RULES AND REGULATIONS

FOR ORIGINAL FULL-TIME FIRE DEPARTMENT APPOINTMENTS

BOARD OF POLICE AND FIRE COMMISSIONERS

VILLAGE OF PEORIA HEIGHTS

STATE OF ILLINOIS

ADOPTED: March 6, 2024

TABLE OF CONTENTS

CHAPTER I - ADMINISTRATION 1

SECTION 1 – SOURCE 1

SECTION 2 – DEFINITIONS 1

SECTION 3 – OFFICERS OF BOARD AND THEIR DUTIES 1

SECTION 4 – MEETINGS 1

SECTION 5 – QUORUM 2

SECTION 6 – ORDER OF BUSINESS 2

SECTION 7 – PROCEDURE 2

SECTION 8 – AMENDMENTS 3

SECTION 9 – ANNUAL REPORT AND BUDGET REQUEST 3

CHAPTER II - EMPLOYMENT REQUIREMENTS 4

SECTION 1 – RESIDENCE 4

SECTION 2 – APPLICATION 4

SECTION 3 – DISQUALIFICATION 4

SECTION 4 – DEFECTIVE APPLICATIONS 5

SECTION 5 – REQUIREMENTS 5

SECTION 6 – NOTICE OF ACCEPTANCE 5

SECTION 7 – RELEASE OF LIABILITY 5

CHAPTER III - ORIGINAL APPOINTMENT EXAMINATIONS – FIRE 6

SECTION 1 - NOTICE OF EXAMINATIONS 6

SECTION 2 - EXAMINATIONS 6

SECTION 3 - TYPE OF EXAMINATIONS 6

SECTION 4 – FIRE ENTRY LEVEL EXAMINATIONS… 6

RULES AND REGULATIONS OF THE
BOARD OF POLICE AND FIRE COMMISSIONERS OF THE
VILLAGE OF PEORIA HEIGHTS
STATE OF ILLINOIS

As adopted by the Board of Police and Fire Commissioners of the Village of Peoria Heights, Illinois, effective March 6, 2024.

CHAPTER I – ADMINISTRATION

SECTION 1 - SOURCE OF AUTHORITY

The Board of Police and Fire Commissioners of the Village of Peoria Heights, Illinois derives its power and authority from an Act of the General Assembly entitled, "Division 2.1 Board of Police and Fire Commissioners", of Chapter 65 of the Illinois Compiled Statutes.

SECTION 2 – DEFINITIONS

The word "Commission" and/or "Board" wherever used shall mean the Board of Police and Fire Commissioners of the Village of Peoria Heights, Illinois. The word "Officer" shall mean any person holding a permanent office in the Police or Fire Department of the Village of Peoria Heights, Illinois. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

SECTION 3 - OFFICERS OF BOARD AND THEIR DUTIES

The Board shall annually, at its first meeting after April 30th each year, elect a Chairman and a Secretary. They shall hold office until the end of the fiscal year of the municipality and until their successors are 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 in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board.

SECTION 4 – MEETINGS

A. Regular meetings shall be held bi- monthly, notice shall be posted and meetings shall be open to the public.

B. Special meetings shall be open, notice thereof to be posted forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board and signed either by the Chairman of the Board or any two members thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings, and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meeting unless by unanimous consent of the Board.

C. During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Board for the purpose of discussing personnel. Closed sessions may be limited to Board members and such invited persons as the Board may deem necessary. The secretary will record the motion to close the meeting, record the roll call vote of the members on said motion and keep

minutes of the closed session. An audio or video record of each closed session will be maintained by the Secretary of the Board and, after a minimum of 18 months, shall be disposed of in accordance with the provisions of the Open Meetings Act.

D. Public notice of any regularly scheduled or special meeting shall be held in accordance with the Open Meetings Act, Illinois Compiled Statutes, Chapter 5, 120/1-120/5.

E. If a member is unable to be physically present at a meeting of the Board, whether it be for health related reasons, the need to conduct personal business or the business of the Board, or due to a personal or family emergency, that member may attend and participate at a Board meeting by telephonic or other electronic means provided that a quorum of the Board's members are physically present at the meeting and vote to approve the attendance of the missing member(s) by way of telephonic or other electronic means. The minutes of the meeting shall reflect, by name, those members of the Board who are physically present as well as those attending by telephonic or other electronic means. Notice that a board member will be in attendance and participating at a Board meeting, not in person but electronically, shall be provided to the Board's recording secretary or the municipal clerk at least 48 hours prior to the scheduled meeting unless advance notice is impractical.

F. The agenda for a "Regular Meeting" shall allow for an "Open Forum" to permit individuals to appear before and address their concerns to the members of the Commission. The Commission may limit those individuals appearing during the open forum to a presentation not to exceed three (3) minutes and may require an individual to be seated if the individual addresses those present in a disrespectful or discourteous manner or the subject matter being presented is not relevant to the duties and responsibilities of the Police and Fire Commission.

SECTION – QUORUM

A majority of the 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:

A. Call to Order
B. Roll Call
C. Public Forum (Citizen Comments)
D. Approval of Minutes
E. Correspondence
F. Old Business
G. New Business
H. Executive (Closed) Session
I. Adjournment

SECTION 7 – PROCEDURE

The parliamentary procedure prescribed in Robert's "Rules of Order" shall be followed as far as applicable.

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 Village. The notice shall specify the date, not less than 10 days subsequent to the date of such publication, when rules shall go into effect.

SECTION 9 – ANNUAL REPORT AND BUDGET REQUEST

The Board shall submit an Annual Report of its activities as required by §5/10-2.1-19 of the Board of Police and Fire Commissioners Act, and a Budget Request for the ensuing year, as required by local ordinance and the aforementioned §5/10-2.1-19.

CHAPTER II – EMPLOYMENT REQUIREMENTS

SECTION 1 – RESIDENCE

Applicants for examination must be citizens of the United States.

SECTION 2 – APPLICATION

Applications are online and must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant.

The applicant shall furnish with the application a copy of Military Service Records, Discharge Papers, Social Security Card, Birth Certificate, High School Diploma or G.E.D. Certificate, a copy of College or University Degree and, if requested, a copy of a certified transcript of course work from an accredited College or University.

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 touching the same, shall be regarded as good cause for exclusion from the examination.

SECTION 3 – DISQUALIFICATION

The Board may refuse to examine an applicant or, after examination, to certify him or her 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.

C. Who is addicted to illegal drugs.

D. Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in §5/10-2.1-6 of the Board of Police and Fire Commissioners Act.

E. Who has attempted to practice any deception or fraud in his or her application.

F. Who may be found disqualified in personal qualifications or health.

G. Whose character and employment references are unsatisfactory.

H. Who is not eligible for employment under the Village of Peoria Heights's personnel rules.

Any applicant, or eligible, deemed disqualified hereunder, shall be notified by the Board.

SECTION 4 – DEFECTIVE APPLICATIONS

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

SECTION 5 - REQUIREMENTS

a. Age: Applicants shall be under 35 years of age, at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Police and Fire Commissioner's Act. Applicants must be at least 20 years of age to test and 21 years of age at the time of appointment. If a candidate has not obtained the age of 21, that candidate can be passed and retain that position on the eligibility list. Proof of birth date will be required at time of application.

b. Driver's License: A candidate for an original position, in addition to any other requirement, shall be able to safely and competently operate a motor vehicle and be properly licensed to do so.

Education:

1. Fire: High School Diploma or G.E.D. is required.

2. If the application for examination for a position requires special qualifications, the Commission may require evidence of special training or practical experience.

SECTION 6 – NOTICE OF ACCEPTANCE

The Secretary will notify all applicants whose applications have been accepted by the Board to be present for orientation and subsequent examination.

SECTION 7 – RELEASE OF LIABILITY

All applicants shall execute and deliver to the Board a release of all liability as the result of taking a "Physical Aptitude Test" in favor of the Village of Peoria Heights on a form to be prescribed by the Board.

CHAPTER III – ORIGINAL APPOINTMENT EXAMINATIONS - FIRE

SECTION 1 – NOTICE OF EXAMINATION

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with the Statutes of the State of Illinois. Examinations may be postponed, however, by order of the Commission, 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.

SECTION 2 – EXAMINATIONS

The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the minutes of the Board and shall include a statement of:

A. The time and place where such examination will be held.

B. The date by which applications must be returned to the Board.

C. The position to be filled from the resulting eligibility list.

SECTION 3 – TYPE OF EXAMINATIONS'

Applicants must attend the orientation program sponsored by the Board. In addition, applicants may be required to participate in a physical aptitude test, written and oral examinations as determined by the Board and as more particularly set forth below. No examination shall contain questions regarding applicant's political or religious opinions or affiliations.

SECTION 4 – FIRE ENTRY LEVEL EXAMINATIONS

A. MINIMUM GRADE: The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation. Each weighted component of the examination process shall be based upon a scale of 1 to 100. The Board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.

Examinations	% of Total Grade	Minimum Passing
Orientation	--	Attendance Mandatory
Physical Aptitude Test	--	**
Written Test	60%	*
Oral Test (Interview)	40%	*

Background Investigation	--	Pass or Fail
Polygraph Test	--	Pass or Fail
Psychological Examination	--	Pass or Fail***
Medical Examination	--	Pass or Fail

*To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.

** Test may be given for demonstration purposes or on a pass/fail basis. Certification that a firefighter candidate has successfully, within the twelve months immediately preceding the conduct of the written test, passed the Candidate Physical Ability Test (CPAT) with ladder climb, as licensed and approved by the International Fire Chief's Association and the International Association of Fire Fighters, satisfies the candidate's obligation to complete the physical aptitude test component of this screening process.

*** If a Candidate fails the Psychological Examination, the Candidate may repeat the examination with another Village approved psychologist at the Candidate's sole cost and expense, and the Board will accept the determination of the second psychologist.

A. PHYSICAL APTITUTE TEST: All applicants shall be required to submit themselves to a physical aptitude test. Only candidates who have passed the physical aptitude test or can provide current CPAT certification will be permitted to participate in the written examination. All fire applicants are required to pass the ladder climb portion of the test or have obtained the Ladder Climb Certification.

B. WRITTEN EXAMINATIONS: Information as to the type of written examination employed by the Board will be provided as part of the orientation program. All examination papers shall be and remain the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates who fail to achieve a passing grade will be notified and eliminated from all further consideration.

C. PRELIMINARY ELIGIBILITY LIST: The Commissioners will prepare a Preliminary Eligibility Register of the Candidates who have attended the orientation, presented proof of current CPAT Plus certification and/or Ladder Certification, and passed the written test. Candidates shall be placed on the Preliminary Eligibility List. Applicants whose names appear upon the Preliminary Eligibility Register shall be subject to an oral interview.

D. ORAL EXAMINATION: All Commissioners and the Fire Chief shall participate in the oral examination except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his/her attendance. In no event shall less than a majority of the Commissioners conduct the oral. Questions shall be asked of the Candidate that will enable the Commissioners to properly evaluate and grade the candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each oral examination the Commissioners will discuss the candidate's abilities using the traits listed above. Candidates who fail to successfully complete the oral examination will be notified and eliminated from all further consideration. Notwithstanding anything to the contrary herein, the Board, at its discretion may provide for the oral examination to be conducted by an outside testing agency or testing vendor.

E. INITIAL ELIGIBILITY LIST**:** The names of the applicants shall be placed upon the Initial Eligibility Register in rank order, highest first. All scored examinations shall be based upon a scale of 1 to 100. Rank order shall be based upon the applicant's total cumulative score which shall be calculated as follows:

1. Original written test score multiplied by 60%; and,

2. Oral interview score multiplied by 40%.

F. FINAL ELIGIBILITY LIST:

1. Within ten (10) days after the posting of the Initial Eligibility Register, applicants, whose names appear thereon, shall make a claim for preference points. Failure to timely make a claim for preference points shall constitute a waiver thereof. Preference points shall be awarded as follows:

a. Military Preference – 5 points. Awarded to applicants who have served a minimum of 12 months on active duty in the service of the U.S. Military and who have either been honorably discharged or, in lieu of an honorable discharge, are still serving in an active or inactive reserve status.

b. Education Preference – None.

c. EMT Preference – None.

d. Residency Points – None

e. Additional Points – 5 points. Preference points will be awarded to applicants who present, at the time of application, proof of valid certifications by the Office of the Illinois State Fire Marshall in Basic Operations Firefighter, Advanced Technician Firefighter, Fire Apparatus Engineer, Hazardous Materials Technician (or higher), Vehicle Machinery Operations (or higher), any or all of the Technical Rescue Disciplines, Fire/Arson Investigations, Fire Inspector 1 (or higher), Fire Office I (or higher), Fire Instructor I (or higher). A point value of 0.5 points will be awarded per certification up to a maximum of ten (10) certifications or a maximum of 5 points. Department of Defense or out of state certifications that meet the NFPA 1001 standards for Firefighter I or Firefighter II will be accepted..

f. Fire Cadet Training – none.

g. Experience Points – 5. All persons employed by a municipality who have been paid-on-call or part-time certified Basic Operations Firefighter, State of Illinois or nationally licensed EMT, EMT-I, A-EMT, or any combination thereof, shall be awarded 0.5 points for each year of successful service in one or more of those capacities up to a maximum of 5 points. Advanced Technician Firefighter and

State of Illinois or nationally licensed paramedics shall be awarded one point per year up to a maximum of 5 points. Applicants from outside the municipality who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality will be awarded one preference point for each year of such service up to a maximum of 5 experience preference points. In no event shall an applicant receive more than an aggregate total of 5 experience 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 other municipality, shall certify to the commission, within ten (10) days after the request, the number of years of successful paid-on-call, part-time, or full-time service of any applicant.

2. Applicants shall be appointed from the Final Eligibility Register in descending order. Notwithstanding anything to the contrary contained herein, the Commission, at its discretion, may bypass a higher ranking candidate and appoint a lower ranking candidate if, in the Commission's opinion, the lower ranking candidate is more qualified for the position and that candidate's name appears within the top 5% of the names remaining on the list or, if there is less than 100 names remaining on the list, the applicant's name is within the top 5 names remaining on the list.

3. Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing a background investigation, a psychological examination, and a medical examination (including a test to screen for the use of drugs and/or narcotics). The psychological and medical examinations will only be conducted after a conditional offer of employment has been extended.

4. In the event a Final Eligibility Register is exhausted prior to the expiration of the Initial Eligibility Register, the Board may establish another Final Eligibility Register in accordance with the procedure outlined above. Names will be stricken from the Final Eligibility List and the Initial Eligibility List after the names have appeared on the original Initial Eligibility List in excess of two years.

G. INTENTIONALLY DELETED.

H. PROBATIONARY APPOINTMENT:

1. All original appointments to the Fire Department shall be for a probationary period of twelve (12) months. The probationary period of a newly appointed firefighter will commence when the firefighter first reports for work with the Fire Department. A probationary period may be tolled for those periods of time a probationary employee is unable or unavailable to perform the assigned duties due to injury or illness (whether or not job- related) if such periods of absence exceed 30 days.

2. Any person whose name appears on the Final Eligibility Register may accept,

decline, or opt to pass appointment. It shall be the option of the Board, should a candidate choose to pass appointment a second time, to strike from or maintain upon the register the name of such candidate without otherwise altering the candidate's original position on the Final Eligibility Register.

3. Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time fire fighters by statute or these rules.

I. CERTIFICATION: Final certification of probationary fire fighters shall be subject to successful completion of the Certified Fire Fighter Basic Training Course as prescribed by the Illinois Fire Protection Personnel Standards and Education Board and licensure as an EMT within the prescribed probationary period.

BOARD OF POLICE AND FIRE COMMISSIONERS – VILLAGE OF PEORIA HEIGHTS, ILLINOIS

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NICHOLAS MC CUMBER

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JEFF SHIELDS

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GREGORY WALTERS

_____
DUSTIN SUTTON, Village Administrator
and Police Chief

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DANIEL DECKER, Fire Chief

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