



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

**MAY 2, 2024**

**FIRST FLOOR CONFERENCE ROOM – 9:00 A.M.**

**Call to Order: 9:03 a.m.**

**Roll Call:**

**Albrecht: Present**

**Green: Present**

**Garceau: Present**

D. Michael Albrecht	Commissioner	John Rice	Commander - Investigations
Thomas Green	Commissioner	Katie Kozlowski	Patrol Officer – Support Services
Kristy Garceau	Commissioner		
Dave Anderson	Police Chief	Dan Anderson	Fire Chief
Dan Shanahan	Deputy Chief – Patrol	Matt Matzl	Deputy Chief Operations
Sean Flanagan	Deputy Chief – Support Services	Sarah Gianni	Management Analyst
Matt Bowler	Commander – Support Services		

**Public Comment:** None.

**New Business:**

Chairman Albrecht began by thanking Fire Chief Anderson for his years of service to the City and Board of Fire and Police Commission as Chief Anderson will be retiring at the end of May. Fire Chief Anderson stated he was appreciative of everything the Board had done, and that the Department was being left in good hands with Matt Matzl becoming the new Fire Chief and Joe Ciraulo becoming the new Deputy Chief.

When opening the floor for discussion about meeting minutes, Chairman Albrecht noted an error in section 1A of the March 11<sup>th</sup> Minutes. Management Analyst Sarah Gianni reviewed and noted it appeared to be a copy over error involving the title for Dominic Wistocki. The minutes were corrected for the error and ready for the vote.

1. Review and approval of the Special Meeting Minutes of March 11, 2024.

Motion to approve the Special Meeting Minutes of March 11, 2024 as presented.

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

Motion carried.



Before reviewing the March 15<sup>th</sup> meeting minutes, Chairman Albrecht inquired as to whether Dylan Lersch was currently in the Fire Academy. Management Analyst Sarah Gianni stated he did not start with the City until April 29<sup>th</sup> and was unable to join the April Academy. Fire Chief Anderson noted that Lersch is currently being reviewed by the department for whether he needs to go to the Academy at all. If it is determined that he needs to go, he would likely be sent to the July Academy. The same is true for Ryan Schelin.

- 2. Review and approval of the Special Meeting Minutes of March 15, 2024.

Motion to approve the Special Meeting Minutes of March 15, 2024 as presented.

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

Motion carried.

- 3. Review and approval of the final 2024 Probationary Police Officer Eligibility List.

Chairman Albrecht asked how the number of applicants for this position compared to previous years. Officer Katie Kozlowski stated that, in terms of overall interest, 110 either reached out or applied directly. 99 of them took the test, and 70% passed. 54 applicants turned in complete applications and qualified to be on the list. This is the second time the Department has used the National Testing Network (NTN) to administer its test. Police Chief Anderson noted that there are signs that recruitment for policing is going back up, though still significantly lower than it's been in the past. Chairman Albrecht noted this appears to almost be a bit cyclical, regarding interest, but that these past few years were indeed outside of the norm.

Police Chief Anderson further noted that there remains interest in the Lateral Police process, so both processes will continue simultaneously. Of the two police candidates that were most recently hired by the Board, one chose to go to Arlington Heights and the other decided that Des Plaines was too busy for him. The Chief believes the Night Shift may have been what felt too busy. Officer Kozloski, who had spoken with the candidate before he left, noted that it was a tough decision for him and he seemed overwhelmed. The Department tried to get him help, but it sounded like it wasn't a good fit in the end and that he had expected something different.

Returning to the list, Police Chief Anderson noted that the "cut scores" or the limits provided by NTN, are listed in the memo. This also impacted list rank decisions. Overall, the scores were relatively similar to what was seen on the last list. Police Chief Anderson noted that Commander Rice has already assigned the background investigators. Commander Rice added that he will be discussing the due dates with Human Resources Director Becky Madison later that day, but that the backgrounds will likely be due by July 26<sup>th</sup>. The Police Academy starts August 26<sup>th</sup>, so likely the interviews would begin the week after July 26<sup>th</sup>. Right now, they are processing one Lateral background. Regarding the list, they are currently assigning half the list (26 candidates) for backgrounds to start. There are a number of candidates who went to Maine West. Deputy Chief Dan Shanahan stated that the department is looking to hire 5 new candidates to fill staffing needs. Fire Chief Anderson noted their department is currently down 3 but may have 2 retirements this year.

Motion to approve the final 2024 Probationary Police Officer Eligibility List as presented.

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

Motion carried.

**Executive Session:**

1. 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 minutes under Section 2(c)(21) of the Open Meetings Act at 9:20 a.m. via roll-call vote.

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

Motion carried.

**Back in Regular Session at 9:27 a.m.**

**New Business Continued:**

4. Consideration of a motion to appoint Candidate Edgardo Hernandez as a Lateral Police Officer with a start date of July 29, 2024 and swear-in date to be arranged by the Police Department.
  - a. Motion to extend a letter of appointment to Lateral Police Officer Candidate Edgardo Hernandez.

I hereby make a motion to appoint Edgardo Hernandez as a Lateral Police Officer with a swear-in date and start date to be arranged by the City’s Human Resources and Police Departments.

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

Motion carried. Candidate appointed.

5. Consideration of motions pertaining to the retention or removal of Lateral Police Officer Candidates from continued consideration in the selection process.
  - a. None.



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

**Report of Commissioners:**

**Adjournment**

Motion to adjourn.

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

Motion carried.

**Adjourned at 9:28 a.m.**

**Next Special Meeting:** May 9, 2024, 9:00 a.m.  
**Next Regular Meeting:** June 10, 2024, 6:00 p.m.

Respectfully submitted,

Sarah Gianni, Management Analyst HR/Risk

Approved this day 9th day of May, 2024.



D. Michael Albrecht, Chairman



Thomas Green, Secretary