

Committee-of-the-Whole Agenda

6:30 p.m.

Tuesday, August 13, 2013

Presentation

Genesis 41st Street Project Update (Ken Croken, Genesis)

Questions on the Agenda

Agenda Items

- 1. Tri-Cor Leak Correlator System as surplus.** (Tony Loete, Water Distribution Manager)
- 2. Illinois Transportation Enhancement Program (ITEP) grant application for replacement of the Sylvan Island Bridge.** (Laura Duran, Parks Recreation Director)
- 3. Changes to the Board of Fire and Police Commissioners Rules.** (Alison Fleming, Human Resources Manager)

Explanation

- 1. Request to Declare the Tri-Cor Leak Correlator System (Fixed Asset #7584) as surplus property and Authorizing the Finance Director to Dispose of Said Surplus Property.** (Tony Loete, Water Distribution Manager)

Explanation: The Public Works Water Division purchased a Tri-Cor Leak Correlator System in 1999 for \$40,125. Water personnel previously used this unit to pinpoint water distribution system leaks, which allowed excavation (and restoration) efforts to be minimized. This leak noise correlator was replaced in 2009, but has been maintained as a backup unit. Staff has determined that it is no longer needed. Authorization needs to be given to dispose of this surplus item through the legal disposal process that is most advantageous to the City whether sealed bid, auction, negotiation or otherwise.

Staff Recommendation: Approval
Fiscal Impact: Potential Revenue for the Water Fund
Public Notice/Recording: N/A
Goal Impacted: Financially Strong City

- 2. A Resolution authorizing the Bi-State Regional Planning Commission, to prepare and submit an Illinois Transportation Enhancement Program (ITEP) grant application for replacement of the Sylvan Island Bridge, Moline, Illinois.** (Laura Duran, Parks Recreation Director)

Explanation: Council identified Sylvan Island Pedestrian Bridge Replacement as a Top Priority during 2013-14 goal setting. This bridge provides the only public access to Sylvan Island. The replacement of Sylvan Island Bridge qualifies for the Illinois Transportation Enhancement Program (ITEP) grant. ITEP requires a 20 percent local match. Grant applications are due on Tuesday, August 20, 2013. This item also appears on the formal City Council Agenda for August, 13, 2013, under "Items Not On Consent."

Staff Recommendation: Approval
Fiscal Impact: 20% local match
Public Notice/Recording: N/A
Goal Impacted: Improved City Infrastructure & Facilities, A Great Place to Live

- 3. A Resolution considering all Rules and Regulations adopted by the Board of Fire and Police Commissioners (Board) concerning "Chapter I – Administration," and "Chapter V – Applications for Original Appointment – Fire," and "Chapter VI – Examinations for Original Appointment – Fire," and "Chapter VII – Promotions – Fire," and approving same as an exercise of the City's Home Rule Powers.** (Alison Fleming, Human Resources Manager)

Explanation: The Board of Fire and Police Commissioners (Board) approved changes to its Rules and Regulations at its August 5, 2013 meeting. Said changes bring the Board and the City in compliance with state statute and make minor corrections throughout the above mentioned chapters. Additional documentation is attached. This item also appears on the formal City Council Agenda for August, 13, 2013, under "Items Not On Consent."

Staff Recommendation: Approval
Fiscal Impact: N/A
Public Notice/Recording: Newspaper Publication
Goal Impacted: A Great Place to Live



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

April 14, 2014

Honorable Scott Raes
Mayor
619 16th Street
Moline, Illinois 61265

Dear Mayor Raes:

The Illinois Department of Transportation is pleased to inform you that Governor Pat Quinn has approved Illinois Transportation Enhancement Program (ITEP) funding for the Moline - Sylvan Slough Bridge Replacement Project, ITEP Project #231013.

The ITEP commitment for this project will not exceed \$1,137,600, pending a more detailed project review, specifically to determine eligible federal costs. We received 232 project applications requesting over \$260 million. The tremendous interest in this program made it very competitive.

Please contact Mr. Jason T. Nelson, District Two, Bureau of Local Roads and Streets in Dixon, by telephone at (815) 284-5380, in the near future to discuss program requirements and preparation of any agreements and/or contracts. Projects within a Metropolitan Planning Organization (MPO) planning boundary are required to be listed in the local MPO's Transportation Improvement Program (TIP). Sponsoring agencies must coordinate with local MPO's to ensure your project is included in the TIP.

Congratulations on your successful application. If you have any questions, please feel free to visit our ITEP website at www.dot.il.gov/opp/itep.html. You will find a listing of "Frequently Asked Questions," and additional questions can be submitted through the website. You can also contact Ms. Christy Davis, in the department's Bureau of Statewide Program Planning, by telephone at (217) 785-8492. We are looking forward to working jointly with you to improve the quality of life for Illinois citizens through ITEP.

Sincerely,

A handwritten signature in cursive script that reads "Ann L. Schneider".

Ann L. Schneider
Secretary

Exhibit A

RULES OF THE BOARD OF FIRE AND POLICE COMMISSIONERS CITY OF MOLINE, ILLINOIS

As adopted by the Board of Fire and Police Commissioners of the City of Moline, Illinois, on April 19, 1993. Subsequent amendments listed following document.

CHAPTER I - ADMINISTRATION

Section 1. SOURCE OF AUTHORITY

The Board of Fire and Police Commissioners of the City of Moline derives its power and authority from Section 2-4400 of the Code of Ordinances, City of Moline, Illinois.

Section 2. DEFINITIONS

The word "commission" and/or "board" wherever used shall mean the Board of Fire and Police Commissioners of the City of Moline. The word "officer" shall mean any person holding a permanent office in the Police or Fire Departments of the City of Moline. The word "day" shall mean calendar day; except in disciplinary matters, the word "day" shall mean 8 hours of work within the Police Department and ~~10.83~~ hours of work within the Fire Department. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural, the singular.

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Section 3. OFFICERS OF THE BOARD AND THEIR DUTIES

The Board shall annually, on the first meeting in June, elect a chairman who shall hold office until the end of the fiscal year of the municipality and until a successor is duly elected and qualified. The chairman shall be the presiding officer at all meetings. The secretary shall keep the minutes of all meetings of the Board and shall be the custodian of all forms, papers, books, records, and completed examinations of the Board with the assistance of a recording secretary to be designated and provided by the City of Moline.

Section 4. MEETINGS

Regular meetings shall be held monthly as posted and shall be published and open. Special meetings shall be open, notice of which shall be forty-eight (48) hours prior to convening by the filing of a notice in writing in the City Clerk's office and any other notice as required by law. This notice shall set forth the time and place of such special meeting. No business shall be considered at such meeting unless by unanimous consent of the Board, except that business for which the meetings was called to consider. Special meetings may be called by any member with concurrence of any other member.

During any regular or special meeting an executive session may be called for by any single member of the Board for the purpose of discussing personnel. Executive sessions may be limited to Board members and legal counsel and such

invited persons as the Board may deem necessary.

Section 5. QUORUM

Two members of the Board shall constitute a quorum for the conduct of all business.

Section 6. ORDER OF BUSINESS.

The order of business at any meeting shall be (1) Approval of the Minutes of any prior meetings, (2) Communications, (3) Unfinished Business, (4) New Business, (5) Adjournment.

Section 7. PROCEDURE

All meetings shall be informal. If deemed by the Commission to be appropriate to resolve a point of order, the parliamentary procedure prescribed in Robert's "Rules of Order" For Small Groups shall be followed.

Section 8. AMENDMENTS

Amendments to the rules of the Board may be made at any meeting of the Board. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the City of Moline. The notice shall specify the date, not less than ten days subsequent to the date of such publication, when rules or amended rules go into effect.

Section 9. ANNUAL REPORT AND BUDGET REQUEST

The Board shall submit an Annual Report of its activities as required by statute. The Board shall meet with the City Administrator at an appropriate time to determine budgetary requirements of the Board.

CHAPTER V - APPLICATIONS FOR ORIGINAL APPOINTMENT - FIRE

Section 1. RESIDENCE

Applicants for examination for appointment to the Fire Department must be citizens of the United States and agree to live within the boundaries established by ordinance **or applicable labor agreement** within the time prescribed by ordinance.

Section 2. APPLICATION FORMS

Applications for positions shall be filed upon forms furnished by the **Human Resources** Office and applicants must comply with the requirements of said form in every respect. Applications must be filed with the **Human Resources** Office prior to taking an examination by a date established by the Commission and duly published.

The application as attached shall include the following releases and/or documents, which must be executed by all applicants:

- (a) Physical **ability** test liability release.
- (b) Privacy waiver and credit check authority.
- (c) Compliance with rules.
- (d) Reference release.
- (e) Residency agreement.

The applicant shall furnish with the application a copy of said applicant's military service record and discharge papers (DD Form 214 **long form**), and paramedic certification **and** firefighter certification, if applicable.

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud in any manner related to same shall be regarded as good cause for exclusion from the examination, and, if appointed, shall be regarded as good cause for discharge.

Section 3. DISQUALIFICATION

Always subject to all applicable state and federal non-discrimination laws, rules and regulations, the Chief may refuse to examine an applicant or, after examination, refuse to certify the applicant as eligible:

- (a) **Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.**
- (b) **Who is physically unable to perform the duties of the position to which he or she seeks appointment as to be determined by agility and/or physical tests or examinations.**
- (c) **Who has been convicted of a felony or who has been found by a court of law to be guilty of or has pled guilty to a felony.**
- (d) **Who has been dismissed from any public service for good cause.**
- (e) **Who has attempted to practice any deception or fraud in his or her application.**

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Deleted: Always subject to all applicable state and federal non-discrimination laws, rules and regulations, the Commission may refuse to examine an applicant or, after examination, to certify the applicant as eligible:¶

- (a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.¶
- (b) Who is physically unable to perform the duties of the position to which he or she seeks appointment as to be determined by agility and/or physical tests or examinations.¶
- (c) Who uses or has used narcotics or intoxicating beverages to excess.¶
- (d) Who has been convicted of a felony or who has been found by a court of law to be guilty of or has pled guilty to a felony.¶
- (e) Who has been convicted of any misdemeanor involving moral turpitude. (See Appendix A for list.)¶
- (f) Who has been dismissed from any public service for good cause.¶
- (g) Who has attempted to practice any deception or fraud in his or her application.¶
- (h) Who may be found disqualified in personal qualifications or health or physical qualifications as determined by cursory testing.¶
- (i) Whose character and employment references are unsatisfactory.¶
- (j) Who does not possess a high school education or its equivalent.¶
- (k) Who has received less than an honorable discharge from any branch of the Armed Forces of the United States of America.¶

¶ Any applicant disqualified under (c), (d), (e), (f), (i) (j), and/or (k) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated hereinbelow.¶

¶ Any applicant shall be notified by the Board of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to be heard for good cause. The Board shall require proof of rehabilitation by the applicant beyond a reasonable doubt in cases where (d) above is involved or where in (k) a dishonorable discharge is involved. In all other cases where (c), (e), (f), (i) or (j) is in question, the applicant shall be required to prove rehabilitation by a preponderance of the evidence.¶

- (f) Who does not possess a high school education or its equivalent.
- (g) Who has received less than an honorable discharge from any branch of the Armed Forces of the United States of America.
- (h) Who has been convicted of Driving Under the Influence within five (5) years prior to the deadline to submit an application.

An individualized assessment may be conducted prior to a disqualification related to criminal conduct to ensure the exclusion is job related and consistent with business necessity. Any applicant disqualified under (c), (d), (g) and/or (h) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated hereinbelow.

Any applicant shall be notified by the Human Resources Office on behalf of the Chief of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to be heard for good cause in front of the Board. The Board shall require proof of rehabilitation by the applicant beyond a reasonable doubt in cases where (c) or (g) above is involved. In all other cases where (d) and/or (h) are involved, the applicant shall be required to prove rehabilitation by a preponderance of the evidence.

A list of disqualified applicants under this section shall be provided to the Board with an explanation as to why disqualification occurred immediately upon disqualification.

Always subject to all applicable state and federal non-discrimination laws, rules and regulations, only the Commission may refuse to examine an applicant or, after examination, refuse to certify the applicant as eligible:

- (i) Who uses or has used narcotics or intoxicating beverages to excess.
- (j) Who has been convicted of any misdemeanor involving moral turpitude, excluding a conviction of Driving Under the Influence within five years prior to the deadline to submit an application. (See Appendix A for list.)
- (k) Who may be found disqualified in personal qualifications or health or physical qualifications as determined by cursory testing.
- (l) Whose character and employment references are unsatisfactory.

An individualized assessment may be conducted prior to a disqualification related to criminal conduct to ensure the exclusion is job related and consistent with business necessity. Any applicant disqualified under (i), (j) and/or (l) of this Section shall have an opportunity to establish to the Board that he/she has been rehabilitated upon request as stated hereinbelow.

Any applicant shall be notified by the Board of such disqualification and, upon written request made by the applicant within five days after receipt of such notice, shall be given the opportunity to be heard for good cause. In all cases where (i), (j), or (l) is in question, the applicant shall be required to

prove rehabilitation by a preponderance of the evidence.

Section 4. INCOMPLETE APPLICATIONS

If the application is returned incomplete, the applicant will be disqualified.

Section 5. PHYSICAL AND MEDICAL EXAMINATIONS

After an offer of employment is made, applicants for original appointment shall be required to submit to a physical and medical examination by a licensed physician of the City's choice, and a psychological examination performed by a licensed psychologist or psychiatrist selected by the Board.

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Applicants must have vision correctable to 20/20.

Section 6. AGE REQUIREMENTS

Applicants for the Fire Department must be at least 20 years of age, but shall not be appointed until said applicant reaches 21 years of age. All applicants must be under **35** years of age, except as otherwise provided below:

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(a) If a person is placed on an eligibility list and becomes over-age before being appointed, the person remains eligible for appointment until the list is abolished.

(b) If a person was previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district.

(c) If a person has served a municipality as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for the five (5) years immediately preceding the time that the municipality begins to use full-time firefighters to provide all or part of its fire protection service.

Proof of birth date will be required before appointment.

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Section 7. NOTICE OF ACCEPTANCE

The **Human Resources** Office will notify all applicants whose applications have been accepted by the Board to be present for subsequent examinations.

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CHAPTER VI - EXAMINATIONS FOR ORIGINAL APPOINTMENT - FIRE

Section 1. PREREQUISITE FOR APPOINTMENT ELIGIBILITY

Applicants for the position of Firefighter/Paramedic must have obtained their Illinois EMT-P certification or must be a pre-hospital RN **prior to an offer of employment being made,**

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Section 2. TIME OF EXAMINATIONS

Examinations for original appointment to the Fire Department shall be held **every other** year upon the dates fixed by the Board and advertised in the local paper in accordance with state law.

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The Board reserves the right to schedule examinations for original appointment at such times as in the Board's opinion are needed.

Any examination or other scheduled examination may be postponed, however, by order of the Board, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

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Section 3. NOTICE OF EXAMINATIONS

A call for such examination shall be published by the **Human Resources** Office in accordance with the City's Equal Employment Opportunity Policy and shall include a statement of the following:

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(a) The time and place where the first phase of the examination will be held.

(b) A statement of the nature and types of examination required.

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(c) A statement that applications will be accepted for at least a two (2) week period, which shall terminate at least three (3) days before the date set for the first phase of the examination.

(d) A statement that an eligibility list shall be prepared and posted by the Board at City Hall and at **Fire Central Station** within sixty (60) days from completion of the last phase of the examination and shall be sent to each applicant participating in the last phase of the examination.

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(e) A statement that an eligibility list shall not be valid for a period greater than two (2) years.

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Section 4. TYPES OF EXAMINATIONS

There shall be three types of examinations: physical **ability**, written and oral. The subject matter of these examinations shall be such as will fairly test the capacity of the applicant to discharge the duties of the position for which the applicant seeks appointment.

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Section 5. PHYSICAL ABILITY TEST

All applicants shall submit themselves to a bonafide, valid and job-related physical **ability** test in accordance **with 65 ILCS 5/10-2.1-6.3 and as outlined in the initial application. Each applicant must submit to the examiner at the time of the physical ability test a valid driver's license for the purpose of verifying the applicant's identity.** Applicants reporting after the posted starting time will not be allowed to participate.

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Applicants shall be graded on the basis of pass-fail.

Section 6. WRITTEN EXAMINATIONS

Only **applicants** who have passed the **physical ability test** will be permitted to participate in the written examination. **Each applicant must submit to the examiner at the time of the written examination a valid driver's license for the purpose of verifying the applicant's identity. Applicants reporting after the posted starting time will not be allowed to participate.**

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Applicants shall submit themselves to a valid and job-related written examination as adopted by the Board.

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The written examination shall be scored on a basis of 100% maximum score. Applicants not receiving a score that is at or above the median score for all applicants participating in the written examination shall have failed. An applicant who is the knowing recipient of test information in advance of the written examination shall be disqualified from the examination or discharged from the position to which he or she was appointed, as applicable, and otherwise subjected to disciplinary actions.

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A preliminary eligibility register shall be posted and applicants who have passed the physical ability test and written examination will be placed on the preliminary eligibility register in order of their relative excellence.

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The final eligibility register shall contain twenty-five (25) applicants. The top twenty-five (25) applicants who have passed the written examination will be permitted to participate in the first round of oral interviews. If an eligibility register of twenty-five (25) applicants is not achieved after the first round of interviews, subsequent rounds of interviews may be conducted based on the written examination scores of the remaining eligible applicants until an eligibility register of twenty-five (25) is achieved. The number of applicants interviewed in subsequent rounds shall be at the discretion of the commissioners based upon the remaining available slots after each successive round on the Eligibility Register, but shall not exceed twenty-five (25) applicants per round.¶

Section 7. ORAL INTERVIEW

Only those with a score **that is at or above the median score for all applicants participating in the written examination** will be eligible to participate in an oral interview.

The interview panel shall interview prospective candidates and shall be comprised of at least the following: at least two **(2)** commissioners, the **Fire Chief** or **the Chief's** designee, one (1) **battalion** chief, one (1) fire captain, and a representative from the City **Human Resources** Office. Individual panel members included must participate in all interviews for the particular position, except that a panelist will be excused if faced with an emergency situation that would create an undue hardship.

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Questions shall be asked of the applicant that will enable the interview panel to evaluate and grade the applicant's ability to perform the core duties of the position. Each applicant shall be asked the same set of questions all of which shall comply with Equal Employment Opportunity Commission/Illinois Department of Human Rights guidelines.

Each member of the interview panel will then grade the applicant using a 100-point scale. The applicant's grade will be the average of the combined grades.

Within 60 days after the oral interviews are completed, an initial eligibility register shall be posted by the Board. The initial eligibility register shall rank candidates in the order of their relative excellence based on the highest to the lowest total points scored on the written examination and oral interview.

Section 8. **PREFERENCE POINTS**

Applicants who successfully complete the physical ability test, written exam and oral interview may claim preference points as outlined below:

(a) **Veteran preference.** Applicants who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service, shall be preferred for appointment to and employment with the Fire Department. Applicants claiming veteran preference will receive five (5) points to be added to their final grade.

(b) **Educational preference.** Applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university shall be preferred for appointment to and employment with the Fire Department. Applicants will receive points to be added to their final grade as outlined below:

Associate's degree in fire service or emergency medical services	1 point
Bachelor's degree	2 points

No candidate shall receive more than two (2) points for educational preference.

(c) **Paramedic preference.** Applicants who have obtained certification as an Emergency Medical Technician-Paramedic (EMT-P) shall be preferred for appointment to and employment with the Fire Department. Applicants claiming paramedic preference will receive 1 point to be added to their final grade.

(d) **Experience preference.** Applicants employed by a municipality who have been paid-on-call or part-time certified Firefighter II, State of Illinois or

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 Preferential consideration will be given by the evaluators in scoring for the oral interviews for firefighter candidates with certification as a firefighter I or II, ACLS, BCLS, PALS, NALS, or other relevant certifications. Each certification will be worth one-half point, to be added to the total score of each evaluator.¶

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Deleted: Applicants must receive a score of at least 70%. Applicants who do not receive at least 70% are automatically eliminated from all further consideration and will be so notified.

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 EMT-B 3 points¶
 EMT-I 4 points¶
 Relevant AA/AS degree or EMT-P/Pre-hospital RN 5 points¶
 Relevant BA/BS degree 10 points¶
 MA/MS degree 15 points¶

nationally licensed EMT-B or EMT-I, or any combination of those capacities shall be awarded 0.5 points for each year of successful service in one or more of those capacities, up to a maximum of 1 point. Certified Firefighter III and State of Illinois or nationally licensed paramedics shall be awarded 1 point per year up to a maximum of 2 points. Applicants from outside the municipality who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least 2 years shall be awarded 5 experience preference points.

Upon request by the commission, the governing body of the municipality or in the case of applicants from outside the municipality the governing body of any fire protection district or any other municipality shall certify to the commission, within 10 days after the request, the number of years of successful paid-on-call, part-time, or full-time service of any person. A candidate may not receive the full amount of preference points under this subsection if the amount of points awarded would place the candidate before a veteran on the eligibility list. If more than one candidate receiving experience preference points is prevented from receiving all of their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order based on the totals received if all points under this subsection were to be awarded. Any remaining ties on the list shall be determined by lot.

(e) Upon the furnishing of verifiable evidence and proof of qualifying preference credit, preference points will be added to each candidate's final grade after the physical ability test, written examination and oral interview. Candidates who are eligible for preference credit shall make a claim in writing to the Human Resources Office within 10 days after the posting of the initial eligibility list, or the claim shall be deemed waived.

Section 9, GRADING OF EXAMINATIONS

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All grades are based on a maximum weighted grade of 100%.

<u>Examination</u>	<u>Grade</u>
Physical Ability Test	Pass or Fail
Written Examination	50% (weight) x (raw score / total available x 100)
Oral Interview	50% (weight) x (raw score / total available x 100)

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Section 10, ELIGIBILITY REGISTERS

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The Commissioners will approve **three (3) eligibility registers, as outlined below:**

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(a) Preliminary eligibility register. An applicant shall be placed on this list based on his or her passage of the physical ability component and his or

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her score on the written examination.

(b) Initial eligibility register. An applicant's position on this list shall be determined by the following: (i) the applicant successfully passing the physical ability component, (ii) the applicant's score on the written examination, and (iii) the applicant's results on the oral interview. The Commission shall post an initial eligibility register within 60 days of the oral interviews.

(c) Final eligibility register. Applicants shall be ranked on the final eligibility register in the order of their relative excellence based on the highest to the lowest total points scored on the written examination, oral interview and preference points.

A dated copy of the final eligibility register shall be sent to each person appearing thereon, and shall be posted at City Hall and Fire Central Station. This copy shall include the date of expiration of the register two (2) years hence.

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The Commission may approve the Eligibility Register after each round of oral interviews if necessary.¶
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Section 11. REFERENCE CHECKS.

At the time of a vacancy, candidates who are ranked in the top 5% of the final eligibility register or the top 5 highest ranked candidates on the final eligibility register if the number of people who have a ranking in the top 5% of the eligibility register is less than 5 people shall have a reference check, a credit history check and a criminal history record check. The result of said checks shall be reviewed by the Board to determine if the applicant has a sound reputation, a satisfactory work record, a credit history with no pattern of avoiding just debts, and no criminal record involving felonies, or misdemeanors of moral turpitude. The Board may disqualify an applicant on the basis of these checks, in accordance with applicable federal and state laws.

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Section 12. PROFESSIONAL EXAMINATIONS AND TESTS

Appointment from the final eligibility register is subject to the applicant passing a thorough medical examination including drug screen by a licensed physician of the City's choice; appointment is further subject to the applicant passing, with a rating of "recommended" or better, a bonafide, valid and job-related psychological examination performed by a licensed psychologist or psychiatrist of the City's choice, both of which are conducted after an offer of employment is made. If more than one (1) year has elapsed from the date of testing for physical ability, appointment is also subject to the applicant repassing the valid and job-related physical ability test administered pursuant to Section 5 of this Chapter.

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Section 13. FINALITY

All results, documents, tests, grade sheets, and other examination pages shall be, and become, the property of the Board and the grading thereof by the Board shall be final and conclusive.

Section 14. PROBATIONARY APPOINTMENT

The Board shall appoint to a vacant firefighter/paramedic position the person with the highest ranking on the final eligibility register, provided, said candidate has met all requirements previously listed. If the Board has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Board believes an alternate candidate would better serve the needs of the department, then the Board has the right to pass over the highest ranked person and appoint either: (i) any person who has a ranking in the top 5% of the final eligibility register or (ii) any person who is among the top 5 highest ranked persons on the final eligibility register if the number of people who have a ranking in the top 5% of the final eligibility register is less than 5 people.

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Original appointments to the Fire Department shall be for probationary period of not less than one year. Firefighters must obtain certification by the State of Illinois as a Firefighter II; continue to maintain a valid certification by the State of Illinois as a paramedic or be a pre-hospital RN; and possess a Class A, B, or C, Illinois driver's license, or equivalent, within the one year probationary period.

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Deleted: Any candidate whose name appears on the Eligibility Register may decline appointment. The Board, unless good cause is shown, shall strike from the Register the name of such candidate.

Any candidate may pass on an appointment once without losing his or her position on the final eligibility register. Any candidate who passes a second time may be removed from the final eligibility register by the Board provided that such action shall not prejudice a person's opportunities to participate in future examinations, including an examination held during the time a candidate is already on the final eligibility register.

Regular appointments shall be made by the Board after receiving the recommendation of the Chief. Such recommendation shall be forwarded to the Commission at least one month prior to the one year anniversary date of the original appointment. The Chief shall provide the probationary firefighter/paramedic notice of said recommendation within five (5) days after providing said recommendation to the Board. Said notice shall state whether the recommendation is to retain or dismiss the probationary firefighter/paramedic and the reasons therefore. The Commission shall act on said recommendation prior to the end of the probationary firefighter/paramedic's probationary period.

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Section 15. PROBATIONARY DISCHARGE

The Chief of the department may discharge probationary firefighter/paramedics by providing the Board and the probationary firefighter/paramedic a notice in writing setting forth the reasons therefore. The Board may approve or disapprove said discharge without hearing; however, if the reason for discharge involves the commission of a crime or any other reason which at common law gives rise to a property interest, the Board shall provide a hearing prior to discharge. In no case shall a probationary firefighter/paramedic's discharge be effective until the Chief and the probationary firefighter/paramedic have received, in writing, from the Board, a notice that the Board has approved such discharge.

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Section 16. CERTIFICATION

| Final certification of probationary firefighter/**paramedics** shall be subject to successful completion of the Certified Firefighter Basic Training Course as prescribed by the Illinois Fire Protection Personnel Standard and Education Commission, the Emergency Medical Technician Course and certification as a paramedic by the State of Illinois within the prescribed probationary period. Inability to complete these courses successfully shall be grounds for dismissal.

CHAPTER VII - PROMOTIONS - FIRE

Section 1. GENERAL

The Board provides for promotion in the Fire Department on the basis of those who exhibit the greatest potential qualities of leadership. Vacancies within the Fire Department for the ranks of Lieutenant and Captain shall be filled in accordance with Article XL of the Labor Agreement between the City of Moline, Illinois and The International Association of Firefighters, Local #581 (hereinafter "labor agreement"). Said article is incorporated herein and made a part hereof by this reference thereto. The rank of Battalion Chief shall be made from permanently promoted Lieutenants and promoted Captains. Employees currently in the positions of Training Officer and Fire Inspector (Fire Marshal) will be eligible to apply for the rank of Battalion Chief provided they have been permanently promoted to the rank of Fire Captain or Fire Lieutenant. The rank of Deputy Chief is open to Battalion Chiefs and Captains; however, if there are no qualified candidates, the position will be opened to the next lower rank.

Section 2. APPLICATIONS

Any eligible Fire Department employee desiring to submit to the promotional examination shall file an application with the Human Resources Office on the form provided by the Board upon notice of pending promotional process. All applications will be forwarded to the Board.

Section 3. TYPES OF EXAMINATIONS

- (a) The promotional process for the ranks of Lieutenant and Captain shall be conducted in accordance with the labor agreement.
- (b) The promotional process for the rank of Battalion Chief or the rank of Deputy Chief will consist of an assessment center and oral interview. Testing will be conducted at the time a vacancy is to be filled.

1. The assessment center may consist of at least three (3) and up to six (6) individuals trained in the assessment center technique to conduct the assessment of the applicants for promotion to the rank of Battalion Chief or the rank of Deputy Chief. No more than one (1) assessor from any one department will participate in the assessment process. Maximum score is 100%. Applicants not receiving a score of at least 70% on the assessment shall not continue in the promotional process.

2. Oral interview is the next phase of testing. The interview panel shall consist of at least two (2) commissioners, the Chief, and two (2) chiefs from outside the department. A member of the Human Resources Office will also participate in the interview process as a non-rating member and will act as moderator and coordinator. Maximum score is 100%.

3. The final promotional score will be determined as follows:

Assessment Center	50%
Oral Interview	50%

Section 4. ELIGIBILITY REGISTER

- (a) The Board will approve an Eligibility Register based upon the final score obtained by candidates.
- (b) The Eligibility Register shall certify candidates in the order of excellence based upon their final scores.
- (c) A dated copy of the Eligibility Register shall be sent to each person appearing thereon, and posted. These copies shall include the date of expiration of the register (as specified in the labor agreement for the ranks of Lieutenant and Captain; two (2) years for the rank of Deputy Chief and Battalion Chief).
- (d) Promotional appointment from the register shall be as follows:

Ranks of Lieutenant and Captain: In accordance with the labor agreement.

Rank of Battalion Chief or Deputy Chief: Following a review of the past three (3) annual performance evaluations, the Chief shall make a recommendation to the Board from the top three (3) candidates on the ~~D~~eputy ~~C~~hief eligibility register.

- (e) The Board may elect to provide for a new examination for the rank of ~~D~~eputy ~~C~~hief before a Register has expired.

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Section 5. PROBATIONARY APPOINTMENT

All promotions shall be for a probationary period of six months from the original date of promotion.

Regular promotions shall be made by the Board from the Eligibility Registers resulting from the promotional process.