

MINUTES OF THE REGULAR MEETING OF THE
BLOOMINGTON BOARD OF FIRE AND POLICE COMMISSIONERS
June 2, 2014

Attendees: Charles Witte, Dean Messinger, Dianne Hollister and David Penn, Commissioners; Clay Wheeler, Asst. Police Chief; Mike Kimmerling, Fire Chief; Eric Vaughn, Deputy Fire Chief Administration; Angie Brown, Human Resources (HR) Specialist, Salina Grismore, Employment Specialist and Renee Gooderham, Chief Deputy Clerk.

Commissioner Absent: Keith Rich.

Staff Absent: Rosalee Dodson, Asst. Corporation Counsel.

The regular meeting of the Bloomington Fire and Police Commission was called to order at 4:02 p.m. on June 2, 2014 at the Bloomington City Hall, Conference Room.

Commissioner Witte introduced the new Commissioners Diane Hollister and David Penn.

Minutes of Previous Meeting: Motion by Commissioner Penn, seconded by Commissioner Hollister to approve Regular Meeting and Executive Session minutes of May 5, 2014.

Motion carried, (viva voce).

Fire Department: Angie Brown, HR Specialist, addressed the Commission. She noted Jonathon Powell, James Ellis, Nicholas Shaver, John Capodice and Christopher Overland entry level Firefighters had taken the physical and psychology examination. No issues were identified. Their start date was July 7, 2014. They would attend Academy the following week. Shaun Manning, entry level Firefighter, had taken a bye.

Two (2) entry level Firefighters remained on the Eligibility List, Shaun Manning and Benjamin Brown. The next Academy would commence October 2014. Ms. Brown anticipated the entry level Firefighter testing process to begin soon. CPS Human Resource Services (CPS) was contacted to conduct the entry level Firefighter and Assistant Chief testing.

Mike Kimmerling Fire Chief, addressed the Commission. He noted satisfaction with CPS' testing process. CPS conducts job analysis and reviews job descriptions to develop appropriate testing. Their testing process was defensible. He was requesting approval from David Hales, City Manager, to hire three (3) entry level Firefighters. Approval of same would exhaust the Eligibility List and require entry level testing. The State Hiring Act would be reviewed to determine if testing could begin prior to exhausting the list. He noted Eric Vaughn, Deputy Fire Chief Administration, had identified a winter Academy.

Eric Vaughn, Deputy Fire Chief Administration, addressed the Commission. He noted CPS specialized in police and fire testing.

Ms. Brown explained that CPS offered two (2) types of examinations: 1.) a knowledge, skills and abilities analysis (developing a unique examination) or 2.) evaluating knowledge, skills and abilities and select from a Standardized Test. In the past the latter was chosen.

Chief Kimmerling noted that CPS conducts the analysis' by sending questions via email to staff currently holding positions.

Commissioner Hollister questioned Eligibility List order. Chief Kimmerling explained that seventy percent (70%) of an applicant's written test and thirty percent (30%) oral interview score was used to determine same. The probation period was twelve (12) months for new hires and Fire Cpt. Ms. Brown noted that the Police Chief could select one (1) of the top three (3) Sgt. candidates. Commissioner Hollister questioned the number of entry level Firefighter oral interviews conducted. Chief Kimmerling responded one (1). Commissioner Witte noted that an officer from the department attends the interview but does not score the candidate.

Commissioner Hollister questioned training facility locations. Chief Kimmerling stated Northeastern Illinois Public Safety Training Academy (NIPSTA) was located in Glenview, IL. This training facility was chosen for the consistent training instruction and ridged structure. He believed the quality of entry level Firefighters was better.

Commissioner Hollister questioned if the Asst. Chief was exempt from the Union. Chief Kimmerling stated the first step out of the bargaining unit was the Asst. Chief. State statute had the process negotiated as the first step out.

Police Department: Angie Brown, HR Specialist, addressed the Commission. She noted Ryan Gross and Jeffrey Widmire, Experienced Officer Hiring Program (EOHP) candidates, had taken the physical and psychology examination. No issues were identified. A hiring date had not been established. One of the candidates had scheduled vacation. The final offer of employment had not been given.

Commissioner Messinger questioned probation. Clay Wheeler, Asst. Police Chief stated eighteen (18) months.

Ms. Brown reminded the Board that Levi Jost and Daniel Kendall, entry level Police Patrol Officer (PPO) candidates, were the only individuals remaining on the Eligibility List. She reminded the Commission that at the November 13, 2013 meeting approval was given to make a conditional offer of employment to Mr. Jost. The polygraph examination and background investigation were complete. The Commission had reviewed same. No issues were identified. At the same meeting the Board was informed that Mr. Kendall was currently deployed. He has not completed the hiring process. She had made attempts to contact same. Voice mail messages were left with Mr. Kendall's spouse. She requested ability to hire Mr. Jost and continue to contact Mr. Kendall. She would provide the Board an update once Mr. Kendall had completed the polygraph examination.

Motion by Commissioner Messinger, seconded by Commissioner Penn to make a final offer of employment to Levi Jost, entry level PPO candidate, and to continue to contact Daniel Kendall, entry level PPO candidate, to schedule a polygraph examination.

Motion carried, (viva voce).

Ms. Brown provided the Board with an updated entry level PPO Eligibility List. Candidates whose test scores had expired were removed. She requested authority to begin the entry level PPO candidate hiring process. She requested approval to contact those individuals whose total numeric score was 107 and above. She reminded the Commission of the hiring process time line. She noted that some candidates' test score would expire June 2014.

Commissioner Witte noted that test scores remain valid for one (1) year. Ms. Brown responded affirmatively. The examination process was not being conducted at this time. Staff was reviewing same and the Board Rules for revisions. She anticipated Board rule changes in the future.

Commissioner Witte questioned the total numeric score and candidate's ability. Ms. Brown responded the selection would establish an Eligibility List similar to the previous. Commissioner Witte questioned extending the examination expiration date. Ms. Brown stated staff would review same.

Commissioner Witte questioned time line for conducting the background investigation. He believed same was conducted after the Board interview and only if the candidate scored seventy (70) or above. Ms. Brown responded affirmatively.

Motion by Commissioner Messinger, seconded by Commissioner Hollister to allow Human Resources to contact entry level PPO candidates who had a total numeric score of 107 or above.

Motion carried, (viva voce).

Commissioner Penn questioned military preference. Ms. Brown stated military points were awarded. Commissioner Penn questioned the process for Fire. Chief Kimmerling noted that there was formula. The maximum was five (5) points. Military points could be used one (1) time for promotion.

Commissioner Messinger believed candidates with military service conducted a better interview.

Ms. Brown anticipated exhausting the Eligibility List in August 2014.

Commissioner Messinger questioned authorized staffing. Ms. Brown responded that the Fire Department was authorized 110 and the Police Department 128.

Motion by Commissioner Messinger, seconded by Commissioner Penn to make offers of conditional employment to: Ryan Gross and Jeffrey Widmer, EOHP candidates, for the position of Police Patrol Officer.

Motion carried, (viva voce).

Old Business: Commissioner Witte noted that the Board Rules were currently under review. Ms. Brown responded affirmatively. The process would be lengthy.

Commissioner Witte questioned the errors and omissions policy. Ms. Brown stated Rosalee Dodson, Asst. Corporation Counsel, was out of the office today. She anticipated same being provided via email.

New Business: Commissioner Hollister requested a Commissioner listing including name, phone number and email.

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

Motion by Commissioner Messinger, seconded by Commissioner Penn to adjourn. Time: 4:41 p.m.

Motion carried, (viva voce).

The next Board regular meeting is July 7, 2014 at 4:00 p.m. at the City Hall, Conference Room.

Respectfully submitted:

Renee Gooderham
Chief Deputy Clerk