



**DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS**  
**SPECIAL MEETING MINUTES**  
**January 13, 2023**  
**2nd Floor Conference Room – 9:00 a.m.**

**Call to Order: 9:00 am**

**Roll Call:**

**Albrecht: Present**

**Green: Present (Virtual)**

**Garceau: Present**

D. Michael Albrecht	Commissioner	Daniel Anderson	Fire Chief
Thomas Green (Virtual)	Commissioner	Sam Foster	Deputy Fire Chief
Kristy Garceau	Commissioner	Becky Madison	Recording Secretary/ Director of Human Resources
		Sarah Gianni	Management Analyst
Dan Shanahan	Deputy Chief - Patrol	David Anderson	Police Chief
		Sean Flanagan	Deputy Chief – Support Services

**Public Comment:** None.

**New Business:**

1. Approval of the December 8, 2022 Special Meeting minutes.

Motion to approve Special Meeting Minutes of December 8, 2022, as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Garceau	Green	Aye	Aye	Aye

Motion carried.

Police Chief Dave Anderson, Deputy Chief Sean Flanagan, and Deputy Chief Sean Flanagan entered at 9:01.

2. Approval of the December 12, 2022 Special Meeting minutes.

Motion to approve Special Meeting Minutes of December 12, 2022, as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Garceau	Green	Aye	Aye	Aye

Motion carried.



- 3. Nomination and approval of the position of Secretary of the Board of Fire and Police Commissioners in 2023.

Motion to approve the appointment of Thomas Green as Secretary of the Board of Fire and Police Commissioners for 2023.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Albrecht	Garceau	Aye	Aye	Aye

Motion carried.

- 4. Discussion and approval of Preliminary Promotion Eligibility List #1 – Chief’s/Administrative Points.

While reviewing the Preliminary Promotion Eligibility chart, Chairman Albrecht asked whether the aggregate score is a percentage instead of points-based score. Fire Chief Anderson stated that the aggregate is the final score and that each section is a percentage. However, as the total will be out of 100, they do end up taking the percentage sign off for aggregate when all scores are added.

Fire Chief Anderson provided some background information for the Chief’s/Administrative Points list. There were 21 candidate evaluations performed by the Lieutenants and Battalion Chiefs for 1.25 points each. Chief points were split evenly between Battalion Chiefs and Lieutenants, and the Deputy Chiefs and Chief Anderson took the remaining 2.5 points for a total of 5 points. Chief Anderson himself read the evaluations for each candidate. Looking to the next meeting on January 23, Fire Chief Anderson noted the Assessment Center scores should be back in time for the meeting. The Written Test will be the last component.

When asked about eliminations, Fire Chief Anderson noted that nobody has yet been eliminated, and that candidates are only eliminated if they do not have a cumulative score of 70 points or greater at the completion of all components. Each time a section is completed, it will be approved by the Board and posted for candidates to see. Commissioner Albrecht asked whether these scores were to be kept confidential; Fire Chief Anderson stated this was not the case. Once the lists—which include candidate names and scores—are signed and approved by the BFPC they are posted. As the Fire Chief noted, there had been attempts at keeping the scores anonymous previously, however candidates would talk with one another, so the names and scores were eventually figured out anyway. Regarding the February meeting, as it stands that is likely when the results of the Written Test will be posted, and Fire Chief Anderson noted he will likely have a waiver from the Union regarding Military Points as none of the candidates have served. Once the Written Test scores are posted, the Final Eligibility List can be posted shortly thereafter.

- 5. Discussion and approval of Preliminary Promotion Eligibility List #2 – Seniority.

Before moving to approve any of the lists, Fire Chief Anderson thought it best that he explain each of the lists. Moving on to the second eligibility list, Seniority, he noted the list was based on the candidate’s hire date through January 31<sup>st</sup>. There are some senior candidates who received all 5 points, but there are also several junior candidates, one of whom received 0.5 points.



6. Discussion and approval of Preliminary Promotion Eligibility List #3 – Ascertained Merit

Regarding the Ascertained Merit points, Fire Chief Anderson explained that this is based on education. There are three different sections for which a candidate can receive points. The first is for state certifications, the second formal education, and the third is miscellaneous but can include special team involvement and rank. Each of those sections has a points cap. The maximum amount of points a candidate can receive in total is 10, but one could theoretically max out in just one section.

Human Resources Director Becky Madison suggested an omnibus vote so all three lists could be voted on in the same motion. Chairman Albrecht agreed.

Omnibus motion to approve Preliminary Promotion Eligibility List #1 – Chief’s/Administrative Points; Preliminary Promotion Eligibility List #2 – Seniority; Preliminary Promotion Eligibility List #3 – Ascertained Merit.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Garceau	Green	Aye	Aye	Aye

Motion carried.

**Executive Session:**

The Board did not enter into Executive Session.

**New Business Continued:**

1. Consideration of motions pertaining to the retention or removal of Probationary Police Officer Candidates from continued consideration in the selection process.

There was no discussion.

2. Consideration of motions pertaining to the retention or removal of Probationary Firefighter Candidates from continued consideration in the selection process.

There was no discussion.

**Report of Commissioners**

Police Chief Dave Anderson provided an update on the Lateral Police hiring process. He noted that the Lateral Process is ready to be implemented, however the department was unable to reach consensus with the Union to allow for lateral transfers above Step 3 of the CBA. The City has given approval for one-time bonuses of \$10,000 for all new hires through this lateral process. However, the bonuses are only given once the lateral hire has officially resigned from the department they were previously employed.



When asked by Chairman Albrecht how the City would confirm that a candidate has resigned, Police Chief Anderson noted the department would receive a confirmation resignation letter.

Director of Human Resources Becky Madison added that she had received confirmation from the City Attorneys that this one-time bonus, which is not pensionable and taxed at 40%, would not lead to issues with the FLSA. Police Chief Anderson noted that the City Manager is on board with the bonus and recognizes the need to recruit the best for the City. Director of Human Resources Becky Madison stated the Lateral Hiring job posting is ready to go, potentially on Monday.

Regarding the next regular meeting, both the Fire and Police Chiefs would like to have a discussion about running a new eligibility list for non-lateral hires. They would like both processes to run at the same time. Furthermore, Police Chief Anderson noted that IO Solutions now does online processes, but the Chiefs can bring recommendations. In terms of testing costs, Fire Chief Anderson pointed out that those are borne by the candidates. Director of Human Resources Becky Madison noted that the Police Department is currently down by five officers, but the City Manager expressed interest in replacing those five with Lateral hires to add more experience to the department. However, it was noted that this all depends on the quality of the candidates.

Motion to adjourn.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Garceau	Albrecht	Aye	Aye	Aye

Motion carried.

**Adjourned at 9:34 a.m.**

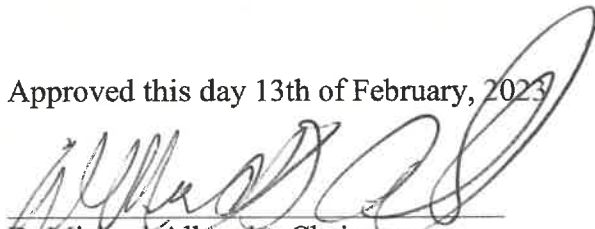
**Next Special Meeting:** January 23, 2023, 9:00 a.m.

**Next Regular Meeting:** March 13, 2023, 6:00 p.m.

Respectfully submitted,

Sarah Gianni  
Human Resources Management Analyst

Approved this day 13th of February, 2023

  
D. Michael Albrecht, Chairman

  
Thomas Green, Secretary