



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

SEPTEMBER 6, 2024

SECOND FLOOR CONFERENCE ROOM – 2:30 P.M.

Call to Order: 2:35 p.m.

Roll Call:

Albrecht: Present

Green: Present

Garceau: Present

D. Michael Albrecht	Commissioner	David Anderson	Police Chief
Thomas Green	Commissioner	John Rice	Commander - Investigations
Kristy Garceau	Commissioner	Dustin Kauth	Detective
Matt Matzl	Fire Chief	Becky Madison	Recording Secretary/ Director of Human Resources
Sam Foster	Deputy Chief – Administration & Support Services	Sarah Gianni	Management Analyst HR/Risk
Joe Ciraulo	Deputy Chief		

Public Comment: None.

New Business:

1. Review and approval of the Special Meeting Minutes of July 29, 2024.

Motion to approve the Special Meeting Minutes of July 29, 2024 as presented.

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

Motion carried.

2. Review and approval of the Special Meeting Minutes of July 31, 2024.

Commissioner Green asked that Candidate Victor Vivo’s first name be added to match the format of other candidates in the “New Business” section. The correction was made to the minutes.

Motion to approve the Special Meeting Minutes of July 31, 2024 as revised.

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

Motion carried.



3. Discussion and approval of a Call for Examinations to fill the vacant position of probationary Firefighter/Paramedic.

Chairman Albrecht asked about the “candidates are not required to pay” portion of the call. Chief Matzl confirmed that this is indeed language used previously. Human Resources Director Becky Madison noted that the City does help candidates with a hardship by providing a fee waiver, they just need to ask for it. There is a \$55 fee to test with the National Testing Network and a \$15 fee to apply their score to a specific department, and that fee can be waived if requested by the candidate due to hardship.

Regarding preference points, Chief Matzl noted that candidates have a potential for a minimum of 10 points and a maximum of 30 per State of Illinois Statute. The City is compliant by offering up to 25 preference points. Chairman Albrecht asked that it be reworded to better reflect what was just explained. HR Director Madison stated it will be adjusted. She explained that the range of preference points a Des Plaines candidate can qualify for is 0 to 25. If the person qualified for everything, they would get 25 points. They only get what they qualify for. Per State Statute, you must allow for at least 10 preference points, but no more than 30. The City is noting in this document that their max preference points for this test is 25.

Through his motion Commissioner Green read into the minutes the following items to satisfy Chapter IV, Section 2:

- Examinations will be conducted and proctored remotely as scheduled by the candidate with NTN during the application period.
- The candidates will NOT be required to pay an application fee directly to the City of Des Plaines but to NTN.
- Applicants may contact NTN with questions per the application instructions.
- The Situational Judgement Test shall be a subjective evaluation component of the process.
- The position to be filled from the resulting eligibility list is Firefighter/Paramedic.

Motion to approve a Call for Examinations for the position of probationary Firefighter/Paramedic as written with a preference points max of 25.

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

Motion carried.

4. Special Meeting Interview Date Discussion for the remainder of 2024.

Human Resources Director Becky Madison noted that in order to get candidates to get into the January Fire Academy, the list approval will require two meetings in October and two meeting in December for interviews. It was agreed that the Commissioners will meet at 9:00 a.m. October 10, 2024 to approve the initial list. After the release of preference points, the final eligibility list requires an additional approval. The Commissioners further agreed to meet at 2:30 on October 22nd. For the purposes of interviews, the Commissioners agreed to meet at 9:00 a.m., December 12th and 13th.

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) and 2(c)(21) of the Open Meetings Act at 2:47 p.m. via roll-call vote.

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

Motion carried.

Back in Regular Session at 3:23 p.m.

New Business Continued:

1. Consideration of a motion to appoint Candidate Mike Major as a Firefighter/Paramedic with a start date of September 23, 2024 and swear-in date to be arranged by the Fire Department.
 - a. Motion to extend a letter of appointment to Firefighter Paramedic Candidate Mike Major and Brian Campbell.

I hereby make a motion to appoint Mike Major and Brian Campbell as a Firefighter Paramedics with a start date of September 23, 2024 and swear-in date to be arranged by the Fire Department.

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

Motion carried. Candidates appointed.

2. Consideration of a motion to appoint Candidate Victor Vivo as a Lateral Police Officer with a start date and swear-in date to be arranged by the City’s Human Resources and Police Departments.
 - a. Motion to extend a letter of appointment to Lateral Police Officer Candidate Victor Vivo.

I hereby make a motion to appoint Victor Vivo 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 nd	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion carried. Candidate appointed.

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

- a. I hereby make a motion to extend an offer of employment to Candidate Joseph Lombardo, conditioned on the successful completion of a psychological examination, a medical examination, and a drug/alcohol test, all conducted by one or more professionals that the BFPC currently uses. If for some reason one or more of those professionals are unable to promptly complete the examinations and/or tests, my motion gives the City of Des Plaines the ability to secure an alternative professional or clinic to promptly complete the exams and/or tests. My motion also directs Human Resources to promptly circulate the aforementioned test/exam results to the individual BFPC members. My motion also allows for the formal appointment of Candidate Lombardo by the BFPC Chairperson without the need for the BFPC to reconvene if Candidate Lombardo successfully passes the psychological, medical and drug/alcohol exams and/or tests. My motion however precludes Candidate Lombardo’s appointment if by chance he fails one or more of the aforementioned exams/tests and/or if one or more BFPC Members call for further discussion about Candidate Lombardo’s appointment with that call occurring within 3 calendar days of having received the exam/test results from Human Resources.

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

Motion Carried.

- 4. Consideration of motions pertaining to the retention or removal of Probationary Police Officer Candidates from continued consideration in the selection process.

- b. Motion to disqualify Probationary Police Officer candidate Zachary Blase for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- c. Motion to disqualify Probationary Police Officer candidate Gianna Mok for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- d. Motion to disqualify Probationary Police Officer candidate Jennifer Morad for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- e. Motion to disqualify Probationary Police Officer candidate Jeremias Delgado for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- f. Motion to disqualify Probationary Police Officer candidate Brianna Starks for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- g. Motion to disqualify Probationary Police Officer candidate Raquel Landeros for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- h. Motion to disqualify Probationary Police Officer candidate Shavin Ellickal for reasons that are more fully set forth in the rejection letter.

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

Motion carried.

- i. Motion to disqualify Probationary Police Officer candidate Kenneth Harvey for reasons that are more fully set forth in the rejection letter.

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

Motion carried.



- 5. Consideration of motions pertaining to the retention or removal of Lateral Police Officer Candidates from continued consideration in the selection process.

None.

- 6. Consideration of motions pertaining to the retention or removal of Probationary Firefighter Candidates from continued consideration in the selection process.

None.

Report of Commissioners:

- a. None.

Adjournment

Motion to adjourn.

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

Motion carried.

Adjourned at 3:30 p.m.

Next Special Meeting: October 10, 2024, 9:00 a.m.

Next Regular Meeting: December 9, 2024, 6:00 p.m.

Respectfully submitted,

Sarah Gianni, Management Analyst HR/Risk

Approved this day 10th day of October, 2024.


D. Michael Albrecht, Chairman


Thomas Green, Secretary