

VILLAGE OF BARTLETT  
BOARD OF FIRE AND POLICE COMMISSION

Minutes of Special Meeting  
Held on Thursday, May 21, 2020  
Conducted via Zoom

A. CALL TO ORDER

Special Meeting conducted via Zoom started at approximately 3:30 p.m.

B. ROLL CALL

Present: Commissioners Jane Kirkby, John Sampey, and John McGuire

Absent: None

Also Present: Chief Patrick Ullrich, Deputy Chief Geoffrey Pretkelis, Commander William Naydenoff, Sergeant Peter Rakiewicz, Kate Luburic (I/O Solutions), John Broihier (Attorney for Fire and Police Commission), and John Peebles (Village of Bartlett Network Administrator)

C. PUBLIC COMMENTS

None

D. APPROVAL OF MINUTES

None

E. CORRESPONDENCE

None

F. OLD BUSINESS

No Report

G. NEW BUSINESS

1. Discuss switching to online testing for the written portion of candidate hiring process  
Deputy Chief Pretkelis informed the Board members there are currently one hundred fifty-nine (159) applicants that have signed up for the Bartlett Police Department testing process; with the application period going through 2:00 p.m. on Friday. Deputy Chief Pretkelis informed the Board members that these numbers are similar to the number of applicants from two (2) years ago; despite not being able to partake in recruitment efforts as the department has in the past, due to Coronavirus (COVID-19).

Deputy Chief Pretkelis informed the Board members of the challenges that the department has faced due to Coronavirus (COVID-19) in regard to the testing process. The Bartlett Police Department was slated for Oral Interviews and Orientation to take place at Bartlett High School in June; however, U-46 is not allowing any building rentals which includes Bartlett High School, Eastview Middle School, etc., until August. Deputy Chief Pretkelis also informed the Board members that per the Restore Illinois Plan, up to fifty (50) people

are not allowed to assemble until Phase 4, which will take the department past the testing deadline. With these challenges in place, Deputy Chief Pretkelis asked the Board members if they would consider allowing the Bartlett Police Department to conduct an online testing process.

Deputy Chief Pretkelis informed the Board members that Kate Luburic, a representative from I/O Solutions, was present to explain the online testing process and to answer any questions the Board members may have.

Ms. Luburic informed the Board members I/O Solutions has developed a process that allows a candidate to log on from their home personal computer (PC) or laptop and take the test securely. Ms. Luburic explained the processes / securities to all present staff and Board members that have been put in place:

- I/O Solutions will utilize GoToMeeting as the video proctoring application.
- An in-home testing application was developed by I/O Solution IT team to be downloaded on the candidate's PC or laptop.
- The in-home application will freeze everything on the candidate's PC and only allow the candidate to enter into I/O Solutions testing application. This will ensure the candidates computer is secure.
- The candidate will log onto the GoToMeeting application, ultimately with two (2) devices.
- I/O Solutions will use the candidate's mobile device to monitor the candidate during the process.
- During the registration process, the candidate will be asked to show around the room that they are in. This will ensure the security of location of the testing environment.
- The candidate will utilize the mobile application on their cellular device and set the device up so I/O Solutions can see the candidate's face the entire time.
- The candidate will utilize the application they received during the scheduling process on their PC or laptop.
- The candidate will download and launch the application on their computer and this will freeze all other applications on their desktop.
- The candidate will *not* be able to open up web browsers, use additional monitors, take screen shots, copy and paste, and no audio or visual recording, etc.
- The candidate will enter in the testing application from a user name and password that the proctor will provide during the instructions.

A discussion took place regarding questions the Board members and staff had regarding the online testing process. The following information was clarified:

- The candidate will be sent an initial email regarding the process which will include a set of step by step instructions.
- The candidate will also be emailed a Test Security Agreement and a Non-Disclosure Agreement. The candidate will have to indicate that they have read the

agreements and in addition, the candidate will electronically sign the document once they have scheduled their testing time slot.

- The testing process will be broken up into sessions. I/O Solutions will take ten (10) candidates per session and can go up to fifteen (15).
- There are four (4) morning sessions starting at 8:00 a.m., which is a total of forty (40) candidates. In addition to the morning sessions, there will also be forty (40) candidates in the afternoon, at 1:00 p.m.
- The test administrations will take place during work day hours.
- Based on the number of candidates, I/O Solutions will schedule a week of test admins and will provide the candidates an option to sign up for the date and time that works best for them.
- The camera being utilized to monitor the candidate will stay static the entire testing process. Ms. Luburic explained it would be too disruptive to the testing service to have the candidate stop during their test and allow them look around the room. She further explained, if a candidate moves the device too much, they can lose connectivity and the video will go off causing a disruption in the testing process.
- During the registration process, the candidate will be required to upload their photo ID. As part of the registration process, I/O solutions will click on those links to verify / ensure that the candidate in front of them during the test, is the person who is pictured on the photo ID.
- If a candidate does not have access to a computer, I/O Solutions would offer the candidate to take the test at their facility (one (1) candidate at a time each day).
- The exam is timed. If for any reason a candidate gets disconnected from the exam, the exam is built to freeze and will record up that very moment, so no information will be lost. The candidate can log back in with the assistance of the proctor and the test will pick up where the candidate left off. The timeframe will also freeze, so the candidate will not lose any time.
- An IT team, as well as a customer service team, will be on hand for the candidates.
- The candidates will have direct numbers and emails to the support teams.
- The candidate will have one (1) week to download the applications and conduct tests to ensure the applications are functioning properly.
- I/O Solutions would be willing to refund a candidate's application fee should they withdraw from the process due to the inability to access a computer or phone.
- Orientations are not being given at this time. A solution would be to pre-record a video that is sent out separately to the candidates beforehand. It is recommended for the video be sent out on a different day than the exam is given.
- At this time, no feedback has been provided by any agencies or candidates.
- A brief discussion occurred regarding general fees per test, fees per candidate, and non-refundable fees. In 2018, there were one hundred seventy-two (172) applicants paid for and of those one hundred seventy-two (172), one hundred forty-four (144) were eligible. Of the one hundred forty-four (144) eligible, only ninety-nine (99) showed up to take the written exam.
- Ms. Luburic advised there does not seem to be a reduced number in candidates who are taking the test and most candidates are showing up for the test dates.
- There is a minimum of ten (10) candidates per session. Whether the Bartlett Police Department ends up with eight (8) candidates of seven (7) in a session, there would

be a flat admin fee. Depending on how the numbers go, sessions can be readjusted and I/O Solutions is flexible. Ms. Luburic explained if there are three (3) candidates in one (1) session, they can be dispersed amongst other groups, as to not incur unnecessary fees.

- The Board members were advised the following information is just for their knowledge, in the event an in-person exam needs to be administered. The Bartlett Police Department wishes to keep all exams consistent and utilize the online testing process. Sergeant Rakiewicz explained if there is a need to conduct in-person testing, I/O Solutions would charge a flat fee for an in-house administration of the test. The Bartlett Police Department's training room could be utilized for any candidate who do not have access to a mobile device or computer. Bartlett Police Department's training room can accommodate approximately twenty (20) to thirty (30) people with proper social distancing. However, per the Governor's orders, there can only be ten (10) people gathered in a room at one time. Ms. Luburic advised I/O Solutions would need to clarify how their fees would be adjusted.
- Contingency plans will be put in place if a PC or laptop breaks down in the middle of an exam. Ms. Luburic explained customer service will work with the candidate to resolve the issue or find another solution. I/O Solutions will only involve the police department if necessary.
- If a candidate gets kicked out of an exam due to connectivity issues, they cannot log back in without customer service giving them a new password. This would eliminate the candidate from being able to access the test later on that day.
- I/O Solutions also has the ability to assign a different test to a candidate if necessary.

A discussion ensued in regard to conducting the Oral Interviews via Zoom or in person. At the end of the discussion, it was determined that all Board members agreed they would prefer the Oral Interviews to take place in person and would abide by all safety regulations in place regarding Coronavirus (COVID-19). The dates for the Oral Interviews will be determined after all candidates have completed their exams with I/O Solutions.

A discussion occurred regarding the online administration of the testing process and all Board members agreed to move forward with this process.

COMMISSIONER MCGUIRE MOVED, seconded by Commissioner Sampey to move forward with the administration of online testing for the written portion of the candidate hiring process.

#### MOTION ADOPTED VIA VOICE VOTE

#### 2. Discuss possible lateral police officer hiring process

Attorney John Broihier was contacted via telephone to join the meeting and answer any questions the Board members and staff may have regarding the lateral police officer hiring process. Mr. Broihier informed the Board members that Bartlett is a home rule community and therefore Bartlett does not need to limit itself to what is currently required by statutes

for non-home rule communities. Mr. Broihier informed the Board members that according to the proposed new rules, Bartlett would be limiting the applicants that can apply to those who are currently employed by another law enforcement agency for the period of two (2) years. He explained that due to budgetary issues that are developing within the state with some municipalities, there will be a number of furloughs within other police departments. He explained this means there will be recently trained police officers who are going to be let go from their departments and will be available for hiring. Mr. Broihier advised the Bartlett Police Department does not need to limit the time the officer has been employed with their current department and can simply have the rule indicate the candidate is a certified police officer with no time limitations.

Mr. Broihier informed the Board members there does not need to be a waiver for basic training through the Training and Standards Board because the candidate / police officer is already certified. Mr. Broihier advised that the applicant would have to be certified in order to apply, therefore, no waiver is needed. He also explained there would need to be some kind of test conducted, so there would be a scored / ranked order. Mr. Broihier advised it would be in Bartlett Police Department's best interests if the test was conducted by an outside vendor.

A discussion ensued in regard to the above information. At the end of the discussion, it was determined that if Bartlett uses its authority as a home rule community, the Village Board would need to pass an ordinance to authorize the Fire and Police Commission to enact the procedure that would otherwise be contrary to statute. If Bartlett is home rule, the Village and chief of police can make the determination which list to utilize or recommend to the Board members which list to utilize. Chief Ullrich advised his preference would be for the Board members to make the determination which list to hire from. Chief Ullrich informed Mr. Broihier that he will discuss the information with the Village Administrator and the Village Attorney and determine if they would bring the information to the Village Board or if the police department will need to work within statute.

A discussion occurred regarding the background and testing process options for lateral police officers. It was decided that these processes would be determined in the future if the department would be implementing a lateral list. Mr. Broihier advised he would be willing to help create a draft of the processes in the future.

### 3. Discussion of sergeant vacancy

Chief Ullrich informed the Board members Patrol Commander Yarwood retired which leaves a vacancy for the position of patrol commander. He explained once a sergeant is promoted to commander, this will leave a vacancy for the position of sergeant. Chief Ullrich informed the Board members he will advise them once that decision has been made. He explained at that time, the Board members can make the determination of which of the top three (3) candidates on the sergeants list will be promote to sergeant. A discussion in regard to the sergeant vacancy will take place during the next Board meeting.

4. Meeting minutes

Deputy Chief Pretkelis asked the Board members, with their permission, if he may ask the investigations secretary to attend the Board meetings for the purpose of her taking the meeting minutes. He explained to the Board members, he understands this is a lengthy process, we appreciate their time, and he would like to help alleviate their workload. All Board members were in favor.

H. OTHER BUSINESS

No Report

I. EXECUTIVE (CLOSED) SESSION

No Report

J. ADJOURN

COMMISSIONER SAMPEY MOVED, second by Commissioner McGuire to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 4:50 p.m.

Respectfully Submitted By:

*Christine Sanchez*

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Christine Sanchez / Recorder  
September 16, 2020