

**FRANKFORT BOARD OF POLICE & FIRE COMMISSIONERS**

**MINUTES OF THE JUNE 24, 2020 MEETING**

Location: Frankfort Village Hall  
432 W. Nebraska  
Frankfort, IL 60423

**1. Call to Order & Roll Call**

Meeting to called to order at 8:02 a.m.

Parties Present:       Commission Joe Kelley  
                              Commission John Sunderland  
                              Commission Deadra Stokes  
                              Chief John Burica

**2. Approval of the Minutes from 2/12/2020**

*Motion made to approve the 2/12/2020 meetings by Commissioner Joe Kelley.  
Motion was properly seconded. Minutes approved unanimously.*

**3. Chairman's Report**

Discussion was had regarding the need to utilize a Village Employee to compose minutes from the Commissioner's meeting. Commissioner Stokes volunteered to record minutes for Board.

*Motion was made by John Sunderland to appoint Commissioner Joe Kelley as the Chairman, Commissioner John Sunderland as Vice-Chairman and Commissioner Deadra Stoke as the Secretary. Motion was seconded. Motion was approved unanimously.*

**Commissioner Joe Kelley will serve as Chairman  
Commissioner John Sunderland will serve as Vice-Chairman  
Commissioner Deadra Stokes will serve as Secretary**

**4. Chief's Report**

Chief presented his report regarding the ability to hire new officers for the Village. Presently the Village has 1 Academy opening for September, 2020; 2 Academy openings for January, 2021 and 1 Academy opening in May, 2021.

**5. New Business**

Annual Board Officer selection process was discussed by the Board along with Chief Burica.

## 6. Old Business

### A. Status of new hiring (open vacancies)

As discussed the following vacancies for the Village exist: 1 Academy opening in September, 2 Academy openings in January , 2021; and; 1 Academy opening in May, 2021.

The Village will immediately start conducting background investigations on the top 5 candidates of the approved new hire list as presented.

### B. Status of newly hired officers (at the Academy, in field training or on probation)

All 5 Officers that were hired in the last 18 months have been doing well in their new positions.

### C. New hiring candidate process

The Commissioners reviewed the list of the Candidates who took both the written and oral examination. Discussion took place in regards to the list of candidates who took both the written and the oral examination. Three of the candidates who took both the written and oral examination failed to secure preference points due to their failure to present proper supporting documentation to the appropriate party. Preference points were not applied to those three candidates.

***Motion to approve the Frankfort Rank Order list of the Candidates who took both the Written and Oral examination as presented by Commissioner Kelley. The Motion was property seconded. Motion approved unanimously***

### D. Any process lessons learned/Take Aways

Commissioners discussed reviewing the oral examination questions and to secure additional questions or amend/modify the existing questions being utilized. The Board will collaborate with other Departments/Agencies to obtain suggestions and possible updated new questions to present during Oral Examination for new candidates.

### E. Review and discussion of proposals for promotion testing

Chief Burica presented the proposals which included one proposal from COPS and FIRE and 3 quotes from IO Solutions for upcoming Sergeant's Promotion and Assessment Testing. All proposals were reviewed and discussed. Chief informed the Commissioners that the Promotion eligibility list is good for three years and the Officer eligibility list is good for two years.

***Motion made to utilize Sergeant COPS and FIRE for promotion testing and to approve the quote provided by COPES and FIRE. Motion seconded. The Motion was approved unanimously.***

- F. Consider changes to operating procedures (adding fitness requirement to hiring)

Discussion took place regarding adding fitness requirement to hiring in the operating procedures. Further discussion will take place at a later date.

## **7. Correspondence**

No correspondence was presented to the review.

## **8. Other Business**

No other business to discuss at this time.

## **9. Next Meeting Date**

Next meeting date will be announced.

## **10. Adjournment**

*Motion to Adjourn at 8:50 a.m. presented by Commissioner John Sunderland. Motion seconded. Motion unanimously approved.*

Meeting adjourned at 8:50 a.m.

**Minutes Drafted by:  
Commissioner Deadra Stokes**