion, seconded by Commissioner Gudino-Negrete to table the approval of the minutes from the March 4, 2013 meeting and on the roll call vote, the said motion unanimously passed (AYE 2).

NEW BUSINESS:

Commission Chairperson Gudino-Negrete requested that the Candidate Documentation, Candidate File, and Candidate Correspondence be address at the next regularly scheduled meeting of the Commission. With no further discussion, the Commission agreed.

Commissioner Chairperson Gudino-Negrete requested that the Polygraph Examination and Psychological Evaluation item be moved to the next meeting for discussion and possible vote on a vendor for such services. With no further discussion, the Commission agreed.

OLD BUSINESS:

Commission Chairperson Gudino-Negrete provided an update on the status of candidate Joseph Rizzo. He has successfully completed the academy and began his first day with the Westchester Police Department on April 1, 2013 after being sworn in as a probationary officer.

Commission Chairperson Gudino-Negrete then provided an update on the status of Brian Staats. His background check has been completed and they are now in receipt of the polygraph results which will be made available for review to the commissioners.

Commission Chairperson Gudino-Negrete then provided an update on the status of the additional request for a candidate. She noted that Jody J. Schmidt had been contacted and that Commissioner Williams declined the continuation of our hiring process. Commissioner Williams then contacted the next person on the list, Michael V. Pyrek who also declined. Commissioner Williams then contacted Camille C. Dimitropoulos, the next eligible candidate who agreed to proceed. A background check was submitted and has recently been completed. Commissioner Kuratko noted that they just received the results today of that background check which will be reviewed.

With no further discussion regarding the candidates, the commission moved to the next item, upcoming testing: vendor selection. Commission Chairperson Gudino-Negrete noted they had received a quote for the Fire Captain Promotional Examination from the Illinois Fire Chiefs Association for the assessment portion as well as a quote from IO Solutions for the written portion. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to accept and recommend the Fire Captain Promotional Examination assessment portion of the Fire Captains exam is performed by the Illinois Fire Chiefs Association and the written portion be performed by IO Solutions. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete noted they had received a quote from IO Solutions for the Fire Entry Level Firefighter Examination. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to accept and recommend IO Solutions to perform the Fire Entry Level Firefighter Examination to be held prior to July 2013. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete noted they had received quotes for the Police Lieutenant and Sergeant Promotional Exams from IO Solutions for the written portion and R.E.M. for the assessment portion of the exams. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to accept and recommend IO Solutions to perform written portion of the Police Lieutenant and Sergeant Promotional Exams and R.E.M. to perform the assessment portion of the Police Lieutenant and Sergeant Promotional Exams. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete then introduced the proposed promotional process for Captains of the Fire Department. The proposed procedure is as follows; 35% for the assessment center which is the subjective evaluation, seniority list at 10%, Chief's points 5%, Ascertain Merit 10% with a maximum of 10 points. Under education, post-secondary education; General Associates: 2 points, Associates in Fire Science: 3 points, General Bachelors: 4 points, Bachelors in Fire Science: 5 points. Certification would provide the following points; Fire Officer I or Fire Officer I Provisional: 5 points and Fire Officer II or Fire Officer II Provisional: 5 points. The written examination would account for 40%. This would be administered after the determination and posting of the seniority list, ascertained merit points, subjective evaluation scores through the assessment center. Finally, the veteran's preference could be used once during the promotional process. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to approve the proposed promotional process for the Fire Captains. During the discussion, Commission Chairperson Gudino-Negrete noted that upon approval of the process, she would submit this to the Village Attorney to ensure compliance with state statute as well as the union contract. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete then introduced the proposed promotional process for Lieutenant of the Fire Department. Those eligible must have completed five years of active service and five years of training requirements. The proposed procedure is as follows; 30% for the assessment center which is the subjective evaluation, seniority list at 10%, Chief's points 5%, Peer Review 5%, Ascertain Merit 10% with a maximum of 10 points. Under education, post-secondary education; General Associates: 2 points, Associates in Fire Science: 3 points, General Bachelors: 4 points, Bachelors in Fire Science: 5 points. Certification would provide the following points; Fire Officer I or Fire Officer I Provisional: 5 points and Fire Officer II or Fire Officer II Provisional: 5 points. The written examination would account for 40%. This would be administered after the determination and posting of the seniority list, ascertained merit points, subjective evaluation scores through the assessment center. Finally, the veteran's preference could be used once during the promotional process. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to approve the proposed promotional process for the Fire Lieutenants. Commission Chairperson Gudino-Negrete noted that upon approval of the process, she would submit this to the Village Attorney to ensure compliance with state statute as well as the union contract. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete then introduced the proposed process for Entry Level Firefighter Exam. The written examination would be the subjective component. There would also be a mental aptitude portion consisting of a High School Diploma or an equivalent high school education. They are also requesting them to be CPAT certified upon hiring as well as preference consideration for Military, Education, and Experience with the claim being made in writing within 10 days after the posting of the initial scores. The

commission is also proposing they be paramedic certified upon hire. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to approve the proposed promotional process for the Entry Level Firefighter Exam. Commission Chairperson Gudino-Negrete noted that upon approval of the process, she would submit this to the Village Attorney to ensure compliance with state statute as well as the union contract. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete then introduced the proposed promotional process for Police Department Lieutenants. The proposed procedure is as follows; 40 % for the assessment which is the subjective evaluation, Chief's points 10%, Written examination at 50% and Veteran's preference which must be applied for within 10 days after the initial posting of the preliminary posting and can only be used one time during the promotional process. Commission Chairperson Gudino-Negrete then made a motion, seconded by Commissioner Kuratko to approve the proposed promotional process for the Police Lieutenants. Commission Chairperson Gudino-Negrete again noted that upon approval of the process, she would submit this to the Village Attorney to ensure compliance with the by-laws of the Fire and Police Commission. On the roll call vote, the said motion unanimously passed (AYE 2).

Commission Chairperson Gudino-Negrete then introduced the proposed promotional process for Police Department Sergeants. The Commission then discussed whether there should be a requirement of five or three years of service for promotion to the rank of Sergeants. With no further discussion, Commissioner Kuratko made a motion, seconded by Commission Chairperson Gudino-Negrete to approve the following requirements and procedure for the Police Sergeant promotional process; those eligible must have completed five years of active service. 40 % for the assessment which is the subjective evaluation, Chief's points 10%, Written examination at 50% and Veteran's preference which must be applied for within 10 days after the initial posting of the preliminary posting and can only be used one time during the promotional process. Commission Chairperson Gudino-Negrete again noted that upon approval of the process, she would submit this to the Village Attorney to ensure compliance with the by-laws of the Fire and Police Commission. On the roll call vote, the said motion unanimously passed (AYE 2).

INFORMATION ONLY:

Commission Chairperson Gudino-Negrete noted the Annual IO Solutions Police and Fire Testing Summit on May 17, 2013. Also the Illinois Police and Fire Commissioners Association will be hosting their spring seminar on May 3-5, 2013 in Springfield, IL. The annual budget for Fiscal Year 2014 was presented to the Village Board of Trustee.

PUBLIC PARTICIPATION:

There was no public participation.

EXECUTIVE SESSION:

An executive session was held for the following exemption; 5 ILCS 120/2(c)(1) -The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

ADJOURNMENT:

With no further business to discuss, Commission Chairperson Gudino-Negrete made a motion, seconded by Commissioner Kuratko to adjourn the meeting and go into Executive Session and on roll call vote, the Commission unanimously approved the motion and the meeting was adjourned at 7:03pm (AYE 2).