



DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS
SPECIAL MEETING MINUTES
February 13, 2023
First Floor Conference Room 101 – 9:00 a.m.

Call to Order: 9:02 a.m.
Roll Call:
Albrecht: Present
Green: Not Present
Garceau: Present

D. Michael Albrecht	Commissioner	Daniel Anderson	Fire Chief
Kristy Garceau	Commissioner	Sam Foster	Deputy Fire Chief Admin/Support Services
		Matt Matzl	Deputy Chief Operations
David Anderson	Police Chief	Dorothy Wisniewski	Assistant City Manager/ Finance Director
Dan Shanahan	Deputy Chief - Patrol	Becky Madison	Recording Secretary/ Director of Human Resources
Sean Flanagan	Deputy Chief – Support Services	Sarah Gianni	Management Analyst
Matt Bowler	Commander – Support Services		

Public Comment: None.

New Business:

1. Approval of the January 13, 2023 Special Meeting minutes.

Motion to approve Special Meeting Minutes of January 13, 2023, as presented.

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

Motion carried.

2. Approval of the January 23, 2023 Special Meeting minutes.

Motion to approve Special Meeting Minutes of January 23, 2023, as presented.

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

Motion carried.

Police Chief Dave Anderson entered the meeting at 9:07 a.m.

Chairman Albrecht confirmed with Fire Chief Anderson that the Aggregate score is the total score of all components. Chief Anderson noted that there are two lists for consideration. The Commission was informed by Chief Anderson that the local union requested a review of the calculation for the lists. Previously, the Chief had rounded point values for the ascertained merit calculation to two decimal places. This led to a maximum point difference of 0.04. The list was corrected to go out three decimal places. There were also a couple of candidates who pointed out miscalculated months, which were corrected. This was all for List 3 – Ascertained Merit.

The Assessment Center list (#4) that the Commission received contained the changes for both the Ascertained Merit and Assessment Center promotion eligibility lists. Fire Chief Anderson noted this was the list that needed to be re-approved.

3 & 4. Discussion and approval of the revised Preliminary Promotion Eligibility List #4 – Assessment Center which includes the revised Promotion Eligibility List #3 as amended.

Motion to approve the revised Preliminary Promotion Eligibility List #3 and #4.

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

Motion carried.

5. Discussion and approval of Preliminary Promotion Eligibility List #5 – Written Test

Chief Anderson began by noting these are not the final scores due to the fact that two questions were challenged. He then proceeded to describe the test as follows: There were two sections which included a block of 10 questions and a block of 11 questions. Candidates had 90 minutes to complete the exam. They can then see which questions they got wrong, along with direct citations for the answer from the book. After, candidates have the opportunity to complete a challenge form for the questions. It can take 2-3 weeks for results of those challenges to come through. This is why the approval of List #5 will only be a preliminary approval. The final list will be available for the March 14th meeting. When asked by Chairman Albrecht whether that would truly be the final list, Fire Chief Anderson stated it would. The Union will review the list in a week or so to walk through the Ascertained Merit points one more time.

The questions for the written test were designed by the Illinois Fire Chiefs, and they have nothing to do with the Ascertained Merit. When asked about the design of the tests and whether they are used by other agencies, Fire Chief Anderson noted that the test banks are based on what books are chosen for the exam. He believes the testing agency has only had two successful challenges to their questions in the past 6 years. Once the list is approved, Chief will post it with the note that it is still preliminary. He does not anticipate any other issues with that list beyond the two questions that were challenged.



Motion to approve Preliminary Promotion Eligibility List #5 – Written Test.

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

Motion carried.

Report of Commissioners

Chairman Albrecht asked for an update on the questions for Police Lateral Applications. Police Chief Anderson stated he will send them out by the next meeting. There are a fair number of applicants, so once the backgrounds are completed, they will move on to interviews. While there will not be any candidates ready for interview by the next meeting, there may be some short forms.

Chairman Albrecht noted they would have to schedule a meeting in the near-future regarding short forms, however he would prefer to wait for Commissioner Green to return.

Conversation turned back to the \$10,000 bonus incentive for Lateral Applicants. Chairman Albrecht asked whether City Council was aware that there was no limit for the amount of time one must serve with the City before receiving the bonus, and both Police Chief Anderson and HR Director Madison confirmed that the City Manager has made them aware.. Police Chief Anderson noted that the Department will be careful with the bonus. HR Director Madison added that while it is a risk, there is a very high reward. Commissioner Garceau inquired whether the bonus was only given once the City confirms that the candidate has resigned with their current employer, which Chief Anderson confirmed. However, he acknowledged that the City of Chicago allows for a leave of absence for its employees, and some other municipalities have had the unfortunate experience of paying a bonus to a Chicago employee, only for them to return to their previous employer after receiving the bonus. This is why Des Plaines is requiring confirmation from the previous place of employment before the candidate can participate in the bonus program. If it does not appear to be the right incentive, then the Department can go back to the City Manager and modify things.

Chairman Albrecht pointed out that, when it comes to the short forms, the Board can still disagree and say they want to see a candidate after reviewing their application. Police Chief Anderson and HR Director Madison both agreed that this is still the case. Commissioner Garceau asked whether applicants offered any explanation as to why they left their department, to which Chief Anderson responded they do not. They can also be short formed after an initial interview. HR Director Madison noted, per Garceau’s question, candidates do have a question where they can explain why they are leaving, though most candidates either put “better opportunities” or “N/A” for their explanation.

Police Chief Anderson noted they have finished the Personal History Inventory (PHI) questions for Lateral Applicants, which is different from the usual Personal History Questionnaire (PHQ), which is used for candidates with no law enforcement experience. He will provide a copy of both by the next meeting. Chairman Albrecht noted he would like a review of the questions on the agenda at the next meeting.

There was a discussion regarding the pass rate of officers through their Field Training.



Chairman Albrecht asked whether the FTO process was different for Lateral Candidates. Chief Anderson stated it will still be the same process, however if they seem to pick things up faster, they can move through the steps faster. However, the Department does want to give candidates the full FTO training experience so they can adapt to being Police in the City of Des Plaines.

The Police and Fire Chiefs requested the Commission add the creation and call of new eligibility lists for both police and fire at the March 14, 2023 meeting. The Commission agreed that it should be added.

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 at 9:39 a.m.

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

Motion carried.

Back in Regular Session at: 9:55 a.m.

New Business Continued:

- 6. Consideration of motions pertaining to the retention or removal of Probationary Police Officer Candidates from continued consideration in the selection process.
None.
- 7. Consideration of motions pertaining to the retention or removal of Probationary Firefighter Candidates from continued consideration in the selection process.
None.

Motion to adjourn.

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

Motion carried.

Adjourned at 9:57 a.m.

Next Special Meeting: March 14, 2023
Next Regular Meeting: June 12, 2023, 6:00 p.m.



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Respectfully submitted,

Sarah Gianni
Human Resources Management Analyst

Approved this day 14th of March, 2023



D. Michael Albrecht, Chairman



Thomas Green, Secretary

