

City of Naperville
The Board of Fire and Police Commissioners
Board Meeting Minutes
May 12, 2009

The meeting was held at 4:00 p.m. in the NEU Room of the Municipal Center located at 400 S. Eagle Street.

Call to Order: The meeting was called to order at 4:02 p.m. and attendance taken by Chairman Terry Klein:

Commissioners present: Rebecca Boyd-Obarski
Walter Johnson
Ray Jones
Terry Klein
Susan Wehrli

Guests: Tom Krajecki – City Safety Manager
John Sharp – Human Resource Generalist
Mark Puknaitis – Fire Chief

Attorney: John Broihier

Police Department: Commander Dave Hoffman

Fire Department: Captain Dave Ferreri

BOFPC Aide: Ruth Lowry, Administrative Aide

BOFPC Liaisons: Megan Letts, HR Generalist
Cheryl Johnson, Mayor's Administrative Assistant

Minutes:

Commissioner Rebecca Boyd-Obarski brought to the board's attention that on page 3 of the meeting minutes two (2) motions were made and one (1) is seconded. The minutes should reflect the Chairman requesting a motion and a commissioner moving it. The first part of the motion phrase should be removed out of the sentence. Also, on page 4 of the meeting minutes there are two (2) motions the board voted on during closed session and not in open session. Commissioner Rebecca Boyd-Obarski requested the board to ratify the two (2) motions today in open session. The board agreed to approve the two (2) motions during open session.

A motion was made by Commissioner Susan Wehrli, seconded by Commissioner Rebecca Boyd-Obarski and a vote of aye to accept the minutes as amended for the April 21, 2009 meeting.

A motion was made by Commissioner Rebecca Boyd-Obarski, seconded by Commissioner Susan Wehrli and a vote of aye to ratify the two (2) decisions that were made in closed session at the last board meeting on April 21, 2009. One being to re-elect Terry Klein as Chairman to the board and the other is to receive CAPS award recipient nominees and then to select two (2) CAPS award winners.

Old Business:

1. Medical examination changes for new hire Police Officers and Firefighters
Safety Manager Tom Krajecki and Human Resource Generalist John Sharp were invited to answer questions by the board about the RFP to renew the medical contract process. The city's contract to have physicals performed at Edward Hospital expired last year and a study began for the renewal of a contract. 3 members of the 7 member committee were present at the board meeting: John Sharp, Ruthi Lowry and Tom Krajecki. The RFP was sent out requesting a bid on 3 separate areas of the contract: pre-employment physicals, annual police & fire department physical examinations and drug & alcohol testing. Tom was reviewing previous claims and found numerous problems with the pre-employment physical process throughout the city. During a gap analysis, one of the first actions performed was to select a vendor that could perform physical assessments of city jobs. This portion of the contract was awarded to Doctors of Physical Therapy while annual physicals & drug /alcohol testing was awarded to Edward Corporate Health. Therefore, there will be two requirements for each candidate regarding pre-employment medical assessment. Candidates will visit Edward Hospital on day one (1) for a regular physical and drug screen and then go to Doctors of Physical Therapy on day two (2) for a functional physical assessment. The committee is recommending effective immediately the use of the new vendor, Doctors of Physical Therapy. Doctors of Physical Therapy will be conducting a job analysis for public safety employees to establish the functional physical assessment for testing. The board requested to view the new standards once they are established.
2. Update on Captain Promotion
Megan informed the board 14 candidates applied for the Fire Captain position as of April 30, 2009. One candidate signed up but will not be testing due to lack of interest. The seniority points list was put together and sent out to all of the fire stations on May 11, 2009, a few days earlier than the established posting date of May 15th, due to Megan leaving for a three (3) day conference. Chief Puknaitis informed the board that a candidate has officially withdrawn from the promotion process. Since the letter from the candidate was dated May 12th, the board decided to revise the seniority points minus the withdrawn candidate and repost on the 15th.
3. Budget Presentation
Cheryl presented the board with a financial statement of their budget. She has requested a financial report from the Finance Department that is easier for the board to review. Cheryl suggested the financial report could be placed as an item for discussion on the agenda each month.
4. CPAT Video Review
Megan presented a 17 minute video on CPAT to the board. Chief Mark Puknaitis discussed the work involved in making the switch from using the physical ability test provided by a vendor. The Chief also outlined the cost savings of over \$3,000 to the city by allowing the CPAT certificate to be accepted. The test is very efficient and other municipalities use it successfully. It would be a great benefit for Naperville's testing process.

Pending Business:

1. Employment Certifications to be signed by Chairman
Chairman Terry Klein signed one (1) employment certification.
2. Fire Officer II certificate concern
Lieutenant Paul Martin did not have his certificate by the deadline because the State Fire Marshall didn't mail it out yet. Megan confirmed with the State that Lieutenant Martin received his certificate and she requested a copy of this information to be sent to her for the file.
3. Appointment of Board Secretary
Commissioner Rebecca Boyd-Obarski was recommended by the board to serve as secretary.

Commissioner Susan Wehrli made the first motion to re-appoint Rebecca Boyd-Obarski as secretary to the board, seconded by Commissioner Walter Johnson and a vote of aye, motion carried.

Police Department Status Report

1. Applicant Status Update
As of June 2009, there will be five (5) vacancies in the Police Department. Megan sent four (4) more Police Officer applicants to fingerprint and poly. Three (3) applicants have requested to no longer be considered for the position. A letter was sent confirming their request. The polygraph results of three (3) of the four (4) other candidates will be presented in closed session.

Fire Department Status Report

1. There will be two (2) retirements during the month of June 2009.

Closed Session

A motion was made by Chairman Terry Klein, seconded by Commissioner Rebecca Boyd-Obarski and a vote of aye to adjourn to closed session at 5:26 p.m. pursuant to Section 2 C of the Open Meetings Act to consider information concerning the employment of individuals to the Naperville Fire and Police Department.

Roll Call was taken:

Rebecca Boyd-Obarski
Walter Johnson
Ray Jones
Terry Klein
Susan Wehrli

Meeting Reconvened: The meeting was reconvened at 5:45 p.m.

Open Session:

Action Taken

1. Commissioner Susan Wehrli made the first motion to accept one (1) polygraph for the Police Department, seconded by Commissioner Walter Johnson and a vote of aye, motion carried.
2. Commissioner Susan Wehrli made the first motion to reject two (2) polygraphs for the Police Department, seconded by Commissioner Ray Jones and a vote of aye, motion carried.
3. Commissioner Rebecca Boyd-Obarski made the first motion to accept one (1) employer check for the Police Department, seconded by Commissioner Susan Wehrli and a vote of aye, motion carried.

Adjournment

With a motion by Commissioner Ray Jones seconded by Commissioner Rebecca Boyd-Obarski and a vote of aye, the meeting was adjourned at 5:50 p.m.

Submitted,

Cheryl Johnson
Board of Fire and Police Liaison