

November 3, 2009

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 3:40 P.M. in Room 405 of City Hall.

PRESENT: Commissioners: Ernesto A. Baca, Chair  
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ALSO PRESENT: David Heard, Community Relations Manager (FPC)  
Maria Monteagudo, Director, Department of Employee Relations (DER)  
Sally McAttee, Human Resources Manager (DER)  
Michelle Stein, Human Resources Representative (DER)  
Tim Keeley, Human Resources Representative (DER)  
Pamela Roberts, Personnel Officer (MPD)  
Mike Schmitz, Sergeant (MPD)  
Katrina Harris, Police Officer (MPD)  
Debra Weber, Deputy Chief (MFD)  
Dan Holton, Battalion Chief (MFD)  
Al Jansen, Lieutenant (MFD)

Michelle Stein gave an update on the Police Aide testing timeline. The applications deadline is November 16<sup>th</sup> and the written exam is tentatively scheduled for December 5<sup>th</sup>. To date a total of 610 applications have been received for Police Aide. Of those applications 458 meet the minimum requirements and 125 have been rejected primarily due to age. Approximately 70% of the applications have been completed online.

Sgt. Schmitz stated the Police Aide open house will be held tomorrow, November 4<sup>th</sup> at the Safety Academy from 5 p.m. to 8 p.m. He expects a good turnout. He introduced PO Harris who is the sole recruiter for the Police Department. Sgt. Schmitz stated he and PO Harris did a mass mailing to area schools and they received a good response. PO Harris is visiting 2-3 schools per day to recruit. Sgt. Schmitz stated there is a newly created Recruiting Task Force comprised of Department members selected to be used as needed for recruiting events. The Task Force has not yet been trained, but as the Police Aide recruitment wraps up, the Task Force will be trained to recruit for Police Officer. Sgt. Schmitz stated School Resource Officers are also recruiting for Police Aides. There are currently eight vacancies for Police Aides, with 22 aging out in June. The 2010 Police Aide class will tentatively be a class of 30.

Ms. Stein stated there are currently 79 candidates remaining on the Police Officer Eligible List. There are 30 candidates who have passed all components. There are 40 backgrounds waiting to go through the Applicant Review Committee (ARC). There have been four ARC meetings scheduled for November and DER should have the results by the end of November. Appeal hearings will be scheduled for December and January depending on availability of Appeal panel members. Sally McAttee stated after the background appeals are completed an additional two months are needed to finish the process with MMPI's, psychological and medical examinations. There is still no class date set for Police Officer because it is all depends on the budget.

Mr. Heard stated the currently Police Officer Eligible List expires January 10, 2010. Sally McAttee stated there are two candidates from a Police Officer Eligible List that expired in May 2009. Those two candidates were military holds and have completed all the steps. Commissioner Baca stated both eligible lists will need to be extended at a meeting of the full Board in December or the first meeting in January.

Ms. Stein stated there are currently over 4,000 applications on file for Police Officer. None of the applications have been screened for minimum requirements. She estimates an additional 20 applications are being received weekly. Sally McAttee stated there are enough people to fill the first

Police Officer class and if there is not a second class the candidates are just sitting there. Ms. Stein stated the applications date back to November 2007. A 50% no-show rate is typical for a written exam, however with unemployment also up more applicants may appear for the written exam. Maria Monteagudo stated the applicants should be surveyed so money is not wasted preparing an exam for applicants who do not appear. She stated at the beginning of 2009 DER was ready to test but Chief Flynn requested they hold off so the branding campaign can be executed. No test has been scheduled because there have been no conversations between DER and Chief Flynn regarding the testing process and any changes he would like made to the testing process. Commissioner Baca suggested inviting Chief Flynn and his administrative team to the next Committee meeting. Ms. Monteagudo stated she would like to meet with Chief Flynn and his staff prior to the next Committee meeting. Commissioner Baca stated he will extend an invitation to Chief Flynn at the Board meeting to meet with DER prior to December 1<sup>st</sup>.

Tim Keeley gave a review of the Firefighter recruit background process. A total of 325 Personal History Questionnaires (PHQs) were sent out and 279 were returned. MPD completed backgrounds on 116 candidates and the background panel completed backgrounds on 96 of the 116 candidates. Seventy-nine of the 96 candidates passed the background panel. Twenty candidates failed the background and of those who appealed three were overturned.

Battalion Chief Holton stated the new recruit class has 50 recruits. Contingent appointments may be used until Friday, November 6<sup>th</sup> but after that recruits who withdraw cannot be replaced.

Mr. Keeley stated the survey was conducted to determine how many candidates already had their Emergency Medical Technician (EMT) license, how many would take the MFD EMT class, and how many would take the EMT class on their own. He stated he consulted the National Registry regarding a retake policy for the EMT exams. The National Registry's policy allows two retakes separated by 15 days each. If the candidate fails all three tests they must complete remedial training. The DER policy allows a candidate who does not pass by the class start date to be held over for the next class. The candidate must complete training and get their license on their own by the next class start date as long as the Firefighter Eligible List is active. If the candidate does not achieve this, their name will be removed from the Firefighter Eligible List. The current recruit class was allowed to retake the EMT test once. Mr. Keeley recommends the policy be continued for consistency.

Deputy Chief Weber stated 64 candidates participated in the EMT training, one left for military leave and one failed. Fifty-nine out of the 62 candidates passed the written test the first time, which is a 95% pass rate, the National Registry average is 60% pass rate the first time. Two of the three who did not pass the first time, retook and passed it the second time, the remaining candidate failed the background. There was a 100% pass rate after the retake.

Commissioner Baca stated that the Committee is in agreement with DER recommendations pertaining to the EMT retake policy.

Mr. Keeley stated a policy needs to be made regarding the Candidate Physical Ability Test (CPAT) certificate and the length of time it is valid. The decision is made by each hiring agency. Mr. Keeley would like the item to be held over so research can be conducted to determine what similar fire departments are doing. Previously the CPAT was administered then an eligible list was created. This time an eligible list was created and the CPAT administered to each class. The national standard is a one year time limit on CPAT certificates. Ms. McAttee stated Waukesha County Technical College will no longer be administering the CPAT.

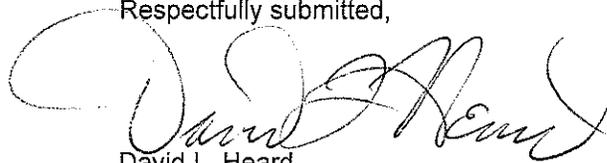
Mr. Heard asked if the contingents will have to retake the CPAT. Deputy Chief Weber said they would have to retake the CPAT because of what happened with extending the eligible list in the past. When the eligible list was extended recruits were not making it through the Academy because they passed the physical ability test four years ago and had not done anything substantially physical since. She wanted the whole process to be evaluated for that purpose.

Mr. Heard stated he spoke with Emma Stamps, Business and Finance Manager for the Fire Department and she estimated the next recruit class would have 35 recruits. Deputy Chief Weber stated she would like the next class to start in April, but it does not seem feasible because the CPAT must be given under ideal weather circumstances and no one in the state has an indoor CPAT course.

Commissioner Baca commended the Police Department and DER on the firefighter backgrounds. Ms. Montegudo commended Ms. McAttee for her training of the Police Department background investigators conducting Firefighter backgrounds.

The next meeting was scheduled for December 1, 2009. The meeting concluded at 4:33 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David L. Heard". The signature is written in a cursive style with large, sweeping loops.

David L. Heard  
Community Relations Manager

DLH:mk