



BOARD OF FIRE AND POLICE COMMISSIONERS
Monday, September 10, 2018, at 9:00 am
Carbondale Civic Center; Room 103
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Monday, September 10, 2018, at the Carbondale Civic Center, 200 South Illinois Avenue. Chairman Kerry Braswell called the meeting to order at 9:05 a.m.

Roll Call

Present: Kerry Braswell, Randy Burnside, Harvey Welch, and Herman Williams

Absent: Gerald Edwards

Acknowledgement of Guests

Also present were Deputy City Clerk Clinette Hayes, Diversity and Compliance Officer Alicia Jackson, City Attorney Jamie Snyder, Fire Chief Mike Hertz, Police Chief Jeff Grubbs, Deputy Police Chief Stan Reno, and Human Resources Manager Tara Brown.

2. Approval of meeting minutes from May 10, 2018

MOTION: H. Welch moved, H. Williams seconded, to approve the meeting minutes from May 10, 2018. VOTE: All voted Aye. No Nays. Motion declared carried.

3. Discussion and Approval of Changes to the Board of Fire and Police Commissioners Governing Rules as it pertains to the Testing Process of Lateral Entry Police Officers

Commissioner Braswell asked why the application process has changed since the Lateral Entry program has been so successful. It was stated that this change in process was implemented by the City Manager and the Human Resources Director. Every other aspect of the process will remain the same only the applications will be submitted to the Human Resources office instead of the Police Department.

MOTION: H. Welch moved, H. Williams seconded, to approve the changes to the Board of Fire and Police Commissioners Governing Rules as it pertains to the testing process of Lateral Entry Police Officers. VOTE: All voted Aye. No Nays. Motion declared carried.

4. Authorization to Waive the Promotional Requirements and Promotional Examination for Assistant Fire Chief

Recent promotions and retirements has caused the Fire Department to exhaust their promotional eligibility lists. In order for a Fire Captain to be promoted to Assistant Fire Chief he or she must have served at least two years as a Fire Captain. The only eligible Fire Captain that meets the requirements to be promoted to Assistant Fire Chief is Fire Captain Jay Crippen, who has no interest in being promoted at this time.

The other three Fire Captains, D.W. Presley, Robert Miller, and Carl Sisk, were promoted in May of 2018 which does not meet the minimum requirement of serving at least two years in the position of Fire Captain. Of those three Fire Captains, Robert Miller is the only one who is interested in being promoted to Assistant Fire Chief.

Since there are no eligible Fire Captains who are interested in promotion and no candidates on the promotional eligibility list for Assistant Fire Chief, the Board must authorize a waiver of the promotional requirements and promotional examination so that the interested candidate, Rob Miller, can bypass the process and walk into the position of Assistant Fire Chief.

Fire Chief Mike Hertz stated that he is confident in Captain Miller's abilities and believes that he will be a great fit for the position. Commissioner Braswell echoed his sentiments.

It was noted that the promotion dates for the most recent Fire Captains were reversed on the agenda item information sheet. Corrections were made as requested.

MOTION: H. Welch moved, H. Williams seconded, to waive the promotional requirements and examination for current cycle of Assistant Fire Chief. VOTE: All voted Aye. No Nays. Motion declared carried.

5. Discussion and Approval of the Passing Score for the Writing Proficiency Portion of the Entry-Level Police Officer Examination

There has been review of the police exam writing proficiency over the past few meetings. Over the past few years the police exam has produced less and less eligible police candidates because they are not receiving a passing writing proficiency score. The Board discussed lowering the passing score from a six to a five with the hopes of pulling in more eligible candidates. Writing samples of previous candidates with scores ranging from four to eight were reviewed by the Board and all agreed that the sample with the score of five is acceptable. More training on report writing is available to the candidates through the academy as well as through department training once they have joined the police force.

There was further discussion about retaining the writing proficiency for future exams and its potential impact on the Police Department if it is removed from the examination process. City Attorney Jamie Snyder reiterated its importance for his office because written police reports are a big part of his many court cases.

City staff will continue to search for new testing agencies and/or explore alternatives to the writing proficiency exam.

MOTION: H. Welch moved, R. Burnside seconded, to approve lowering the passing score to a five for the writing proficiency portion of the Entry-Level Police Officer Examination. VOTE: All voted Aye. No Nays. Motion declared carried.

6. Discussion and Approval of Substituting Military Experience in Lieu of the Education Requirement for Entry-Level Police Officers

City Manager Gary Williams was unable to attend the meeting to discuss this item. He previously expressed that he would like to attend to express his views on the topic. Therefore there was no approval of this item, only discussion.

Police Jeff Grubbs submitted a draft amendment to the language in the Governing Rules to add military experience to the application requirements in lieu of education. There was some resistance to the proposed change as it may have a negative effect on the Police Department and their interaction with the public. There is also concern with whom they are attracting by substituting the education requirement. The Board as a whole agrees that they would like military experience to count for something, but will need to find a way that benefits the Police Department, the applicants, and the public.

City Attorney Jamie Snyder, Police Chief Jeff Grubs, and Deputy Police Chief Stan Reno exited the meeting at 9:50 a.m.

7. Closed Meeting to Conduct Promotional Oral Interviews for Fire Captain and Oral Interviews for Lateral-Entry Police Officer

MOTION: R. Burnside moved, H. Williams seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct promotional oral interviews for Fire Captain and oral interviews for Lateral-Entry Police Officer. VOTE: All voted Aye. No Nays. Motion declared carried. Open session recessed at 9:55 a.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, R. Burnside moved, H. Williams seconded, that the Board return to open session. VOTE: All voted Aye. No nays. Motion declared carried. Open session resumed at 2:45 p.m.

8. Authorization for the Deputy City Clerk to Certify the 2018 Preliminary and Final Promotional Eligibility Lists for Fire Captain on Behalf of the Board of Fire Police Commissioners

As part of the Fire Captain examination process the Board must certify the preliminary and final promotional eligibility list. To avoid holding a meeting for the sole purpose of certifying those eligibility lists for Fire Captain, the Board is asked to authorize the Deputy City Clerk to certify the eligibility lists on their behalf.

MOTION: H. Williams moved, R. Burnside seconded, to authorize the Deputy City Clerk to certify the 2018 Preliminary and Final Promotional Eligibility lists for Fire Captain on behalf of the Board of Fire Police Commissioners. VOTE: All voted Aye. No Nays. Motion declared carried.

9. Citizens' Comments

None

10. Board Comments

11. Adjournment

Meeting adjourned at 2:55 p.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____