



DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS
MINUTES OF REGULAR MEETING
COUNCIL CHAMBERS

MARCH 14, 2022

Call to Order: 6:15 p.m.

Roll Call:

Lester: Present

Albrecht: Present

Green: Present

D. Michael Albrecht	Commissioner	David Anderson	Police Chief
Thomas Green	Commissioner	Daniel Anderson	Fire Chief
Debra Lester	Commissioner	Mark Burkland	Elrod/Friedman Atty
		Dorothy Wisniewski	Asst City Manager/Finance Director
		Becky Madison	Recording Secretary/ Director of Human Resources
		John Rice	Commander

The meeting was delayed by 15 minutes due to technical malfunctions of the microphone system.

Old Business: none.

New Business:

5. Update on the call for applications for the position of Probationary Firefighter/Paramedic and discussion on the timeline.

Commissioner Albrecht requested an update on the number of applicants that applied for the position of Probationary Firefighter/Paramedic. Fire Chief Anderson stated that as of that morning, 77 individuals submitted their applications. The application period ends at 4:00 p.m., Thursday, March 17, 2022.

Commissioner Lester requested Fire Chief Anderson keep the Commissioners advised as to the applicant's paramedic status and the number of applicants eligible to sit for the examination once the information becomes available. Fire Chief Anderson agreed to send the information once it had been reviewed.

1. Approval of the December 8, 2021, Regular Meeting minutes.

Commissioner Albrecht requested that the meeting minutes be provided more timely. Director Madison stated that staff will do their best to provide the minutes in a timely manner.



Discussion pertaining to a back-up vendor for polygraph services. It was determined that the staff would follow-up with the Board should Kevin Shaughnessy be unavailable to complete the polygraphs to confirm an alternate vendor usage.

Motion to approve Regular Meeting Minutes of December 8, 2021 as presented with the amendments.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Green	Aye	Aye	Aye

Motion carried.

- Approval of the December 16, 2021, December 30, 2021, January 4, 2022, January 28, 2022, February 8, 2022, February 11, 2022, and February 17, 2022 Special Meeting minutes.

Discussion to update the draft meeting minutes of December 16, 2021, to correct the spelling on Mark Burkland’s name and change the to then in the discussion pertaining to the changes to the Rules and Regulations regarding background investigations.

Motion to approve Special Meeting Minutes of December 16, 2021, as amended.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Green	Aye	Aye	Aye

Motion carried.

Motion to approve Special Meeting Minutes of December 30, 2021, as presented with the amendments.

Motion Made by	2 nd	Albrecht	Green	Lester
Green	Lester	Aye	Aye	Aye

Motion carried.

Motion to approve Special Meeting Minutes of January 4, 2022, with the presented amendments.

Motion Made by	2 nd	Albrecht	Green	Lester
Green	Lester	Abstain	Aye	Aye

Motion carried.

Commissioner Albrecht lead a discussion pertaining to the external posting of the Firefighter/Paramedic Application period to ensure the notification was reaching a variety of candidates. Director Madison confirmed that the call for applications was posted on the website, various job posting sites, on wayfinding signage, and on all City Social Media outlets. Commissioner Lester recommended placing it on the firehouse signage if it had not already been done.



Commissioner Albrecht asked if the previous physical ability test could be re-certified. Fire Chief Anderson stated that it could, but it would be very expensive.

Commissioner Albrecht asked why we do not specifically state the appropriate types of bachelor’s degrees in the minutes. Fire Chief Anderson responded that there are specific associate’s degrees associated with EMS and fire service, but not bachelor degrees.

Discussion to update the draft meeting minutes of January 28, 2022, to correct the word “from” to “form” and the spelling of nay.

Motion to approve Special Meeting Minutes of January 28, 2022, as amended.

Motion Made by	2 nd	Albrecht	Green	Lester
Green	Lester	Aye	Aye	Aye

Motion carried.

Discussion to update the draft meeting minutes of February 8, 2022, to correct the spelling of Albrecht and the spelling of nay in multiple locations.

Motion to approve Special Meeting Minutes of February 8, 2022 as amended.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Green	Aye	Aye	Aye

Motion carried.

Motion to approve Special Meeting Minutes of February 11, 2022.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Albrecht	Aye	Abstain	Aye

Motion carried.

Motion to approve Special Meeting Minutes of February 17, 2022.

Motion Made by	2 nd	Albrecht	Green	Lester
Green	Lester	Aye	Aye	Aye

Motion carried.

- Nomination and approval of the position of the Chairman of the Board of Fire and Police Commissioners in 2022.



Motion to nominate and approve Commissioner Albrecht as Chairman of the Board of Fire and Police Commissioners for 2022.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Green	Aye	Aye	Aye

Motion carried.

- Nomination and approval of the position of Secretary of the Board of Fire and Police Commissioners in 2022.

Motion to nominate and approve Commissioner Lester as Secretary of the Board of Fire and Police Commissioners for 2022.

Motion Made by	2 nd	Albrecht	Green	Lester
Albrecht	Green	Aye	Aye	Aye

Motion carried.

- Update on the call for applications for the position of Probationary Firefighter/Paramedic and discussion on the timeline.

Fire Chief Anderson went over the application and examination timeline and requested the Board convene a special meeting on April 14 or April 15 to review and approve the preliminary probationary firefighter/paramedic eligibility list. Commissioner Lester requested that the Board receive all the application information prior to the meeting, not at the meeting and the Chief confirmed that the materials will be distributed once staff get and review the materials from the testing vendor, IO Solutions. The Board agreed to set the date for a special meeting on April 14 at 9:30 a.m.

Another meeting will be set in early May to review and accept the final eligibility list. The Board asked for the opportunity to review the awarded preference points. It was decided that the next meeting date would be set at the special meeting of April 14.

- Discussion and approval of an outside background investigator to assist the Police Department with Probationary Firefighter/Paramedic background screenings.

Fire Chief Anderson stated that the intent of the memo was to address concerns that he and Police Chief Anderson had with their ability to provide the required number of staff hours from the Detective Unit to complete the background investigations for the Fire Department. Fire Chief Anderson further stated that the primary reason he recommended Gold Shield was that the City of Des Plaines had utilized their investigation services in the past and was comfortable with their work. Additionally, the amount of work completed by them would be below the purchasing threshold requiring City Council’s approval. Therefore, quotes were compiled per City Policy.



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Fire Chief Anderson further explained that since the writing of the memo, Police Chief Anderson and his team feel they now have the ability to complete all the background checks because the number of candidates they are reviewing for police candidates has been reduced. There is no need to approve an alternate vendor at this time.

It was discussed that in the future if the Board were interested in the use of an outside background check vendor, staff can write a request for proposal (RFP) document to solicit proposals that would provide detailed information from potential vendors. However, vendors do expect that actual billable work will result from being selected as a vendor. If the Board does not intend to use them regularly, the Board may find that vendors will not take the time to participate in the RFP process.

Police Chief Anderson agreed that the Police Department can manage all the Fire backgrounds at this time.

Commissioner Albrecht stated that his expectation is that they will be provided with the appropriate materials to make a decision if the agenda is asking them to make a decision. Fire Chief Anderson agreed that if the Board wanted to look at this in the future, an RFP process would serve them best, but is not recommending it at this time due to the Police Department's current availability to complete the background investigations for those on the Fire Eligibility list. No further action was required.

7. Discussion on the distribution of Certificates of Appointment.

Commissioner Lester requested an opportunity for the Board to present the Certificates of Appointment to the police officers. Police Chief Anderson stated that he would set up the presentation of the certificates with Commissioner Lester directly. Commissioner Lester requested that H.R. Director Madison produce the remaining certificates.

8. Discussion pertaining to a Police Officer Lateral Entry Process.

Commissioner Albrecht requested that Police Chief Anderson walk them through the concepts presented on the police officer lateral entry process memorandum. Police Chief Anderson provided examples of comparable community's lateral entry processes and discussed certain themes that are seen in many of them. Topics discussed pertaining to the lateral entry processes and candidates include: setting certain standards to measure candidates; state certification requirement options; prior years of service; and having an acceptable pool of candidates versus a ranked list; hiring lateral candidates versus hiring candidates from the eligibility list; the examination process of candidates; written testing options; simplicity of the process; types of candidates that apply for the lateral process; age requirements; expiration of a lateral candidate; maintaining regular contact with lateral candidate approved to be in the pool; salary upon hire; hiring incentives; required education of candidates; preference points; and physical ability testing of candidates.

The Board directed Police Chief Anderson to work with Mark Burkland to recommend changes to the Rules and Regulations of the Board of Fire and Police Commissioners that would include a Lateral Entry Program for future consideration by the Board. Police Chief Anderson stated that he would work on providing recommended language prior to the Special Meeting of the BFPC scheduled for April 14.

Public Comment:

Michael Solan, residence unknown, asked the Board if the Police Department had a self-regulatory organization. Commissioner Albrecht explained that the Board of Fire and Police Commissioners assists with the hiring and discipline of the public safety departments. Assistant City Manager Wisniewski explained that the City Council is the regulatory authority and that the City Manager oversees all employees of the City of Des Plaines including the Police Department. Mr. Solan asked how internal investigations regarding Police Department conduct are managed. Commissioner Albrecht explained how the Board of Fire and Police Commissioners manage requested discipline by the Chiefs. Mark Burkland stated that investigations are conducted based on the circumstances of the complaint and incident. Mr. Sullen asked if there was a way to initiate a complaint process on the City’s website. Police Chief Anderson explained that his email and phone number are on the City’s website and could provide his business card so that Mr. Solan could file a complaint through direct contact with him.

Executive Session

Motion to go into Executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the City under section 2(c)(1) of the Open Meetings Act and discussion and approval of closed session minutes under section 2(c)(21) of the Open Meetings Act at 8:11 p.m.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Green	Aye	Aye	Aye

Motion carried.

Back in Regular session at: 8:24 p.m.

Motion to approve candidate Alexander’s psychological evaluation report.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Green	Aye	Aye	Aye

Motion carried.

Motion to approve candidate Varela’s psychological evaluation report.

Motion Made by	2 nd	Albrecht	Green	Lester
Green	Lester	Aye	Aye	Aye

Motion carried.

Report of Commissioners:

Commissioner Albrecht lead the discussion on reviewing Fire and Police candidate interview questions in the future. Commissioner Albrecht asked if there was an issue changing candidate interview questions in the middle of the eligibility list versus waiting to change them until the start of the next eligibility list. Mark Burkland stated that they could be changed in the middle of an eligibility list if the Commissioners wanted to change them, but the Commissioners may find it difficult to evaluate candidates. Mark Burkland recommended



keeping the questions the same while evaluating those on the same eligibility list for consistency in the evaluation of the candidates.

To ensure fairness in the process, the Commissioners asked Fire Chief Anderson and Police Chief Anderson to review and develop questions and work with each Commissioner separately to review and obtain input on recommended questions.

Commissioner Albrecht requested an update on the review of the current PEP test and alternative options. Police Chief Anderson provided an update based on his review of the current and alternative vendors. Police Chief Anderson confirmed that the current PEP is reliable and validated, but does not believe the Board is currently using the test for its intended use. The intended use of the PEP is to evaluate high volume hiring of candidates going into industries like retail or manufacturing not as an information tool. Chief Anderson explained that the current test appears to confuse candidates and the Board is not currently eliminating or hiring candidates based on their PEP test scores. Chief Anderson recommended that the Commission no longer utilize the test in the next eligibility examination processes and develop questions that address areas the Commission would like to explore in the candidates.

Commissioner Albrecht requested a review of the 2022 regular meeting schedule to return them to the daytime. Asst. City Manager Wisniewski stated that the evening meetings were at the request of the Mayor and would like some time to review the ordinance before changing the next regular meeting date in June. Commissioner Green stated that he is okay with trying the evening meetings for one year. Commissioner Lester requested that we try to keep the agenda brief in recognition of the late hour and the requirement of staff's time in the evening hours.

Motion to adjourn.

Motion Made by	2 nd	Albrecht	Green	Lester
Lester	Albrecht	Aye	Aye	Aye

Motion carried.

Adjourned at 8:43 p.m.

Next Regular Meeting: Monday, June 13, 2022 - 6:00 p.m.

Respectfully submitted,

Becky Madison
Recording Secretary and Director of Human Resources

Approved this day 14th of April, 2022


D. Michael Albrecht, Chairman


Debra Lester, Secretary

