

MINUTES OF THE REGULAR MEETING OF THE
BLOOMINGTON BOARD OF FIRE AND POLICE COMMISSIONERS
July 1, 2013

Attendees: Charles Halbert, Ellen Schroeder-Concklin, W. Charles Witte, and Keith Rich, Commissioners; Clay Wheeler Asst. Police Chief; Robert Wall Asst. Police Chief, Mike Kimmerling Fire Chief; Todd Greenburg, Corporation Counsel; Angie Brown, Human Resources (HR) Associate, and Renee Gooderham, Chief Deputy Clerk.

Absent: Dean Messinger Commissioner and Tracey Covert, City Clerk.

The regular meeting of the Bloomington Fire and Police Commission was called to order at 4:00 p.m. on July 1, 2013 at the Bloomington City Hall, Conference Room.

Minutes of Previous Meeting: Motion by Commissioner Witte, seconded by Commissioner Rich to approve the Regular Meeting and Executive Session minutes of June 11, 2013.

Fire Department: Mike Kimmerling, Fire Chief, addressed the Commission. The Asst. Chief written examination was complete. Candidates had until July 10, 2013 to challenge questions. Challenges have to be submitted in writing. The Asst. Chief Promotional List would be presented at the Board's August 5, 2013 meeting. Oral interviews would be scheduled August 2013.

Commissioner Witte stated he would be unavailable August 8 -18, 2013. Commissioner Rich would be unavailable August 12 - 31, 2013. Chief Kimmerling was unavailable August 28 - September 4, 2013. Chief Kimmerling requested the Commissioners email availability to Angie Brown, HR Associate.

Police Department: Asst. Chief Wall addressed the Commission. Merit points for Sgt. to Lt. had been given. A meeting with the union would be held on July 2, 2013 to review same. Interim Police Chief R.T. Finney would review same for possible adjustments. There are approximately twenty-eight to thirty-one (28 – 31), police patrol officers to interview for Sgt.

Stanard and Associates would develop the oral interview questions for Sgt. and provide training to the Commission. Asst. Chief Clay Wheeler and himself would meet with Stanard and Associates on July 3, 2013 to develop five to six (5 - 6) questions. They would also rely on the questionnaire that was sent to current Sgt. and Lt. Prior to the first day of interviews Stanard and Associates will conduct Commission training. He reminded the Commission that interviews lasted thirty to forty-five, (30 – 45), minutes. Scoring takes approximately five (5) minutes.

Commissioner Schroeder-Concklin arrived at 4:05 p.m.

Angie Brown, HR Associate, addressed the Commission. She requested a recommendation for individual interview length. Asst. Chief Wall suggested thirty (30) minutes due to the number of candidates.

Commissioner Rich questioned the type of questions. Ms. Brown stated the questions were open ended. Establishing interview times would manage the schedule. Stanard and Associates stated most agencies use a thirty (30) minute time limit.

Commissioner Halbert questioned placing a time limit on oral examinations.

Commissioner Schroeder-Concklin questioned Asst. Chief Wall and Wheeler's oral interview length. Asst. Chief Wall believed he was allowed five (5) minutes per question. Commissioner Schroeder-Concklin believed most candidates showed up early.

Motion by Commissioner Witte, seconded by Commissioner Rich to schedule Sgt. oral interviews forty-five, (45) minutes apart, candidates would not be given a time limit with regard to the interview.

Motion carried.

Ms. Brown questioned availability on July 19, 22 or 23, 2013 for training. Training would last an hour to hour and half (1 – 1½). Commissioner Schroeder-Concklin stated she was available the afternoon of July 19 and 22, 2013. Commissioner Rich stated he was unavailable July 19, 2013.

Commissioner Witte questioned if Commissioners trained would be the same for interviews. Ms. Brown responded affirmatively. He noted to conduct thirty-one (31) interviews would take twenty-three and quarter (23¼) hours. Ms. Brown stated ten (10) interviews could be completed in a day, going from 8:00 a.m. to 5:00 p.m. with an hour (1) break for lunch.

Commissioner Schroeder-Concklin questioned when interviews were required to be completed. Ms. Brown explained that the current Sgt. promotional list expired on August 16, 2013. The Commission was required to approve same. Asst. Chief Wall stated the examination would be held on August 6 or 7, 2013. An additional meeting would be required or approval would have to wait until the Board's September 9, 2013 meeting.

Commissioner Witte suggested conducting the training the day before the interviews. Ms. Brown stated training would be July 22, 2013 with interviews July 24 – 26, 2013.

Asst. Chief Wall stated he would check candidates' vacation dates.

The Commissioners agreed to conduct Sgt. oral interview training on July 22, 2013. Oral interviews would be conducted on July 24 – 26, 2013 from 8:00 a.m to 5:00 p.m.

Commissioner Rich questioned examination dates. Asst. Chief Wall stated candidates would take the written examination on August 6, 2013. Questions could be taken from the union contract; rules and regulations; Standard Operating Procedures; general orders; and the City's strategic plan. On August 7, 2013 the time in box would be conducted.

Commissioner Schroeder-Concklin believed the examination was usually conducted prior to the oral interviews. Asst. Chief Wall responded affirmatively.

Commissioner Schroeder-Concklin questioned awarding Chief Points. Asst. Chief Wall responded Interim Chief Finney would award same.

Ms. Brown stated John Hoefert, the remaining candidate on the entry level Police Patrol (PPO) Eligibility List. She questioned considering Mr. Hoefert for the September Academy. The Commission would review the background and polygraph examination at an August 5, 2013 Executive Session. The Experienced Officer Hiring Program candidates were being reviewed as possibilities.

Ms. Brown explained if Mr. Hoefert was not considered he would remain on the entry level PPO Eligibility List. As the testing process began again his scores could place him further down the list. Two (2) more tests were scheduled during August 2013. Asst. Chief Wheeler stated that their recommendation was for Mr. Hoefert to continue in the entry level PPO process.

The Commissioners agreed to continue the hiring process for entry level PPO candidate. Mr. Hoefert's background and polygraph examination would be reviewed in Executive Session at the Board's August 5, 2013 meeting.

Ms. Brown provided the Commission with an updated entry level PPO Eligibility List. She reminded the Commission that scores were good for one (1) year.

Motion by Commissioner Witte, seconded by Commissioner Schroeder-Concklin to approved the Entry Level PPO Eligibility List as presented.

Motion carried.

New Business: Renee Gooderham, Chief Deputy City Clerk, addressed the Commission. She provided the Commission with a copy of a combination notice and agenda. She requested that the Commission begin using same.

Motion by Commissioner Witte, seconded by Commissioner Schroeder-Concklin to adopt the combined notice and agenda.

Motion carried.

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

Motion by Commissioner Witte, seconded by Commissioner Schroeder-Concklin to adjourn.
Time: 4:30 p.m.

Motion carried.

The next Board regular meeting is August 5, 2013 at 4:00 p.m. at the City Hall, Conference Room.

Respectfully submitted:

Renee Gooderham
Chief Deputy Clerk