



# VILLAGE OF WINNETKA

## Board of Fire & Police Commissioners

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### Special Meeting Notice

Tuesday, February 13, 2018

5:30 PM

Village Hall Conference Room

510 Green Bay Road

Winnetka, IL 60093

### AGENDA

- 1) Call to Order
- 2) Public Comment
- 3) Approval of Minutes
- 4) New Business
  - a. Set March Meeting Dates
  - b. Public Comment Rules for Advisory Bodies
- 5) Closed Session
- 6) Other Business
  - a. Conditional Offers of Employment for the Position of Firemedic
- 7) Adjournment

**VILLAGE OF WINNETKA  
BOARD OF FIRE & POLICE COMMISSIONERS  
MINUTES**

December 5, 2017

Approved: TBD

A record of a legally convened Special Meeting of the Winnetka Board of Fire & Police Commissioners, which was held in the Fire Department Conference Room (428 Green Bay Road) on Tuesday, December 5, 2017, at 5:30 p.m.

1) Call to Order. Chairperson Benson called the Special Meeting to order at 5:41 p.m.

Present: Chairperson Margaret (Meg) Benson, Commissioner Wes Baumann, Commissioner Ed Woodbury, Fire Chief Alan Berkowsky, Deputy Fire Chief John Ripka, Assistant Village Manager Megan E. Pierce, Human Resources Generalist Ann Eriksson, Benefits Coordinator Lizzy Storkman

Absent: None.

Also Present: None.

2) Public Comment and Questions. None.

3) New Business.

a) Potential Fire Department Vacancies

i) Chief Berkowsky discussed the need to fill a transitional firemedic position created in the FY2018 Budget and two potential retirements anticipated in the next year.

b) Offer of Appointment to Firefighter Candidate

i) Assistant Village Manager Pierce explained the need for the Board to certify appointments before the Village can proceed to fill a vacancy.

ii) Chief Berkowsky requested the Board to certify two candidates off of the current Firemedic Eligibility List.

iii) Chairperson Benson moved to authorize staff to make conditional offers of employment subject to successful completion of post-offer examinations and procedures for the position of Firemedic as vacancies arise to candidates in the following order: Dylan Mahoney-Muno and Philip Schroeder. The motion was seconded by Commissioner Baumann. The motion carried 3-0.

4) Adjournment: Commissioner Benson moved to adjourn the Special Meeting. Commissioner Woodbury seconded the motion. On a voice vote, Chairperson Benson declared the motion passed unanimously. The meeting adjourned at 6:02 p.m.

Respectfully submitted,

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Secretary, Board of Fire & Police Commissioners

## VILLAGE OF WINNETKA

### RULES CONCERNING PUBLIC COMMENT AND PARTICIPATION

A. AUTHORITY AND APPLICATION: These rules concerning public comment and participation ("*Rules*") apply to all public bodies in the Village ("*Public Bodies*"), except that if a Public Body adopts, or has adopted, a more specific protocol or procedure that provides additional opportunities for public comment and participation, the more specific protocol or procedure shall govern and control. The President or Chairperson of the Public Body ("*President*") may designate additional time for public comment at a meeting as provided in these Rules, subject to the approval of the Trustees or Members of the Public Body ("*Trustees*").

B. PUBLIC COMMENT AND PARTICIPATION:

1. Rules Governing Public Comment Time.

- a. The agenda of every regular and special meeting of all Public Bodies shall include a reservation of time for public comment ("*Public Comment Time*").
- b. Subject to Rule B.1.d, the President shall recognize and allow to speak any person desiring to speak during Public Comment Time.
- c. Public Comment Time is in addition to, and does not replace, the opportunity for the public to speak during any duly convened public hearing conducted by the Public Body.
- d. If a person desires to speak during Public Comment Time about a matter that is the subject of a particular agenda item at the same meeting, and public comment will be allowed during that agenda item whether by designation of the President or in the course of a duly convened public hearing, the President may require that person to speak about the matter during the agenda item instead of during Public Comment Time. If no public comment will be allowed during the particular agenda item, then the person will be allowed to speak about the matter during Public Comment Time.
- e. The total amount of time allocated for Public Comment Time at any meeting shall not exceed 30 minutes, unless determined otherwise by the President. In the event that all persons desiring to speak during the Public Comment Time are not able to do so within the time limit allowed, the President may either extend the time allocated for Public Comment Time, or allow for continuation of Public Comment Time after the completion of all other matters on the agenda, or as the Public Body may otherwise determine.
- f. No person shall speak during the Public Comment Time for more than three minutes, unless the President designates a longer or shorter time period. Generally, the longer or shorter time period

will apply to all persons participating in the Public Comment Time at the same meeting.

2. Rules Governing All Public Comment:
  - a. Each speaker should state his or her name and address in a clear manner so that it can be recorded in the minutes of the meeting. If a speaker chooses, they may decline to provide their address.
  - b. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation.
  - c. For speakers desiring to use audio or visual equipment in connection with a presentation, arrangements for such use must be made with the Village in advance of the meeting.
  - d. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments, and should refrain from repeating testimony and comments that have previously been provided to the Public Body by other individuals.
  - e. Speaker time limits may be enforced by the President.
  - f. No person should be discourteous, belligerent, threatening, disparaging, or otherwise uncivil. The President and the Public Body may limit the comments of any person who engages in this conduct. No person may continue to speak after the President has taken the floor from that person.
  - g. All questions or statements from the floor should be directed to the President and the members of the Public Body. All others may be ruled out of order.
  - h. The President shall have the right to interrupt a speaker in order to enforce these Rules or other applicable rules.
3. Interruptions and Other Disturbances: No person shall interrupt the proceedings of a Public Body or cause any other form of disturbance or disruption.
4. Enforcement: Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the President or a majority of the Trustees, or be subject to other action as deemed necessary by the President and Trustees. *[Alternative: Any person violating the standards of process and decorum set forth in these Rules will be subject to enforcement pursuant to Roberts Rules of Order].*
5. Written submissions. Any person shall have the right at any time to provide written comments to any Public Body or any other Village official by addressing those comments to: the Village of Winnetka, c/o Assistant

Village Manager, 510 Green Bay Road, Winnetka, IL 60093, and delivering the comments via any of the following methods:

- i. by personal delivery at the front desk of the Village Hall between 8:30 a.m. and 5:00 p.m. Monday through Friday;
  - ii. by mail, courier, or any similar delivery service; or
  - iii. by email to [mpierce@winnetka.org](mailto:mpierce@winnetka.org).
6. Publication. These Rules will be made available for public inspection at the front desk of the Village Hall between 8:30 a.m. and 5:00 p.m. Monday through Friday and will be posted on the Village's website, <http://www.villageofwinnetka.org>.