

**MEETING HELD ON TUESDAY, February 11, 2020 at 5:30 P.M.
IN THE COUNCIL CHAMBERS AT ZION CITY HALL
ZION, ILLINOIS**

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Chairman Lewis called the meeting to order at 5:30 pm.

On call of the roll the following answered present: Commissioners Lewis and Long. Attorney Douglas Dorando, Chief Henderson, and Chief Lewis were also in attendance.

APPROVAL OF MINUTES

A motion was made by Commissioner Long, second by Commissioner Lewis to approve the minutes of a Zion Board of Fire & Police Commissioners meeting held on January 14, 2020 at 5:30 p.m. Motion Carried

Fire Department Written Exam: IOSolutions Amy Eitapence, Recruitment & Selection Manager will be the program manager from this vendor. The contract has been signed by the Mayor and the logistics for the written exam are being developed.

Chief Lewis shared information about NTN (National Testing Network). This testing process allows candidates to take the written exam at a national testing center. Candidates pay approx. \$50.00 to have the exam administered. Candidates then pay an additional \$10.00 to have the scores uploaded to each department. The reference point's information is required to be sent directly to the BOFPC. This process is currently used by Huntley, Gurnee, and Lincolnshire Fire Departments.

Fire Department New Statue: Chief Lewis. shared the state statue for preference points/apprentice programs specifically including the stipulations of 600 hours of structural firefighting allow for 20 preference points. Furthermore, sharing that the BOFPC may offer the consideration of the possibility as a change to our Rules and Regulations.

Additionally Chief Lewis shared that per statue BOFPC/City of Zion have been remised with (1) Certificate of Appointments for all hired employees. The City Clerk must file this information. A copy of the "Official Commission ID" was shared my Chief Henderson, with a copy attached to the original report (2) Finger printing of Safety personnel (Fire and Police) for all who have been offered employment, this includes interns/volunteers. Fingerprints must be sent to the State Police and FBI agencies. The Recording Secretary will work with Chief Henderson and Bev Slocum to formulate the process/procedures for completion of this task.

Sergeant Promotion Exam: two notices have been posted (1) Written Exam testing date (2) The provision of study guides. Item were posted on February 6, 2020 at the Zion Police Department Squad Room/Command conference room. Several Officers began to pick up the study guides immediately.

Lateral Transfers: Discussed the ranking of the lateral method. Attorney Dorando gave two methods (1) A full list of candidates (2) A quarterly list. Notification of the process would be given on the job application. All items may be kept on file, but not as a ranked list. We further discussed how often to use the list, completion of background checks (i.e. occur on as needed), and the timing of eligibility list (i.e. two years). Further discussion included Police Chief interviewing and possibly ranking the candidates; labeling each as Pass/Fail. Qualified candidates will then be interviewed and ranked by the BOFPC. Interviews will be conducted without knowing the particulars about each candidate. Attorney Dorando will share the methodology for police preference points at the next meeting

There being no further business to come before the Board at this time, it was unanimous moved to adjourn meeting at 5:58 p.m. Motion carried.

Karin L. Graves, Recording Secretary