

MINUTES OF THE REGULAR MEETING OF THE
BLOOMINGTON BOARD OF FIRE AND POLICE COMMISSIONERS
August 4, 2014

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

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

Minutes of Previous Meeting: Motion by Commissioner Penn, seconded by Commissioner Hollister to approve Regular Meeting of June 2, 2014 and Additional Meeting and Executive Session minutes of June 9, 2014.

Motion carried, (viva voce).

Fire Department: Mike Kimmerling Fire Chief, addressed the Commission. Tyler Zimmerman and Matthew Musson, Entry Level Firefighter, completed their one (1) year probation period on July 8, 2014. He requested regular appointment of same.

Motion by Commissioner Penn, seconded by Commissioner Hollister to approve the regular appointment of Tyler Zimmerman and Matthew Musson, entry level Firefighter, effective July 8, 2014.

Motion carried, (viva voce).

Chief Kimmerling noted that Mr. Musson would take his oath at the August 11, 2014 Council meeting. Mr. Zimmerman would take his oath at the August 25, 2014 Council meeting.

There were three (3) entry level firefighter vacancies. Two (2) entry level Firefighters remained on the Eligibility List, Shaun Manning and Benjamin Brown. Chief Kimmerling requested conditional offers of employment. Hiring same would exhaust the current Eligibility List.

Motion by Commissioner Messinger, seconded by Commissioner Penn to make conditional offers of employment to Shaun Manning and Benjamin Brown, entry level Firefighter candidates.

Motion carried, (viva voce).

Angie Brown, HR Specialist, addressed the Commission. She noted that Mr. Manning had previously taken a bye. He was required to accept the offer of employment or be removed from the Eligibility List. Chief Kimmerling believed that Mr. Manning was currently employed with the Peoria Fire Department.

Commissioner Messinger questioned full staffing. Chief Kimmerling stated the Eligibility List must be exhausted prior to establishing a new one.

Commissioner Penn questioned critical staffing levels. Chief Kimmerling stated hiring Mr. Manning and Mr. Zimmerman were not new positions.

Chief Kimmerling noted that there was not an Asst. Chief testing process in place. It was believed that a testing process should be established prior to a vacancy.

Ms. Brown stated that the CPS Human Resource Services (CPS) contract was approved at the July 28, 2014 Council meeting. She requested approval of same. The examination and assessment would be conducted December 2014.

Motion by Commissioner Messinger, seconded by Commissioner Hollister to accept the contract with CPS Human Resource Services, approved by Council on July 28, 2014.

Motion carried, (viva voce).

Commissioner Penn questioned Chief Kimmerling's confidence in same. Chief Kimmerling responded affirmatively. He noted that previously the Asst. Chief process was a written examination and Chief points. The process evolved into conducting scenario based skills (assessment center). A Request for Proposal was sent nationwide. CPS conducts meetings with Subject Matter Experts (SME) to draft and review job analysis statements and discusses general content of the written exam and content of the assessment center exercises. Included were links between tasks and knowledge, skills and ability for the Asst. Chief. The job analysis was used to create a customized multiple choice written examination and assessment center exercise.

Chief Kimmerling stated that in the future CPS could develop job descriptions for all fire positions.

Eric Vaughn, Deputy Fire Chief Administration, addressed the Commission. He noted that CPS had been also utilized for entry level Firefighters and Fire Cpt. testing.

Commissioner Penn questioned agreement to the testing process. Chief Kimmerling stated that the Local 49 contract allows observers. Local 49 sent observers the first (1st) time CPS conducted testing. Observers had not been sent for subsequent tests.

Commissioner Penn questioned length of contract. Ms. Brown responded for one (1) Asst. Chief testing process. The contract was for a scope of work. She anticipated staff requesting permission to use CPS for future entry level Firefighter and Fire Cpt. testing. She reminded the Commission that the Fire Cpt. Promotional List expires May 2015.

Commissioner Messinger questioned contract cost. Ms. Brown responded \$17,500 plus travel. An additional fee would be charged if more than eight (8) candidate tested.

Commissioner Messinger questioned Asst. Chief eligibility. Chief Kimmerling responded that the rank of Fire Cpt. must be held for three (3) years. Eligibility requirements were in the Local 49 contract.

Commissioner Messinger questioned the number of eligible Fire Cpt. Asst. Chief Vaughn responded twelve to fifteen (12 – 15).

Commissioner Hollister questioned written examination challenge frequency. Ms. Brown stated a question was challenged last examination. The question was reviewed by the Commission. There was a potential to have more than one (1) answer. The question was thrown out and examination scores were adjusted for all candidates.

Chief Kimmerling informed the Commission of an upcoming position title change. He explained that the highest ranking twenty four (24) hour supervisor was known as Battalion Chief in most fire departments. The City referred to this position as Asst. Chief. The Town of Normal was in the process of making the title change. For language consistency the City needed to make the same change. The Department was currently working to establish a Standard Operating Procedure (SOP). HR Dept. was aware of the change. Local 49 had been contacted. There was agreement to same. The change would occur in the next thirty to sixty (30 – 60) days.

Police Department: Angie Brown, HR Specialist, addressed the Commission. Six (6) entry level Police Patrol Officer (PPO) candidates passed the physical agility. One (1) candidate obtained employment elsewhere and withdrew. She noted that Jacob Law, Brian Caldwell, Daniel Eads and Josh Grimwood, entry level PPO candidates' oral interviews were scheduled for August 6, 2014. Shane Bandl, PPO candidate was serving his two (2) week Reserve commitment. His oral interview would be conducted August 11, 2014.

Ms. Brown reminded the Commission that background interviews would be conducted after the oral interviews. To meet the September Academy deadline an additional meeting was scheduled for August 19, 2014.

Commissioner Messinger questioned vacancies. Ken Bays, Asst. Police Chief, addressed the Commission. There were one to two (1 - 2) vacancies.

Commissioner Witte questioned the PPO Eligibility List. Ms. Brown stated there were candidates who had not returned telephone calls. Eight (8) candidates confirmed the physical agility date, six (6) appeared for the test.

New Business: Ms. Brown introduced Angela Fyans – Jimenez, Asst. Corporation Counsel. Ms. Fyans – Jimenez addressed the Commission. She cited her background.

Old Business: Ms. Brown provided the Board with a copy of *Civil Liability for the Fire and Police Commissioners* memorandum dated June 30, 2014.

Ms. Brown noted that she was working with Ms. Fyans-Jimenez to update the Board rules. The goal was to present same at the September 8, 2014 meeting.

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

Motion by Commissioner Rich, seconded by Commissioner Messinger to adjourn. Time: 4:45 p.m.

Motion carried, (viva voce).

The next Board regular meeting is September 8, 2014 at 4:00 p.m. at the City Hall, Conference Room.

Respectfully submitted:

Renee Gooderham
Chief Deputy Clerk