



DES PLAINES BOARD OF FIRE AND Police Commissioners Agenda

**Special meeting
 September 9, 2022**

Second Floor Conference Room – 9:00 a.m.

Call to Order: 9:01 am

Roll Call:

Albrecht: Present

Green: Present

Lester: Present

D. Michael Albrecht	Commissioner	David Anderson	Police Chief
Thomas Green	Commissioner	Daniel Anderson	Fire Chief
Debra Lester	Commissioner	Matt Matzl	Deputy Chief of Operations
		Sam Foster	Deputy Fire Chief
		Becky Madison	Recording Secretary/ Director of Human Resources
		Ryan Bourke	Detective
		Sarah Gianni	Management Analyst

Public Comment: none.

Old Business: none.

New Business:

Director of Human Resources Becky Madison introduced Management Analyst Sarah Gianni who assisted with recording and minute taking.

Commissioner Albrecht asked Chief of Police David Anderson if he had any comments about the lateral process for Police hiring. Chief Anderson responded by stating he will have documents to the BFPC very soon, including a larger print version of the questions. In terms of the overall lateral process, Chief Anderson stated the Police will utilize another municipality’s process and fit it to Des Plaines’ needs. There is no plan to utilize I.O. Solutions or anyone else, the process will remain in-house. This includes sending out recruitment postings. Once an application is received, the application will be reviewed and the background investigation start; the same that is done with our non-lateral hires, and then candidates would be brought to the BFPC for interviews. Commissioner Lester asked whether it changes the short form process, to which Police Chief Anderson replied it does not. If there is an issue identified, it would be voted on in the short form as normal. If no issues are identified and the candidate completes the background, then they would be

Brought in for an interview with the BFPC like a regular candidate. If they are approved, they go into the pool. The Police Department would then determine what they are looking for and report to the BFPC that they would like to hire a specific candidate. The BFPC would determine approval, and then the candidate would go through the rest of the hiring process as normal in the rules and regulations.

Commissioner Albrecht inquired as to whether Police would rank the candidates based on their preference, or whether it would be discussion based. Chief Anderson responded that the Police Department would look at the pool and identify who they felt had the skills the department needed and tell the BFPC, but if the BFPC says no, the department will abide by The Commission's position. The candidate would still stay in the pool; however, the department would have to recommend who they felt was the next best alternative. There will also be no ranking. If there is a candidate that seems very qualified, they will reach out to the BFPC for approval, but if they seem like an average candidate, they will wait to get a pool to see which they like. Chief Anderson reiterated he doesn't want to change with the process, this will just be a bit different. With experienced police officers, the Police Department wants to have the ability to state what their needs are, with the BFPC still having final say.

Commissioner Albrecht requested that Chief Anderson send the BFPC the lateral hire questions when they are ready. Commissioner Lester asked if they are the same questions utilized in other Police hirings. Chief Anderson stated there is a separate list of experienced officer questions, and that he would have them sent.

Commissioner Lester requested that Chief Anderson send a list of other municipalities who the Des Plaines Police Department has utilized for building the lateral hiring process so this BFPC can reach out to the commissioners of those municipalities to learn from them what works and what doesn't in the interviewing process. Chief Anderson agreed, listing Park Ridge, Arlington Heights, Glenview are some examples.

Commissioner Albrecht then queried which towns are giving bonuses as an incentive for the hiring process. Chief Anderson explained that Des Plaines is not leaning in the direction of bonuses as it does not seem to draw candidates—instead, candidates prefer a mid-grade movement. This requires working with the union to approve a higher step based on previous years of experience. Additionally, HR Director Madison noted that bonuses create an issue with the Fair Labor Standards Act, so the city prefers to find a more creative incentive. Chief Anderson further noted bonuses would need to be handled by the city and could create budgeting problems. He also noted he will try to get information to the BFPC for the next meeting, however it will certainly require a conversation with the Police Union (MAP 240) before the possibility of moving in at a higher step can be confirmed.

Police Chief Anderson left at 9:14 am.

Commissioner Albrecht moved conversation to approving the minutes of previous special meetings. When asked if there were any questions about the minutes, Commissioner Green noted a potential typo in the May 19th minutes involving whether a word should be "broad" or "board". HR Director Madison explained the issue was not a typo.



1. Approval of the May 3, 2022, Special Meeting minutes.

Motion to approve Special Meeting Minutes of May 3, 2022, as presented.

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

Motion carried.

2. Approval of the May 19, 2022, Special Meeting minutes.

Motion to approve Special Meeting Minutes of May 19, 2022, as presented.

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

Motion carried.

3. Approval of the June 9, 2022, Special Meeting minutes.

Motion to approve Special Meeting Minutes of June 9, 2022, as presented.

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

Motion carried.

4. Approval of the June 16, 2022, Special Meeting minutes.

Motion to approve Special Meeting Minutes of June 9, 2022, as presented.

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

Commissioner Lester abstained as she did not attend the June 16th meeting.

Motion carried.

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 9:18 a.m.

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

Motion carried.



Back in Regular session at 10:05 a.m.

Detective Bourke exited at 10:05 a.m.

New Business Continued:

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

- i. Motion to proceed with fire candidate #11 Scialabba.

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

Motion carried. Candidate passed.

- ii. Motion to proceed with short form for fire candidate #5 Miller.

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

Motion Carried. Candidate disqualified.

2. Motion to pass/fail Probationary Fire Candidate on psychological evaluation.

Candidate #	Candidate Name	Motion/ 2nd	Albrecht	Green	Lester	Comments
26	Frank	Motion to Pass: Green/ 2 nd Albrecht	Aye	Aye	Aye	Unanimous Frank Passes Motion carried

3. Motion to pass/fail Probationary Police Candidate on psychological evaluation.

Candidate #	Candidate Name	Motion/ 2nd	Albrecht	Green	Lester	Comments
140	Shazad	Motion to Pass: Lester/ 2 nd Green	Aye	Aye	Aye	Unanimous Shazad Passes Motion carried

4. Motion to pass/fail Probationary Fire Candidates on psychological evaluation.

Candidate #	Candidate Name	Motion/ 2nd	Albrecht	Green	Lester	Comments
1	Learch	Motion to Pass: Green/ 2 nd Lester	Aye	Aye	Aye	Unanimous Learch Passes Motion carried
3	Kazeos	Motion to Pass: Green/ 2 nd Lester	Aye	Aye	Aye	Unanimous Kazeos Passes Motion carried
7	McAbee	Motion to Pass: Green/ 2 nd Lester	Aye	Aye	Aye	Unanimous McAbee Passes Motion carried
10	Bourke	Motion to Pass: Lester/ 2 nd Green	Aye	Aye	Aye	Unanimous Bourke Passes Motion carried
13	Reinert	Motion to Pass: Lester/ 2 nd Green	Aye	Aye	Aye	Unanimous Reinert Passes Motion carried
24	Repple	Motion to Pass: Green/ 2 nd Albrecht	Aye	Aye	Abstain*	Unanimous Repple Passes Motion carried
25	Lubash	Motion to Pass: Green/ 2 nd Albrecht	Aye	Aye	Abstain*	Unanimous Lubash Passes Motion carried
30	Watson	Motion to Pass: Green/ 2 nd Albrecht	Aye	Aye	Abstain*	Unanimous Watson Passes Motion carried
31	Shine	Motion to Pass: Green/ 2 nd Albrecht	Aye	Aye	Abstain*	Unanimous Shine Passes Motion carried
22	Ushkow	Motion to Pass: Green/ 2 nd Albrecht	Aye	Aye	Abstain*	Unanimous Ushkow Passes Motion carried

*Commissioner Lester abstained from certain candidates as she was not present for the interview.

Report of Commissioners

Commissioner Lester asked whether the extra “to” could be removed from motions of eliminations on the agenda. HR Director Madison agreed. Commissioner Lester also requested future documents sent to her be made available on a disk rather than paper.



An inquiry was made by Commissioner Lester regarding when work would begin on the Lieutenants list. Fire Chief Anderson responded he was currently working with the Union to set up the process. When he was asked about whether an RFP would be necessary as it depends on how the Union and City sort things out. Fire Chief

Anderson noted that I.O. Solutions and the Illinois Fire Chiefs are really the only ones doing it. There is no list or anticipated openings right now, however they do want to get started as it's a five-month process. Commissioner Lester asked if it was the Union that dictated which entity could be utilized. Fire Chief Anderson replied this was not the case, however since it utilized contract language the process and selection discussion is between the Union and the City. The Fire Chief will send out notice as required. Therefore, the Commission doesn't have to do anything for the vendor selection. The Commission will, however, post the preliminary eligibility list for each of the five components and will still make the motions and authorizes the promotions for the final listing. The testing process itself was negotiated with the union. This process was discussed with the union in the previous contract negotiation, but the conversation had to be put on hold as more pressing matters came up, including new hiring.

Regarding the entry level list, one person just withdrew. There are four going through backgrounds, two that aren't currently eligible to go through backgrounds, and after the four candidates just discussed, there are nine left that can go through backgrounds that are towards the bottom of the list, totaling 13 candidates. Likely, testing will occur again next year. HR Director Madison noted it is likely that the Lieutenant's process could be completed before needing to create a new hiring list. Six graduated from the fire academy on the day of this meeting, two others are ready to go to the academy, and the department is just waiting on two candidates National Registry Tests. They hope to be at full staff by the end of the year.

Commissioner Lester inquired about the credit with NIPSTA. Fire Chief Anderson responded the credit has been split between this year and next and that the department sold to NIPSTA some equipment that was being replaced. These funds will be utilized for additional training. In terms of attracting applicants, there does not seem to be an issue year over year.

Motion to adjourn.

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

Motion carried.

Adjourned at 10:35 a.m.

Next Special Meeting: Wednesday, October 19, 2022 – 10:00 A.M.

Next Regular Meeting: Cancelled – September 12, 2022 – 6:00 P.M.



Board of Fire and Police Commissioners
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Respectfully submitted,

Sarah Gianni
Human Resources Management Analyst

Approved this 19th day of October, 2022

D. Michael Albrecht, Chairman

Debra Lester, Secretary