



**Commissioners: Robert J. Kovanda, Chairman - Joseph J. Hrcirik, Secretary - Vincent Musial, Commissioner**

## **November 18, 2016 – Executive Session Meeting Minutes**

### **1) Call to Order**

Chairman Kovanda called the November 18, 2016 Executive Session Meeting of the Westmont Board of Fire and Police Commissioners to order at 9:03 AM.

### **2) Roll Call**

Chairman Kovanda - Present; Secretary Hrcirik – Absent; Commissioner Musial – Present; a quorum was present. Also in attendance were invited guests Mayor R. Gunter, Village Manager S. May, Village Attorney J. Zemenak, Police Chief J. Gunther, and Commission Attorney T. Good.

### **3) New Business**

Mayor Gunter asked that he and the other attendees be familiarized with the procedures used by the Westmont Board of Fire and Police Commissioners in selecting a Patrol Officer for promotion to Sergeant when a Sergeant's position on the PD becomes vacant. Chairman Kovanda and Commissioner Musial explained the promotional eligibility list process: written test, oral interview, assessment center, **Chief points** and efficiency, seniority, and military service. The names of the candidates meeting the standards of the promotional list testing process are placed in order of testing excellence on the posted Sergeant Candidate Promotion Eligibility List, all in accordance with Illinois State Statutes. The names on the list expire in 3 years from posting.

When the Commissioners are authorized by the Village Manager to fill an existing vacancy in the Sergeant's rank, the Commissioners, using the rule of 3 as allowed by state statute, select the top 3 candidates on the eligibility list, and in considering all available information regarding performance, training certificates, commendations, and disciplinary notices, the Commissioners select a top candidate for promotion. The name of that Officer is submitted to the Chief of Police for promotion processing.

It was suggested by Village Manager May, that the Commissioners, in their efforts to accumulate top 3 candidate selection criteria, also solicit the Chief of Police and Deputy Chiefs for their opinion regarding the candidates community policing performance, management skills, street demeanor, leadership qualities, and any other information that would be helpful to the Commissioner's in their selection process. The Commissioners will take this suggestion under serious consideration.

### **4) Adjournment**

There being no additional business before the Commissioners at this time, Commissioner Musial made a motion to adjourn and Chairman Kovanda seconded the motion. The vote was Yes - 2; No – 0; the Executive Session of the Westmont Board of Fire and Police Commissioners adjourned and returned to the Special Meeting at 10:07 AM.