

**VILLAGE OF WESTERN SPRINGS
BOARD OF FIRE AND POLICE COMMISSIONERS
REGULAR MEETING MINUTES
January 15, 2020**

Present: Chair Marcia Buell, Commissioner Janet Dahl, Commissioner James Maragos; Brian Budds, Director of Law Enforcement Services; Shaun O'Connor, Law Enforcement Services; Megan Almaraz, IOS Solutions

Absent: Daniel Albrecht, Deputy Director of Law Enforcement Services; Pat Kenny, Director of Fire and EMS, and Mike Jurusik, Attorney for the BFPC

Agenda Items

1. Call to Order

Chair Buell called the meeting to order at 8:01 a.m.

2. Roll Call

All Commissioners are reported present.

3. Approval of Minutes – December 23, 2019

MOTION: Chair Buell requested a motion to approve the minutes of the December 23, 2019 meeting. Commissioner Maragos moved to have the minutes approved and Commissioner Dahl seconded. All were in favor and the motion was approved by voice vote.

4. Public Comment

None.

5. Presentation by IOS Solutions, Inc. for upcoming entry-level police officer application & testing process

Megan Almaraz from IOS Solutions conducted a presentation for the upcoming entry-level police officer application. Megan explained that the only change is the cost to the applicant. Megan presented a service breakdown and cost estimates. Each candidate will be charged \$35 for the process.

The timeline was discussed from the start of the process to the written exams.

Commissioner Maragos asked what the grace period in the process was for. Megan responded that it was a short period of time given in case an applicant forgot a form or document and needed it to be turned in.

The dates and times of the oral interviews are dependent on the timeline and have yet to be determined.

Commissioner Maragos asked about the preference points and if they were only for the military. Chief Budds stated that was correct or with two years prior active police experience.

Chief Budds noted the application goes live January 31, 2020.

Chair Buell asked where the application is sent out to. Megan reported it goes out on their website and Facebook page, they also have a constant contact database where it is sent out and local schools. Chief Budds reported that the Police Department also sends out information to several sites as well, including the department's Facebook page.

Commissioner Maragos reported that there may be a problem with the timeline. The month of May he is gone for certain weeks. Chief Budds reported that the Department will work around the schedule.

Megan noted that the two tests that are taken last for about 3 to 3.5 hours total.

Commissioner Maragos asked if the exam has changed over the last two years. Megan stated that the exam is constantly updated. If there is a question that everyone seems to get wrong, they would reevaluate it.

Commissioner Maragos added that last time, they had some issues with some of the questions. Chief Budds clarified that the questions they had were for the oral interview, not the written exam.

Commissioner Dahl asked if candidates get a breakdown of their answers. Megan answered that they do not give a breakdown of the answers. The tests are not the same tests as previously taken.

Megan noted that the test date is set, and the applicants will know when the date is.

Commissioner Dahl asked if there is more than one department being tested that day by IOS. Megan stated they only conduct one police and one fire test scheduled a day.

Chief Budds went over the scoring parameters of the written exam and how the two tests are broken down. The tests are valued differently because they measure different things.

Commissioner Dahl asked if there have been as many responses as they have had in previous years. Megan reported that there have been a reduced number of applicants and that it appears to be a statewide issue.

Chief Budds added that one of the positives for this recruitment cycle is there is a settled and active contract this time. The contract is no longer being negotiated.

Chief Budds and Megan went over the different recruitment options that the Police Department and IOS Solutions will use.

Megan asked about the letters that are sent for the oral interview. Chief Budds reported that the Department will send out the letters but IOS Solutions will also send the letter in an email as well.

Megan asked if Chief Budds wanted demographic info on the candidates. Chief Budds reported that the Police Department would like to have that information.

Chief Budds stated that the Commissioners would be given the oral interview questions ahead of time so that we can go over the questions to change or alter them before the actual interviews are conducted. The Commissioners were in favor of having the questions ahead of time in order to review them and make any necessary changes.

Commissioner Dahl asked about applicants who will be receiving their Bachelor in the summer if they can apply. Chief Budds stated that they must have a degree when they apply.

Chief Budds noted there will be several meetings in the future to coordinate the interviews and the rest of the testing process.

Chief Budds went over the second component, which is the oral interview component. Megan explained the cost estimate of the oral interviews. She explained that the cost estimate is based on if the Commissioners wanted to develop an entirely new interview tool. There already is one for the previous entry-level application. There would be no cost if we used the previous oral interview tool.

6. Motion to approve IOS Solutions to conduct entry-level police officer application and testing process

MOTION: Chair Buell requested a motion to approve the services of IOS Solutions. Commissioner Dahl made the motion to approve the use of IOS Solutions for the next entry-level hiring process. Commissioner Maragos seconded and the motion passed by unanimous voice vote.

Chair Buell asked Chief Budds if there are other companies and what the costs of other companies are and are, they as good as IOS. Chief Budds stated that other companies are not as active as IOS. IOS performs a good service and are reliable.

Commissioner Dahl asked how many cycles we have used them for. Chief Budds said 5 or 6 cycles over 15 years.

Chief Budds went over the full packet that will be online for all new applicants.

7. Other business

Chief Budds discussed the next several meetings and went over dates for those meetings with the Commissioners.

Chief Budds noted that Probationary Officer Bradley Jasutis is doing well.

8. Adjournment

MOTION: Chair Buell requested a motion to adjourn the meeting; Commissioner Maragos made the motion to adjourn and Commissioner Dahl seconded the motion. The motion passed by a unanimous vote. The meeting adjourned at 9:08 a.m.

Respectfully submitted,

Shaun O'Connor
Administrative Services Coordinator