

**MINUTES OF THE OPEN SESSION OF THE SPECIAL MEETING OF  
THE BOARD OF FIRE AND POLICE COMMISSIONERS OF  
THE CITY OF NORTH CHICAGO**

November 25, 2013

Held in the West Conference Room of the City of North Chicago,  
1850 Lewis Avenue, North Chicago, Illinois

1. Chairwoman Dicker called the meeting to order at 11:00 A.M.

2. Roll call identified the following Commissioners present:

Chairwoman Velma Dicker  
Secretary Shawna Huley  
Commissioner Vanderbilt Blanchard

Other persons present included:

Attorney William Franks  
Police Consultants, Inc. representative, David Christian  
North Chicago Police Officer Carl Sturt representing North Chicago F.O.P. Lodge 31  
Advocate Patricia Axelrod  
Attorney Charles Smith, City of North Chicago  
Members of the North Chicago Police Department

3. Old Business.

a. Pending promotional examination.

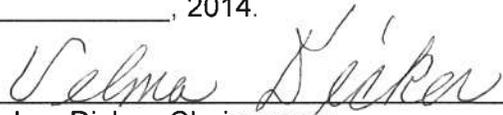
- i. Joint meeting involving the Commission, Mr. Christian representing the vendor preparing the upcoming police sergeants and lieutenants promotional examination at the Commission's request, and Officer Sturt from F.O.P. Lodge 31. This meeting was also recommended at the Commission's special meeting on November 18, 2013.
- ii. Attorney Franks clarified that the meeting was at the request of a request from the Lodge to the City to discuss the upcoming promotional examination and eliminate misconceptions or misunderstandings as they might exist relating to the promotional process
- iii. Attorney Franks provided Officer Sturt a copy of the Commission's Rules and Regulations, which was a topic of discussion at the Commission's special meeting on November 18, 2013.
- iv. Officer Sturt shared the Lodge's concerns relating to the written test component.
  - (a) Ability to see scores at the conclusion of administering the test.
  - (b) Process by which questions deemed invalid by the "expert panel" are removed from consideration.
- v. Mr. Christian addressed the Lodge's concerns.
  - (a) On-site test results from on-site score sheet evaluations typically produce a two-percent error rate.
  - (b) Because of problems potentially arising from the need to amend results provided after on-site scoring vendors prefer scoring tests at the home office. Test results are mailed in a confidential, sealed envelope to the Commission, typically to be opened only when representative from the hiring entity and union are present to witness opening of the results.
  - (c) Officer Sturt advised the Lodge would be fine with the simultaneous viewing of test scores sent to the Commission by the vendor in a confidential, sealed envelope.

- (d) Mr. Christian explained that the use of a numeric id for a test applicant was to ensure the test graders do not know the identity of any one test taker.
  - (e) Officer Sturt noted the Lodge would be fine with the use of numeric id for test takers as long as the list correlating the test taker with the test numeric id was also made available after the test scores were received and opened.
  - (f) Attorney Franks suggested the Lodge identify monitors for the written test.
  - (g) Officer Sturt noted the Lodge would identify three officers who could serve to ensure one would be available on the time and date the test was administered.
- vi. Chairwoman Dicker asked Mr. Christian about the oral interview component of the promotional process.
- (a) Mr. Christian clarified these are similar to assessments centers which his company can and does provide for other police promotional tests.
  - (b) Officer Sturt noted the Lodge's support of the assessment center approach described by Mr. Christian.
  - (c) General concurrence to proceed with the assessment center approach for the oral component of the promotional process.
- vii. Secretary Huley raised the question of timing of the sergeants and lieutenants examination: planned for December 3, 2013, with details being confirmed at this meeting.
- (a) Mr. Franks noted that potential candidates had sufficient (90 day) notice for the study materials and the points to be awarded, and the Commission needed only the identity of the three Lodge monitors
  - (b) Officer Sturt was amendable to the suggestions relating to scoring of the written examination and use of the assessment-center approach for the oral interviews, but noted because he still needed to get Lodge approval a December 3, 2013 test date would be pushing the question.
  - (c) Attorney Frank noted that a short delay in administering the sergeants and lieutenants promotional examination to allow the Lodge to review the proposed procedures was the purpose of the meeting: to clear up misconceptions and misunderstandings.
  - (d) Officer Sturt noted postponing the promotional exam for to clarify and document the process for the Lodge would harm anyone.
- viii. General discussion (Mr. Franks, Mr. Christian, Officer Sturt, Chairwoman Dicker, Secretary Huley, Ms. Axelrod) of how the "expert panel" validates questions comprising the written examination, and the process for memorializing those questions objected to by the expert panel that were subsequently not considered in the written exam score results. Discussion about the need to protect the integrity (secrecy) of the written examination questions prior to administering that written examination.
- ix. General discussion (Chairwoman Dicker, Mr. Christian, Secretary Huley, Mr. Franks) regarding the process for police promotional examinations being differentiated from firefighter promotional examinations.
- x. General discussion (Chairwoman Dicker, Mr. Christian, Officer Sturt) regarding integrating an oral interview (assessment-center type) by the vendor into the pending sergeants and lieutenants promotional examination, including the need to allow candidates some notice of that interview (like 10 days after administering the written examination) to prepare. Officer Sturt raised the issue of manpower to conduct the "expert panel" review of the interview questions. Ms. Axelrod raised the issue of minimum scores needed to continue with the process.

- xi. General discussion (Mr. Franks, Officer Sturt, Mr. Christian) of the promotional exam components, including the oral interview (assessment center) component.
- xii. Officer Sturt noted that the study materials had been distributed to potential test takers, but some wouldn't mind having the test postponed. Officer Sturt noted the Lodge was fine with sharing the written chief's points component by sealed envelope which is opened in monitored circumstances (much like the written exam test results are disclosed, as noted above).
- xiii. Mr. Christian provided Officer Sturt his firm's email to enable Officer Sturt to research documents available on the website: policeconsultantsinc.com.
- xiv. General discussion (Mr. Franks, Chairwoman Dicker) on wording for a motion for the Commission to move forward with the testing process as discussed.
- xv. General discussion (Mr. Franks, Chairwoman Dicker, Officer Sturt, Mr. Christian) on the question of including the vendor-provided assessment center in lieu of the oral interview.
- xvi. General discussion on the Lodge's position relating to retaining or delaying the current promotional exam scheduled for December 3, 2013.
- xvii. Attorney Smith suggested that perhaps the Commission could adjourn the meeting today and reconvene tomorrow, to allow Officer Sturt time to consult with F.O.P. Lodge 31 at the meeting already scheduled for this evening.
- xviii. A motion was made by Chairwoman Dicker, seconded by Commissioner Blanchard, that the Board of Fire and Police Commissioners accept the recommendations of the F.O.P. having a monitor present for the sealing and unsealing of the promotional test scores from the exam. A roll call vote was taken on the motion with the following results: Yes – 3, No – 0, Abstain – 0, Absent – 0. Motion carried.
- xix. A motion was made by Chairwoman Dicker, seconded by Secretary Huley, to adjourn this meeting and reconvene in the same location at 10:00 A.M. tomorrow, November 26, 2013. There being no further discussion a voice vote was taken on the motion with the following results: Yes – 3, No – 0, Abstain – 0, Absent – 0. Motion carried.
- xx. Ms. Axelrod addressed the Commission.

- 4. Closed Session. There were no items for closed session.
- 5. Action on items from closed session. Not applicable
- 6. Adjournment. The meeting was adjourned to reconvene in the same location at 10:00 A.M. tomorrow, November 26, 2013.

Approved by the Commission on Feb. 6, 2014.

  
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 Velma Dicker, Chairwoman  
 City of North Chicago  
 Board of Fire and Police Commissioners

ATTEST:

  
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 Shawna Huley, Secretary  
 City of North Chicago  
 Board of Fire and Police Commissioners