



# Village of Westchester

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Board of  
Fire and Police  
Commissioners

Commission Chair  
Ruth Gudino-Negrete

Commissioner  
Brian Kuratko

Commissioner  
Thomas B. McCarthy III

## MEETING MINUTES FIRE AND POLICE COMMISSION MEETING JULY 1, 2013

### **CALL TO ORDER:**

The meeting was called to order at 6:40pm and followed by the Pledge of Allegiance. Responding present to roll call were Commission Chairperson Ruth I. Gudino-Negrete, Commissioner Brian Kuratko and Commissioner Thomas McCarthy III. Also present were Police Lieutenant O'Hagan, Fire Chief Adams, Village Manager Matthys, and Management Assistant Molly Keane.

### **APPROVAL OF MINUTES:**

Commissioner Kuratko made a motion, seconded by Commissioner McCarthy to approve the meeting minutes of June 3, 2013. Chairperson Gudino-Negrete reminded all present that there was no meeting in May, 2013.

### **NEW BUSINESS:**

Chairperson Ruth I. Gudino-Negrete made a motion and seconded by Commissioner Kuratko, that the Candidate Documentation, Candidate File, and Candidate Correspondence be updated to include a structured check-off sheet, correspondence file and document tracking. This would help future Board Commissioners follow exact steps on what is needed when a candidate is interviewed, hired or promoted. Commissioner Gudino-Negrete asked Molly Keane to assist with the implementation of this process. Motion passed unanimously. (AYE-3)

A discussion was held in regards to the vendor for the Candidate Polygraph Examination and Psychological Evaluation. A motion was made by Commissioner Chairperson Gudino-Negrete and seconded by Commissioner Kuratko to contract with I/O Solutions of Westchester for these services. The motion passed unanimously. (AYE-3)

A discussion was held in regards to updating the Rules and Regulations of the Westchester Fire and Police Commission. Chairman Gudino-Negrete asked Ms. Matthys to have the legal counsel for the village review the document and ensure the proper language is included as it relates to new legislation pertaining to fire department hiring.

A discussion and a motion made by Commissioner McCarthy and seconded by Commissioner Kuratko to reschedule the September 2, 2013 meeting to September 3, 2013 due to the Labor Day holiday. Motion passed unanimously. (AYE-3)

### **OLD BUSINESS:**

A discussion was held in regards to the Fire Department Captain Promotion Examination. Rena Demory, a representative of the testing firm, (I/O Solutions), will be present at the next meeting of the Board to discuss the promotional process and set test dates. Illinois Fire Chiefs will then conduct the assessment phase of the promotional test.

The Fire Department Entry Level Examination will also be discussed at the July 29, 2013 meeting. I/O Solutions will discuss dates, location and application procedures.

Chairperson Gudino-Negrete asked Janet Matthys to explain a recent decision by the Village Board. Ms. Matthys informed the Commissioners that the Village Board has instructed the Fire and Police Commissioners to proceed with a Police Sergeants Examination as well. This will be added to the Meeting Agenda of July 29, 2013.

**INFORMATION ONLY:**

There will be a Meeting of the Fire and Police Commission on Monday July 29, 2013 instead of the currently scheduled meeting of August 5, 2013 due to summertime scheduling issues with some Commission members.

**PUBLIC PARTICIPATION:**

There was no public participation or comments.

**EXECUTIVE SESSION:**

Executive session was called to order at 7:09pm and concluded at 7:40pm

**ADJOURNMENT:**

With no further business to discuss, Commissioner Gudino-Negrete made a motion, seconded by Commissioner McCarthy to adjourn the meeting. Meeting adjourned at 7:48pm.