



City of Rolling Meadows

Board of Fire and Police Commissioners

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City of Rolling Meadows Board of Fire & Police Commissioners

Minutes of Regular Meeting on January 14, 2019

Present: Tom Callard, Dave Walter

Absent: Ted Loesch

Also Present: John Nowacki, Police Chief; Terry Valentino, Fire Chief; Colin Finlay, Fire Battalion Chief; Barry Krumstok, City Manager; Lori Ciezak, Assistant to the City Manager; Deb Austerlade, Administration Secretary; Amy Etipence, IO Solutions.

Call to Order: Having established a quorum, Chairman Callard called the meeting to order at 9:00 a.m.

Approval of Minutes: Commissioner Walter made a motion to approve the minutes of the Regular Meeting held on December 10, 2018, seconded by Chairman Callard. With no further discussion, a vote was taken. All in favor; motion carried.

Public Comment: None

Communications: A Freedom of Information request was received regarding Sergeants Testing which was turned over to the Deputy City Clerk's office for processing.

Unfinished Business

Fire: Amy Etipence of IO Solutions was in attendance to answer questions regarding the upcoming entry level firefighter exam. Commissioner Walter provide the commissioners with a copy of the draft application for review before it is made public. The following discussion took place with regard to the application requirements:

Commissioner Callard asked if paramedic licenses held by applicants can be from any state, and Ms. Etipence stated that it can be from any state and this should be clarified before the application is made available to the public. If the license was issued in Illinois, it is required to be issued by the Illinois Department of Public Health (IDPH).

A National Paramedic license is also acceptable, and Battalion Chief Finlay advised that while it is best to ensure applicants have an Illinois license issued by IDPH, a national license can be converted to a State license. If the license is issued by a State other than Illinois, we need to confirm reciprocity.

With respect to the testing date, Battalion Chief Finlay stated that different paramedic schools end their sessions on different dates, and generally, candidates will take their State exam in either June or July and have their paramedic license in their possession by the August 31 deadline. The following verbiage was proposed for the application:

FIREFIGHTER MINIMUM REQUIREMENTS:

- *\$50 non-refundable application processing fee*;*
- *U.S. Citizenship or person meeting the requirements of "citizenship status" (candidates born outside the U.S. MUST contact IOS Recruitment BEFORE the application deadline for details regarding this requirement);*
- *High School Diploma or Equivalent (GED);*
- *Valid Driver's License;*
- *21 years of age as of March 15, 2019, and less than 35 years of age at time final eligibility list is established, unless otherwise exempt by statute;*
- *Valid CPAT and Ladder Climb due at time of application deadline AND must also be valid at time of appointment. **CPAT is considered valid within one (1) year of the application deadline;*
- *Illinois Department of Public Health (IDPH) EMT - Paramedic license at time of application deadline (3/15/19) or meet all requirements listed below under Alternate Requirements.*

Alternate Requirements:

- *Completed or enrolled in a State approved Public Health EMT - Paramedic training course at the time of application deadline.*
 - *Must possess an IDPH EMT- Paramedic license by August 31, 2019.*
 - *Must submit a copy of an IDPH EMT- Paramedic license to the City of Rolling Meadows Fire and Police Commission no later than 2 pm on September 6, 2019.*
 - *Must hold an IDPH EMT- Paramedic license at time of employment offer.*
- Note: Failure to meet any of the items listed in "Alternate Requirements" will result in being permanently removed from eligibility and the List;*

**The application fee may be waived for applicants experiencing financial hardship. For details, please email recruitment@iosolutions.com.*

Chief Valentino asked how to verify that an applicant is enrolled in paramedic classes, and Ms. Etipence suggested adding an alternate requirement requesting that the applicant provide a letter/verification from the school as proof that he/she is enrolled in paramedic classes.

A question arose about the procedure for handling applications with missing documentation, and Ms. Etipence stated there is a grace period after the application deadline to allow an applicant to respond to IO Solutions' request for missing documentation.

Chairman Callard reminded the Commissioners that the written exam will take place on April 6; therefore interviews need to be scheduled for the beginning of May followed by a 2-week period of time to allow applicants to submit documentation for extra points.

Commissioner Callard inquired about which tests were used at the 2017 exam and the cost IO Solutions will charge for the 2019 test. Ms. Etipence stated that in 2017 the Rolling Meadows Fire Department customized the Situational Based Styles Assessment (SBSA) and also used the Firefighter Selection Tool (FST). In 2015, Rolling Meadows did not use the SBSA. She also stated that the SBSA was devised for the time period when the State required that all applicants who passed the written exam be interviewed, and it was another layer of screening for the departments to use; however, in Ms. Etipence's opinion, if we have a good oral interview process, the SBSA would probably not be necessary.

The Commissioners agreed that only the FST test is necessary for the 2019 exam, and Ms. Etipence provided the following pricing:

- Application processing fee - \$28
- Firefighter Selection Tool exam - \$25

Commissioners agreed that only the FST exam is necessary for 2019 and applicants will be charged \$55 to take the exam.

Commissioner Walter contacted Rolling Meadows High School to inquire about using the auditorium and lunch room for our test, and while both rooms are available for the April 6 exam, he is currently awaiting written confirmation/a contract from the school.

The Commissioners reviewed the criteria for which Preference Points will be awarded, and Commissioner Walter made a motion to remove the Preference Points awarded to those applicants who reside in Rolling Meadows. Chairman Callard seconded the motion. With no further discussion a vote was taken. All were in favor, and the motion carried.

Police: Chief Nowacki advised that Phil Barille will be formally sworn in as a Sergeant at the February 12, 2019, City Council meeting.

New Business

Fire: Chief Valentino advised that the following members of the Fire Department will be formally sworn in at the February 12, 2019, City Council meeting:

- Firefighter Charlie Meyers
- Firefighter Jacek Brylewski
- Lieutenant Ryan Harding
- Battalion Chief Rick Acosta

Police: Chief Nowacki made the following announcements:

- Sergeant John Freese will be retiring on February 10, 2019
- Officer Fred Dubbs will be retiring on February 11, 2019. Officer Dubbs is also credited with saving a life last week by using Narcan
- Officer David Kim has submitted a letter of resignation
- The following officers are currently at the Suburban Law Enforcement Academy:
 - Robert Suchecki
 - Patryk Niemiec
 - Sean Edgar

Items Not on the Agenda: None

Adjournment: Having no further business to discuss, Commissioner Walter made a motion to adjourn, seconded by Chairman Callard. All in favor; motion carried. The meeting was adjourned at 10:06 a.m. The next regularly scheduled meeting will be conducted on Monday, February 11, 2019 at 9 a.m.

Respectfully submitted by Deb Austerlade.



David Walter, Secretary
Board of Fire & Police Commissioners