

**VILLAGE OF ROSELLE  
BOARD OF FIRE AND POLICE COMMISSIONERS  
Minutes of the Meeting of September 8, 2015 – 7:15 P.M.  
Roselle Village Hall**

1. **Call to Order**

Secretary Paul Toronyi called the meeting to order at 7:15 p.m.

2. **Roll Call**

Present: Secretary Paul Toronyi, Commissioner Bill Coyle

Others Present: Police Chief Steve Herron and Recording Secretary Jeanne Calvert

Absent: Chairman Dominick Lanzito

3. **Public Forum**

No other people were present at the meeting.

4. **Police Department – Chief Steve Herron**

Proposed changes to the Rules regarding the pre-screening of entry level police candidates were discussed during the Commission's meeting on August 11 and forwarded to IFPCA Attorney John Broihier for review. During a telephone conversation to Chairman Lanzito, Attorney Broihier expressed some concerns regarding the Commission's proposed changes to the Rules. According to an email from Chairman Lanzito, Attorney Broihier is concerned that the pre-screening encroaches upon the Commission's duties and obligations under the statute. Broihier indicated that the pre-screening cannot be a method to keep candidates from interviewing with the Commission, but rather can only be used to do further background investigation prior to the oral interview.

Chief Herron presented further comments for consideration after seeking opinions from Village Attorney Jim Knippen and the Village's Labor Attorney Karl Ottosen. Per Chief Herron, Attorney Ottosen stated that as long as the Commission includes the pre-screening interview in the Rules and lists it before the oral interview, that it was defensible and that the screening should be PASS/FAIL. During their discussion, Ottosen also stated that the list published on September 30 is NOT the FINAL Eligibility Register, but must be called the INITIAL Eligibility Register until a much larger pool than 10 applicants participates in oral interviews for valid scoring and ranking. Ottosen was comfortable with interviewing Herron's recommended 60 candidates to arrive at a FINAL Register. Ottosen added that the Commission's Rules had some other problems and should be revised after the September 30 Initial Eligibility Register is published and before the next testing cycle in 2017. Chief Herron reiterated that the Commission would receive all the written notes from the screening and would use them as a tool to make their own decision as to who would proceed to the oral interview. Chief indicated

the panel would consist of himself, Deputy Chief Tarchala, one sergeant and two police officers, or possibly the Assistant Village Administrator.

Discussion ensued about how to revise the Rules and the following changes were recommended:

- Change the wording of “Pre-Screening” Interview to “Police Department” Interview.
- Position the Police Department Interview with a Pass/Fail score before the Oral Interview in the testing process.
- Change the title of Section 7 to read: Original Appointment – Police Department Interview and Oral Examination.
- Break the section into 7A. Police Department Interview, and 7B. Oral Examination
- Insert the following language as 7A.  
“Police Department Interview: Police Department/Village staff shall conduct interviews of applicants according to a structured process and shall measure criteria as established by the Board of Fire and Police Commissioners prior to the Board’s Oral Examination. The interview panel shall consist of five (5) Police Department/Village employees designated by the Chief of Police or designee and approved by the Commission. Each participating member of the interview panel shall independently assess the candidate using the established criteria. The Chief of Police or designee will provide the panel’s results to the Board of Fire and Police Commissioners to be used as a tool by the Board for its evaluation in determining whether an applicant shall proceed to an Oral Examination. In order to proceed to the Oral Examination, a candidate must meet all of the Board of Fire and Police Commissioners established criteria and attain a minimum passing score of 75% in the Police Department Interview.”

Jeanne was directed to make the changes to the Rules and provide them to the Commission for a final read, with the goal of having them published at least ten days prior to the new Initial Eligibility List being posted on September 30, 2015.

**Motion** by Commissioner Coyle, second by Secretary Toronyi, to amend the Rules and Regulations as outlined above in order to have the Police Department conduct interviews prior to the Commission conducting their oral examinations.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

5. **Review and Approval of Minutes of April 21, 2015**

**Motion** by Commissioner Coyle, second by Secretary Toronyi, to approve the minutes of August 11, 2015.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

6. **Correspondence**

Commissioners reviewed correspondence received since the August 2015 meeting.

**Motion** by Secretary Toronyi, second by Commissioner Coyle, to accept and place on file all correspondence reviewed.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

7. **Old Business**

None

8. **New Business**

**Approval of Invoices**

The following invoices were presented for approval and payment:

- Personnel Strategies (Meskill) \$500.00
- Kevin Shaughnessy Polygraph (Meskill) \$175.00

**Motion** by Commissioner Coyle, second by Secretary Toronyi, to approve and confirm all invoices for payment.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

9. **Executive Session**

**Motion** by Secretary Toronyi, second by Commissioner Coyle, to go into an Executive Session at 7:53 p.m. pursuant to the requirements of the Illinois Open Meetings Act under Exemptions 5 ILCS 120/2 (c) to discuss Executive Session Minutes.

Roll Call:

AYES: Toronyi, Coyle

NAYS: None

**MOTION CARRIED.**

**Adjourn Executive Session**

**Motion** by Secretary Toronyi, second by Commissioner Coyle, to adjourn the Executive Session at 7:54 p.m.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

10. **Executive Session Minutes**

**Motion** by Secretary Toronyi, second by Commissioner Coyle, to approve and hold the Executive Session Minutes of August 11, 2015.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

11. **Adjournment**

Motion by Secretary Toronyi, second by Commissioner Coyle to adjourn the meeting at 7:55 p.m.

**VOICE VOTE: ALL AYES, NAYS NONE. MOTION CARRIED.**

Respectfully submitted,

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Paul Toronyi, Secretary