



DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS
REGULAR MEETING MINUTES

March 14, 2023

Second Floor Conference Room – 6:00 p.m.

Call to Order: 6:00 p.m.

Roll Call:

Albrecht: Present

Green: Present

Garceau: Present

D. Michael Albrecht	Commissioner	David Anderson	Police Chief
Thomas Green	Commissioner	Dan Shanahan	Deputy Chief - Patrol
Kristy Garceau	Commissioner	Sam Foster	Deputy Fire Chief Admin/Support Services
Becky Madison	Recording Secretary/ Director of Human Resources	Matt Matzl	Deputy Chief Operations
Sarah Gianni	Management Analyst	Caitlyn Culbertson	Attorney – Elrod Friedman

Public Comment: None.

New Business:

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

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

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

*Was not present at that meeting.

Motion carried.

2. Discuss and approve Revised Preliminary Lieutenant Promotional Eligibility List #5.

Chairman Albrecht inquired about which books were used for the lieutenant test and who selects them. Deputy Chief Matzl responded that the IFCA has a bank of books the department can select from and in this case, the department selected two books for candidates to be tested on. Chairman Albrecht then asked a question about testing more broadly, namely, whether the Fire Department and Police Department tests include anything specific to Des Plaines, or if the test is general in nature and could be used by departments all over Illinois. Deputy Chief Matzl responded that for the Fire test, it is generalized and focuses on best practices.



A change was made to the ascertained merit based on discussion with the union and candidates. Becky noted that she and Deputy Chief Matzl have discussed how the process can be improved in the future, including ensuring that they go through everything every step of the way with the union.

Motion to approve the Revised Preliminary Lieutenant Promotional Eligibility List #5 as presented.

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

Motion carried.

- 3. Discuss and approve Preliminary Lieutenant Promotional Eligibility List #6.

Motion to approve the Preliminary Lieutenant Promotional Eligibility List #6, as presented.

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

Motion carried.

- 4. Discuss and approve Final Lieutenant Promotional Eligibility List.

Motion to approve the Final Lieutenant Promotional Eligibility List, as presented.

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

Motion carried.

- 5. Discuss and approve lateral police officer in-person interview questions.

Commissioner Garceau noted that there were some questions that could be answered with just a ‘yes’ or ‘no’ response, would the commission prefer the questions only be open-ended? Police Chief Anderson said some of the questions do need to be specific and involve a yes or no. Chairman Albrecht stated he would like to add a question to the effect of “have you ever filed any complaints against a current or former employer.” Police Chief Anderson agreed. When asked whether there was a difference between the Personal History Questionnaire for laterals and new officer candidates, Police Chief Anderson responded that they were mostly the same, with the only difference being the questionnaire asked for more information about their lateral experience. Chairman Albrecht asked whether there would be a review of the entry-level officers, to which Police Chief Anderson stated there could be a review before the hiring of entry-level officers. Commissioner Garceau added that it would be good to remove idioms from the lateral questions as not all candidates may understand them. Chairman Albrecht asked whether interviews would begin in April, Director of Human Resources Becky Madison and Police Chief Anderson noted this would likely depend on how the Executive Session goes.



Motion to approve the lateral police officer in-person interview questions, as amended and with additional question.

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

Motion carried.

6. Discussion and approval of a vendor to provide probationary firefighter/paramedic and probationary police officer eligibility list testing.

Chairman Albrecht brought the commission’s attention to the second page of the memorandum analyzing the programs offered by NTN and IO Solutions. He asked whether NTN’s count of 80,000 participants indicated the number of departments participating. Police Chief Anderson stated the 80,000 figure represents the number of candidates at a given time. The purpose of adding these numbers was to show the scale of participation.

It was then asked what the difference in fees means for short-term and continuous posting. What would the recommendation be? Police Chief Anderson responded that the recommendation from him and Fire Chief Anderson is to do open and continuous as there has been a decline in the number of participants on lists in the recent past. Therefore, there may be a need to have testing multiple times a year to replenish the candidate list. There has been a significant decline in applications for both police and fire positions. Human Resources Director Madison noted that since the Police Department can now utilize its lateral hiring process to fill some positions, it won’t be as much of a burden on the list as it has been previously. However, she does see testing happening at least once a year for police and fire.

Chairman Albrecht asked whether there have been conversations with other agencies that use NTN. Police Chief Anderson stated that he has, including Aurora and Elgin. He found that IO Solutions was too inflexible with setting up multiple testing times when he worked for Lisle. The Lisle department was looking at switching to NTN when Police Chief Anderson retired.

IO Solutions will do online testing, but it requires 15 people at a time to do an online test. NTN has a lot more flexibility, including having weekend hours and testing six times per week. Police Chief Anderson also appreciates that test scores can be transferred to another department for a nominal fee by NTN. Furthermore, they do have locations for in-person testing if the person prefers.

Motion to approve the selection of NTN to provide probationary firefighter/paramedic and probationary police officer eligibility list testing.

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

Motion carried.



Following the approval, Police Chief Anderson requested there be a call for recruitment during the last week of March. Director of Human Resources Becky Madison noted that it would be a call for both Police and Fire. The date of March 27th at 9:00 a.m. was agreed upon for a special meeting.

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 6:50 p.m.

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

Motion carried.

Back in Regular Session at: 7:15 p.m.

New Business Continued:

- 7. Consideration of motions pertaining to the retention or removal of Probationary Police Officer Candidates from continued consideration in the selection process.
None.
- 8. Consideration of motions pertaining to the retention or removal of Probationary Firefighter Candidates from continued consideration in the selection process.
 - i. Motion to proceed with short form for fire candidate #45 Canchola.

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

Motion Carried. Candidate disqualified.

- ii. Motion to proceed with short form for fire candidate #46 Weingardt.

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

Motion Carried. Candidate disqualified.

- iii. Motion to proceed with short form for fire candidate #48 Thomas.

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

Motion Carried. Candidate disqualified.



Report of Commissioners:
None.

Motion to adjourn.

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

Motion carried.

Adjourned at 7:20 p.m.

Next Special Meeting: March 27, 2023, 9:00 a.m.
Next Regular Meeting: June 12, 2023, 6:00 p.m.

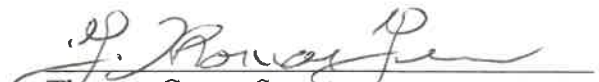
Respectfully submitted,

Sarah Gianni
Human Resources Management Analyst

Approved this day 11th of May, 2023



D. Michael Albrecht, Chairman



Thomas Green, Secretary

