



DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS
SPECIAL MEETING MINUTES

January 23, 2023

First Floor Conference Room 101 – 9:00 a.m.

Call to Order: 8:58 am

Roll Call:

Albrecht: Present

Green: Present

Garceau: Present

D. Michael Albrecht	Commissioner	Daniel Anderson	Fire Chief
Thomas Green	Commissioner	Matt Matzl	Deputy Chief of Operations
Kristy Garceau	Commissioner	Sam Foster	Deputy Fire Chief
		Dorothy Wisniewski	Assistant City Manager/ Finance Director
David Anderson	Police Chief	Becky Madison	Recording Secretary/ Director of Human Resources
		Sarah Gianni	Management Analyst

Public Comment: None.

New Business:

Police Chief Dave Anderson entered the meeting at 9:03 a.m.

Chairman Albrecht opened up the discussion by asking what the Fire Department’s definition of aggregate, in relation to the eligibility lists. Fire Chief Dan Anderson stated aggregate is the weighted scores for each component of the eligibility list. Fire Chief Dan Anderson stated that the Ascertained Merit list was amended due to two candidates being awarded an incorrect amount of points. Essentially, the start date for one candidate was incorrect, causing him to have more seniority points. A calculation error was discovered with another candidate, which when corrected marginally brought down their score. These two errors were the impetus for the revision. The correction did not change either placement on the list as the values were quite small.

In terms of the Preliminary Promotion Eligibility List #4 – Assessment Center, Fire Chief Anderson noted there is a significant weight to these scores as they account for 40% of each candidate’s overall score. There are three assessments plus an overall assessment at the end of the day. Each candidate began with a prep-session for their oral presentation on a topic given to them at that time. After brief preparation, they had to give their oral presentation. Following the presentation, candidates then had to perform an employee counseling session, where candidates were asked to handle an employee issue on the spot. Next, candidates had to perform a tactical

exercise related to a single-family house fire. Lastly, candidates were asked to complete a writing exercise based on the counseling session. Overall, it was a broad-spectrum exam.

At the end of the week, Fire Chief Anderson was provided with two sealed envelopes which included a scoring of each of the candidate’s assessments, as well as the total composite score. The list following the Assessment Center did indicate a fair bit of movement by the candidates in terms of ranking. Candidates could also meet with the assessors after the exam to get feedback, but not their scores. Commissioner Albrecht asked whether the Chief participated in the feedback, to which Fire Chief Anderson responded he did not. The only contact from Fire Command staff included signing candidates in as they arrived, and asking candidates how their day went after the completion of the assessment. When asked whether there were any surprises, Fire Chief Anderson noted the Assessment Center is usually one of the most difficult aspects of the process for candidates, and this is when you start to see the spreading out of candidate scores. The assessment is seen as an indication of how well personnel know the policies and procedures.

When asked by Chairman Albrecht whether there were military points for the candidates, Fire Chief Anderson noted there were none as none of the candidates had served in the military, however he will confirm with Union and bring a letter acknowledging this statement. By the February 13th meeting, the written test scores will be available so the preliminary results from that exam can be posted as well as the final eligibility list. Commissioner Albrecht asked whether there were current Lieutenant positions available, to which Fire Chief Anderson responded no, but they do expect some openings in the near future. The final list will be good for three years.

Fire Chief Anderson noted that the Commission needed to approve the amended List 3 – Ascertained Merit.

1. Discussion and approval of the revised Promotion Eligibility List #3 as amended – Ascertained Merit

Motion to approve Preliminary Promotion Eligibility List #3 as amended – Ascertained Merit

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

Motion carried.

2. Discussion and approval of Preliminary Promotion Eligibility List #4 – Assessment Center

Motion to approve Preliminary Promotion Eligibility List #4 – Assessment Center.

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

Motion carried.

Executive Session:



1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the City under section 2(c)(1) of the Open Meetings Act.

There was no Executive Session.

New Business Continued:

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

None.

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

None.

Report of Commissioners

Chairman Albrecht asked whether Police Chief Anderson had anything to add. Director of Human Resources Becky Madison stated that the Lateral Hire Application was live on the City’s website. When asked about the timeline for interviews by the Board, Police Chief Anderson stated these would occur once the background check has been completed.

Motion to adjourn.

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

Motion carried.

Adjourned at 9:15 a.m.

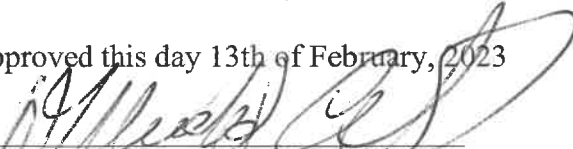
Next Special Meeting: February 13, 2023, 9:00 a.m.

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

