



**DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS**  
**SPECIAL MEETING MINUTES**

**January 4, 2024**

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

**Call to Order: 9:00 a.m.**

**Roll Call:**

**Albrecht: Present**

**Green: Present**

**Garceau: Present**

|                     |                       |               |   |
|---------------------|-----------------------|---------------|---|
| D. Michael Albrecht | Commissioner          | Sean Flanagan | Deputy Chief- Support Services                      |
| Thomas Green        | Commissioner          | Dan Anderson  | Fire Chief  |
| Kristy Garceau      | Commissioner          | Matt Matzl    | Deputy Chief Operations                             |
|                     |                       | Sam Foster    | Deputy Chief<br>Administration/Support Services     |
| David Anderson      | Police Chief          | Becky Madison | Recording Secretary/<br>Director of Human Resources |
| Dan Shanahan        | Deputy Chief – Patrol | Sarah Gianni  | Management Analyst                                  |

**Public Comment:** None.

**New Business:**

There was a general discussion led by Chairman Albrecht regarding the number of applicants on the list. Fire Chief Anderson noted there are other departments working with short lists, and that they tend to grab what they need for the next round of hiring before moving and creating a new list. He added that he believes as many as half of those currently on the list will have been hired by other departments by the time the City works through the list. Chairman Albrecht inquired about when the next test could be held. Human Resources Director Becky Madison stated it would take a call for testing from the BFPC, then the test could be back up and running. She added that the City feels comfortable with the NTN process especially considering this is the second time it will have been run.

Fire Chief Anderson noted that a number of candidates on the list have not yet completed paramedic school, but there are also several who are already licensed. At this time, the Fire Department is looking to hire 5 more Firefighters/Paramedics. Those going through the paramedic program currently will likely graduate in June or August. HR Director Becky Madison noted a conditional offer could be presented while the candidate is still in paramedic school. She noted this is possible due to the Board’s recent changes to the BFPC Rules and Regulations. However, they would not be able to start until they have their paramedic licensure.

Chairman Albrecht asked when interviews would begin for the Fire candidates. HR Director Becky Madison stated there would need to be another meeting date set by the BFPC to give final approval for the list once



preference points are added to the list. They will also need to complete their Personal History Questionnaire (PHQ), which are then sent to the Detectives. Currently, the Detectives are finishing up with the four remaining Police Lateral Candidates. Then they will switch to the background investigations for the Fire candidates. When asked about the status of the Police list, HR Director Madison stated the City wanted to get the Fire posting/list completed before going out for the Police list so they can be staggered. This way, there won't be an overwhelming volume of backgrounds for Detectives to go through and the City wouldn't have to utilize an outside vendor to complete the backgrounds, as happened last time.

Fire Chief Anderson added that, if the BFPC approved the list today, they would be able to reach out to candidates to ask them to submit their documentation for preference points. They would have 10 days to submit. Around 14 days from now, an additional BFPC meeting would need to be held to approve the final eligibility list. They are shooting for the April Fire Academy. As it stands, the list looks promising, especially considering the high scores certain candidates achieved.

Police Chief Anderson and Deputy Chief of Support Services Sean Flanagan entered at 9:05a.m.

**Executive Session: None.**

**New Business Continued:**

1. Review and approval of the initial 2024 Probationary Firefighter/Paramedic Eligibility List.

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

Motion carried.

HR Director Madison asked for a next meeting date. After some discussion, January 16<sup>th</sup> at 1:30p.m. was agreed upon. Commissioner Green noted he would be out of town, but he was alright with the other two commissioners voting on the final eligibility list.

2. Consideration of motions pertaining to the retention or removal of Lateral Police Officer Candidates from continued consideration in the selection process.  
None.
3. Consideration of motions pertaining to the retention or removal of Probationary Police Officer Candidates from continued consideration in the selection process.  
None.
4. Consideration of motions pertaining to the retention or removal of Probationary Firefighter/Paramedic Candidates from continued consideration in the selection process.  
None.



**Report of Commissioners:**

Chairman Albrecht asked Police Chief Anderson if he had anything he would like to add before the meeting is concluded. Police Chief Anderson noted Police Officer Ernesto Amparan started this week, Officer John Kazarian will be starting shortly. Everyone in the Academy is moving along.

**Adjournment**

Motion to adjourn.

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

Motion carried.

**Adjourned at 9:11a.m.**

**Next Special Meeting:** January 16, 2024, 1:30 p.m.

**Next Regular Meeting:** March 11, 2024, 6:00 p.m.

Respectfully submitted,

Sarah Gianni, Management Analyst HR/Risk

Approved this day 16th day of February, 2024.

  
D. Michael Albrecht, Chairman

  
Thomas Green, Secretary

