

MINUTES OF THE WORK SESSION OF THE
BLOOMINGTON BOARD OF FIRE AND POLICE COMMISSIONERS
December 4, 2014

Attendees: Charles Witte, Dean Messinger, Dianne Hollister, and Keith Rich, Commissioners; Eric Vaughn, Deputy Fire Chief Administration; Gary Sutherland, Asst. Police Chief; Angela Fyans – Jimenez, Deputy Corporation Counsel; Nicole Albertson, Human Resources (HR) Director, Angie Brown, HR Specialist, Salina Grismore, Employment Specialist and Renee Gooderham, Chief Deputy Clerk.

The work session of the Bloomington Fire and Police Commission was called to order at 4:00 p.m. on December 4, 2014 at the Bloomington City Hall, Conference Room.

Public Comment: No one came forward to address the Commission.

Commissioner Witte introduced Nicole Albertson, HR Director.

Police Department: Commissioner Witte noted draft Police Board Rules had been sent via email.

Commissioner Messinger referred to Section 2. Application Blanks. second (2nd) paragraph, last two (2) sentences. He believed making false statements were automatic disqualifications. Commissioner Witte responded affirmatively. He suggested removing the last sentence in same. Angela Fyans – Jimenez, Deputy Corporation Counsel, addressed the Commission. She believed the last sentence provided removal of an applicant any time after position certification. Commissioner Witte questioned usage of shall versus may. Ms. Fyans – Jimenez suggested keeping the sentences and changing shall to may in the last sentence.

Angie Brown, HR Specialist, addressed the Commission. She recommended changing Police Department to patrol officers in the first paragraph.

Commissioner Witte recommended changing Commission to Board throughout the document.

Commissioner Messinger questioned the wording in Section 3. Disqualification. (e) who has been dismissed from any public service for good cause. Commissioner Witte believed good cause should be changed to with cause.

Commissioner Hollister noted while serving on another Commission a candidates dismissal from public service was not discovered until oral interview. Ms. Brown stated after a candidate completes the oral interview the background investigation process begins. To proceed a candidate must score a minimum of seventy percent (70%) on the oral interview. Commissioner Witte noted that the background investigation involves a significant investment.

Commissioner Messinger believed the wording in Section 3. Disqualification (h) who does not possess a high school education or its equivalent was redundant. He noted that a high school education or its equivalent was required.

Commissioner Witte questioned Section 7. Notice of Examinations. Ms. Brown stated that HR would test as many candidates as possible. She believed the City was unique in that testing was offered multiple times a year. HR wanted the ability to test a candidate should they indicate they were from another state or serving in the military.

Commissioner Witte questioned legal time. Ms. Fyans – Jimenez responded reasonable. Ms. Brown cited notification would be place on the City's website, advertised in local newspapers etc. should a large group be required. Commissioner Witte suggested adding reasonable time. Commissioner Messinger suggested date changed to date and/or dates.

Ms. Brown noted Section 10. Test Procedure and Schedule states candidates are able to retest after a year.

Commissioner Messinger questioned waiting for a Board meeting prior to examination failure notification. Ms. Brown responded that "at the first meeting of the Commission" would be removed.

Ms. Brown clarified Section 11. Entry Level Minimum Grade and Process. The preliminary Eligibility List would be graded on a 100 point scale. Veterans' points would be added after obtaining a minimum seventy percent (70%). Section 12. Request to Hire. physical agility, background investigation, polygraph and medical, drug and psychological examination would be pass or fail. Ms. Brown noted Section 13. Entry Level Oral Interview Panel. up to three (3) Police Department staff, one (1) HR staff member and three (3) Board members. The panel would not exceed six (6) members.

Ms. Brown suggested striking the last sentence from Section 14. Oral Examination – Subjects of Examination. Once the candidate passed the written examination, physical agility and oral interview scoring would cease. They would become a group of eligible (banding). She stated that the Police Chief or designee would determine which candidates would be reviewed by the Board prior to the medical and psychological examination.

Asst. Police Chief Gary Sutherland, addressed the Commission. Springfield and Champaign maintain a group of eligibles. Chief Heffner requested the flexibility. Commissioner Rich noted that this was a change from the current rules. Ms. Brown responded affirmatively.

Ms. Brown noted candidates are ranked prior to the Eligibility List. Staff would review the background and polygraph examination to determine the best candidates. The Board would review candidate information moving same onto the medical and psychological examination if approved. Ms. Brown noted that the candidate would be given a contingent offer of employment. The Board would be notified of any concerns from the examinations.

Commissioner Witte expressed concern with selecting candidates. Ms. Fyans – Jimenez believed banding increased minority selection.

Commissioner Witte questioned the paragraph above section 18. Polygraph Examination. He believed both sentences should be combined. Ms. Brown stated both statute references were valid. They would be combined.

Commissioner Rich questioned Section 17. Disqualification During Hiring Process. under Traffic, reckless driving within two (2) years of application date. Commissioner Witte noted that a candidate was disqualified if they admit to same verbally or in writing. Ms. Brown noted there previous discussion on convictions versus admission to an offense. She reminded the Board that admitting to an offense in some instance could be considered character issues.

Commissioner Messinger questioned theft over \$300. He noted that candidates sometimes admitted to taking pens, paper etc. Commissioner Witte believed \$300 was the new felony amount. Ms. Fyans – Jimenez responded affirmatively. Asst. Chief Sutherland explained same was not cumulative. He recommended that background investigators review same.

Commissioner Witte suggested changing eligibles to eligible candidates in section 20. Selection of Entry – Level Candidate. Ms. Fyans – Jimenez suggested changing upon completion to upon successful completion. Ms. Brown suggested adding the remaining group of eligible candidates and place physical agility, oral interview process, background and polygraph in parenthesis. Commissioner Rich questioned shall in the last sentence of same. He believed it should be may.

Ms. Brown reminded the Board that the end process would remain the same. The Board would review candidate files, have the authority to deny, and provide staff direction.

Commissioner Witte questioned recruitment of minorities and/or women. Ms. Brown responded affirmatively. Asst. Chief Sutherland noted that recruitment was allocated in the police budget. Ms. Brown believed that Salina Grismore, Employment Specialist, was able to devote efforts towards same.

Commissioner Messinger suggested changing may to required in Section 22. Psychological Examination. Commissioner Witte questioned cost. Ms. Brown noted that the City paid for the polygraph and psychological examinations. Travel was not paid. She believed clarification was warranted. Commissioner Messinger believed same should remain open for recruitment purposes. Commissioner Witte questioned city policy. Ms. Brown cited concern for the budget. She suggested a possible stipend.

Commissioner Hollister questioned residency policy. Ms. Brown responded none.

Ms. Brown reminded the Commission that these rule changes would be approved at the next meeting, Tuesday, December 9, 2014. She stated that the promotional process required updating.

Motion by Commissioner Messinger, seconded by Commissioner Hollister to adjourn. Time: 4:50 p.m.

Motion carried, (viva voce).

The next Board regular meeting is December 9, 2014 at 4:00 p.m. at the City Hall, Conference Room.

Respectfully submitted:

Renee Gooderham
Chief Deputy Clerk