

Minutes of the West Dundee
Police and Fire Commission meeting held
Thursday, December 2, 2010

Meeting Called to order at 7:03 p.m.

1. Roll call.

Present; Fred Kleeburg, Jeff Mack

Also present, WDFD Chief Buhrmann and RDFPD Trustee Bob Brogan

2. Approval of Minutes

The minutes of the two previous meetings held August 19, 2010 were read for approval. Jeff Mack moved to approve the minutes as presented, Jeff Golden seconded. Motion passed.

3. Bills.

A. No bills for payment

B. Application for continued membership in the IPFCA in the amount of \$375.00. Fred will forward to Village Hall for payment.

4. Old Business.

A. Police Department

1. Acting Chief Wieteska is requesting if a change can be made in the order of the candidate testing process. Specifically, he wishes to know if a candidate could be sent to a polygraph examination prior to performing the background investigation as this change would make things somewhat easier and the investigation process faster. The discussion focused on cost versus time savings. Police investigators time is not free, but already accounted for in annual budgeting. Conversely, does the background investigation process interfere with the investigations department doing other police work? The matter was tabled for further discussion.

2. Acting Chief Wieteska inquired about how much, if any, documentation the board requires with regard to discipline. After discussion, it was decided that unless the chief was asking for more severe discipline than the rules and regulations grant him, no documentation was necessary.

3. Jeff Mack made a motion to formally accept the results of the Police department entry level examination process and the subsequent eligibility list. Jeff Golden seconded. Motion passed.

B. Meeting dates for 2011

February 9, May 10, September 13 and December 6 are tentatively set as the dates for regular business meetings for the board of Police and Fire Commissioners for the year 2011. Fred will notify Village Hall for publication and check with the Village Manager on necessary re-appointments. All meetings are held at WDPSB #2 at 7:00 pm.

5. WDFPC/ RDFPD joint eligibility exam.

A. Discussion focused on the joint entry level test with RDFPD. Some previously discussed intentions include;

1. both organizations can agree on CPAT for the physical portion. CPAT certificate must be current (within one year of written date) or show proof of payment and registration for recertification

2. The target date for this written examination process is March 5, 2011. Sharing expense of the third party administration of the written exam

3. coordinating/sharing of the oral interview process, while maintaining individual scoring of the oral interview and posting of preliminary and final eligibility lists. The WDFPC and the RD Board of Trustees would participate together in the oral interview, using the same questions and scoring methods, but the respective scores of each organization would be kept separate.

4. Separate lists will be maintained, and administered as they are under otherwise normal circumstances. It is understood that the two organizations hold the same minimum requirements for participation in the exam process. This includes OSFM FFII, IDPH EMT-P or current student in good standing.

B. Other aspects of the process discussed;

1. Applications available at either WDFD or RDFPD stations. Since the Police Department desk is no longer manned in the evenings and weekends, it was decided the stations can handle the availability of the applications. Fred will check on the potential for offering downloadable forms from the Village website. If so, the form would have to be pulled off the website by a certain date. Also, can the PDFs be time stamped?

2. Candidates are given full packets at the end of the mandatory orientation. These packets need only be completed and returned if the candidate is scheduled for an oral interview. It is important in this situation to fully explain the process and talk in detail regarding the military and educational points at the orientation. Discussion took place about the pros and cons of requiring documentation prior to the application of these points.

3. Completed packets would be due at the oral interview. Any packets lacking documentation or otherwise incomplete would be refused and the candidate dropped from the process. Discussion ensued enforcement of this aspect and ideas were considered regarding having the applications due prior to the interview so the packet and its contents would be subject to review, or, review the packets afterward and the applicant dropped from the process if the packet is incomplete. Matter tabled for further discussion at next meeting.

4. Discussion followed regarding the formatting of a “streamlined preliminary application” which would be a one or two page document used to establish identity and eligibility. Fred will forward electronic copy of PFD’s short form to all in attendance.

6. Adjournment.

Jeff Mack moved to adjourn at 8:30 p.m., Fred Kleeburg seconded. Motion passed. Next meeting scheduled for December 20, 2010 at 7:00 pm at WDPSB #2.

Submitted,

Approved,

Frederick V. Kleeburg
Secretary

Jeffrey J. Mack
Chairman