

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Thursday, August 19, 2021, in Carbondale Civic Center Room 103, 200 South Illinois Avenue. Chairman Kerry Braswell called the meeting to order at 8:58 a.m.

Roll Call

Present: Kerry Braswell, Randy Burnside, and Ted Lomax

Absent: Linda Flowers and Stephanie Jerstad

Acknowledgement of Guests

Also present were Deputy City Clerk Clinette Hayes, Diversity and Compliance Officer Alicia Jackson, and Police Chief Stan Reno.

2. Citizen's Comments

None

3. Approval of the Regular Meeting Minutes from July 22, 2021

MOTION: R. Burnside moved, T. Lomax seconded, that the Board approve the regular meeting minutes from July 22, 2021. VOTE: All voted Aye. No Nays. Motion declared carried.

4. Certify the 2021 Final Promotional Eligibility List for Fire Captain and Assistant Fire Chief

MOTION: T. Lomax moved, R. Burnside seconded, that the Board certify the 2021 Final Promotional Eligibility List for Fire Captain and Assistant Fire Chief. VOTE: All voted Aye. No Nays. Motion declared carried.

5. Certify the Promotional Examination Results for Police Sergeant

Police Chief Stan Reno stated that the results have not been received yet because the exam was held earlier in the week. The results will have to be certified at a later date.

6. Discussion of the Entry Level Candidate Eligibility Process for Police Officer and Firefighter

Over the last couple of testing cycles, the police and fire departments has had difficulty getting candidates on the eligibility list to submit their required paperwork. When positions become available candidates must have their files completed or they run the risk of being passed over for another candidate who has a complete file. In the case of the fire department, a candidate can be passed over for a lower ranked candidate. The fire department is also bound by their union contract to offer a position to the top five eligible candidates. When files are incomplete they must move further and further down the list until they reach someone with a completed file. A deadline date is given to all candidates, but it is not strictly enforced. It is basically used as a tool to avoid situations such as this, but is not always effective.

In order to avoid these situations in the future it was suggested to rearrange the steps in the police and fire eligibility process. The Board proposed the following steps once a candidate has successfully passed all tests:

1. Successfully pass all portions of the entry level examination
2. Placement on the eligibility list
3. Pull name(s) from the eligibility list for an open position
4. Require candidates to submit all paperwork (questionnaire, documents, etc.) before the deadline
5. Interview said candidate(s)
6. Offer the position

If the candidates submit their paperwork on time they will move forward in the process with an interview and possibly hired for the position. If paperwork is not submitted on time they will be passed over for the next candidate in line.

Rearranging the steps in the process will warrant a change in the Governing Rules Chapter 3, Section 4-E and Section 5-E.

7. Discussion of Changing Testing Services for Entry Level Police Officer

Police Chief Stan Reno apprised the Board of the change in the Entry-Level Police Officer testing service. For years, including the last testing cycle, examination materials have been ordered through CPS-HR. Due to the constant decline with scheduled in-person testing, the Police Department would like to take a different approach in the examination process to make it more accommodating to potential candidates. Stanard & Associates is the testing service of choice to move the exam exclusively online. Candidates will be able to take the examination “on demand” making it more flexible for them and their schedule. Hopefully the flexibility of taking an online exam on your own time will attract more candidates from the surrounding areas, throughout the state, and out of state. This gives the police department a consistent flow of candidates on a regular basis rather than holding one exam per year that will yield only a few candidates.

8. Board Comments

None

9. Adjournment

Meeting adjourned at 10:05 a.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on