
**Board of Fire and Police Commissioners
March 15, 2023, Minutes**

Present:

Ken Brown
Tim McTaggart
Steve Malinsky
Captain Mike Cheatham
Captain Kyle Booras

Chief Brian Bressner
Deputy Chief Mike Mills
Brienne Petersen

Ken Brown called the meeting to order at 10:00 a.m.

Public Comment

None.

Minutes

Moved by Steve Malinsky second by Tim McTaggart, to approve the minutes of the February 8, 2023, meeting as written. All ayes. Motion passed.

Rules Amendment

Moved by Tim McTaggart, second by Steve Malinsky to amend the Rules and Regulations as shown below; effective March 30, 2023. A legal notice will be published in the Times March 20, 2023.

1. That Chapter II - Applications, Section 6 – Age Requirements is hereby amended to read as follows:

SECTION 6 – AGE REQUIREMENTS

SECTION 6.2 – FIRE DEPARTMENT

All applicants for a position in the fire department **must be at least 20** years of age and under 35 years of age on the final date for submission of applications to the Board. **However, the minimum age for appointment to the fire department is 21**, which will be calculated as of the date of a conditional offer of hire. Additionally, this age limitation does not apply to:

SECTION 6.3 – OTHER EDUCATION REQUIREMENTS

All applicants for a position within the fire department must possess a high school diploma or GED equivalent.

SECTION 6.4 – OTHER CERTIFICATION

All applicants for a position with the fire department shall possess a valid CPAT (Candidate Physical Ability Test) certificate at **the time of the conditional offer of hire**. This certificate is to be issued by the Southwest United Fire Districts Fire Training Academy or a substantially equivalent certificate from another qualified testing facility, as determined by the Board. The applicant shall obtain the CPAT at his or her own expense.

2. That Chapter III – Original Appointments and Later Transfers, Section 1.9, paragraph 5 is hereby amended to read as follows:

5) Any applicant who has not been appointed to a firefighter position within one year after the date of his or her CPAT certification shall be required to obtain a current CPAT certificate prior to appointment. If such applicant fails to obtain a valid CPAT certification when required, the Board may allow such applicant to remain on the register one time only and select another applicant. If the applicant does not obtain a valid CPAT certification when offered employment again, the Board shall strike the applicant from the Register. Applicants bear the responsibility to submit a copy of the valid license and any other proof the Board requires. The Board reserves the right to strike or pass over a person on the list who does not possess a valid license at the time of appointment. A CPAT is valid for one year (1) from its date of issuance.

In addition to the above requirements, all applicants for a position with the police department shall possess a current Power Card, issued by Joliet Junior College Testing Facility or a substantially equivalent certificate from another qualified testing facility. If such applicant fails to obtain a valid Power Card when required, the Board may allow such applicant to remain on the register one time only and select another applicant. If the applicant does not obtain a valid Power Card when offered employment again, the Board shall strike the applicant from the Register. The Board reserves the right to strike or pass over a person on the list who does not possess a valid Power Card at the time of appointment. A Power Card is valid for one (1) year from its date of issuance.

3. That Chapter IV – Promotional Examinations, Section 1, paragraph 5 under the Fire Department, is hereby amended to read as follows:

5) In order to be eligible for promotion to the rank of Lieutenant, a firefighter must meet the following minimum qualifications prior to taking the promotional examination: 1) Five (5) years of service on the Ottawa Fire Department, 2) Certified Firefighter III or Advanced Firefighter, Certified Fire Apparatus Engineer, Instructor I, and have two hundred (200) training hours as outlined in Section 8.6a of the City of Ottawa and International Association of Firefighters Local 523 Collective Bargaining Agreement.

Firefighter Testing

The firefighter eligibility register dated December 2, 2022, is now exhausted.

Moved by Tim McTaggart, second by Steve Malinsky to schedule a firefighter entry level written exam for May 31, 2023, with the oral interview conducted on June 14, 2023, for candidates that achieve a score of 70% or greater. All ayes. Motion passed.

Police Hiring

The Board received a request from Commissioner James Less to hire one patrol officer due to the resignation of one officer and promotion of another officer.

Moved by Steve Malinsky, second Tim McTaggart to offer conditional employment to the next eligible candidate on the current Police Patrolman Eligibility Register. All ayes. Motion passed.

The Board has received a request to create a police lateral transfer eligibility register.

Moved by Ken Brown, second by Tim McTaggart to advertise for police lateral transfer applications. Applications will be due on or before May 31, 2023, with oral interview date TBD. All ayes. Motion passed.

New Business

None

Old Business

Police promotional testing will have to be setup soon as the Sergeant list will probably be exhausted in September of 2023. Currently LETA LLC appears to be the most cost-effective option that meets the departments testing needs. A testing company will need to be decided on at the next meeting.

Correspondence

None

Next meeting is scheduled for April 12, 2023, at 10:00 a.m.

Adjournment

Moved by Tim McTaggart, second by Steve Malinsky, to adjourn at 10:47 a.m. Motion passed.

Respectfully submitted,

Brianne Petersen
Human Resource Director

<u>Eligibility Register</u>	<u>Expiration Date</u>	<u>Register Adopted</u>
Patrol Officer	December 14, 2024	
Police Officer-Lateral Transfer	Exhausted April 13, 2022	
Police Sergeant	November 15, 2024	
Police Captain	November 15, 2024	
Police Corporal	November 15, 2024	
Firefighter	Exhausted December 2, 2022	
Fire Lieutenant	September 20, 2024	
Fire Captain	September 20, 2024	