

West Dundee Police and Fire Commission
Regular Meeting Minutes
December 5, 2018

1. Meeting called to order by Chairman Mack at 7:03 p.m.

2. Roll call:

Present: Chairman Mack, Commissioner Rohlwing, Commissioner Rynders
Also present: Police Chief Wieteska, Fire Chief Freise

3. Approval of the Agenda:

A. Motion by Commissioner Rohlwing to approve the agenda. Second by Chairman Mack. All voted in favor. Motion passed 3-0.

4. Approval of Minutes:

- A. Motion by Chairman Mack to approve the minutes of the May 23, 2018 Executive Session. Second by Commissioner Rohlwing. All voted in favor. Motion passed 3-0.
- B. Motion by Chairman Mack to approve the minutes of the July 26, 2018 Executive Session. Second by Commissioner Rohlwing. All voted in favor. Motion passed 3-0.
- C. Motion by Chairman Mack to approve the minutes of the August 27, 2018 Executive Session. Second by Commissioner Rohlwing. All voted in favor. Motion passed 3-0.
- D. Motion by Chairman Mack to approve the minutes of the September 5, 2018 Regular Meeting. Second by Commissioner Rohlwing. All voted in favor. Motion passed 3-0.
- E. Motion by Chairman Mack to approved the minutes of the September 5, 2018 Executive Session. Second by Commissioner Rohlwing. All voted in favor. Motion passed 3-0.

5. Approval of Bills for Payment:

A. Motion by Chairman Mack to approve bills totaling \$1,430.51. Second by Commissioner Rohlwing. All voted in favor. Motion passed 3-0. (*Daily Herald – Firefighter Paramedic Exam Notice; The Blue Line – Firefighter Paramedic Exam Recruitment Listing; Advocate Sherman Occupational Health – Mark Self physical*)

6. Executive Session

A. No Executive Session

7. Old Business

A. Fire Lieutenant Promotional Process update

- 1. Chief Freise reported the union approved the concept of participating in the promotional assessment center and will do so as part of the 2019 Fire Lieutenant Promotional process.

- ii. Chairman Mack reported he was contacted by Rutland Dundee Fire Protection District Chief Richard Thomas who was inquiring if we would be interested in using the same questions during the oral interview process for the Lieutenant promotional process. After discussion, a poll of the commissioners determined there was no interest in using the same questions for both departments.
- iii. Chief Freise will provide the commissioners with a proposed list of dates for the Fire Lieutenant promotional process oral interviews.
- iv. Other tentative dates for the process are:
 - January 30, 2019 Assessment Center Orientation
 - February 18-22, 2019 Assessment Center
 - March 1, 2019 Written Exam

B. Fire Department Full-Time Firefighter/Paramedic testing process update

- i. The written exam was administered by Stanard & Associates on November 8, 2019. A total of 24 applicants challenged the exam. A total of 23 applicants passed the exam with a minimum score of 70%. All 23 applicants were extended an offer to participate in the oral interview. Of the 23, a total of 22 applicants were scheduled for their oral interview by staff. Listed below are the dates for the oral interviews:
 - December 5, 2018 (commencing after Regular Meeting)
 - December 17, 2018
 - December 18, 2018
 - December 19, 2018

8. New Business:

A. Update on Police Department staffing and hiring process

- a. Chief Wieteska advised the commission there is one open unfilled position; however, he has not been authorized to proceed with hiring another officer.
- b. There are two candidates remaining on the current eligibility list. Chief Wieteska is still proceeding with the background checks on these candidates.
- c. The current list expires May 9, 2019. Chief Wieteska will contact Stanard & Associates to obtain possible dates for the written examination.
- d. The current Sargent list expires October 11, 2019.

9. Other Business for Discussion Only:

- a. Chief Freise provided copies of the letters that were given to FF/PM Andrew Wera and FF/PM Zach Benson advising they have been removed from probation.
- b. Chief Wieteska advised the commission the Village Board will be considering an increase in compensation. They will be discussing this at the December 17, 2018 meeting.

10. Adjournment

- A. Motion by Commissioner Rohlwing to adjourn. Second by Chairman Mack. All voted in favor. Motion passed 3-0. Meeting adjourned at 7:55 p.m.

Submitted,

Kevin J. Rynders
Kevin J. Rynders
Secretary

Approved,

Jeff Mack
Jeff Mack
Chairman

Next regular meeting March 6, 2019