



DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS
MINUTES OF SPECIAL MEETING
COUNCIL CHAMBERS

APRIL 14, 2022

Call to Order: 9:33 a.m.

Roll Call:

Lester: Present

Albrecht: Present

Green: Present

D. Michael Albrecht	Commissioner	David Anderson	Police Chief
Thomas Green	Commissioner	Daniel Anderson	Fire Chief
Debra Lester	Commissioner	Mark Burkland	Elrod/Friedman Atty
		Dorothy Wisniewski	Asst City Manager/Finance Director
		Becky Madison	Recording Secretary/ Director of Human Resources
Dan Shanahan	Deputy Police Chief	John Rice	Commander
Sean Flanagan	Deputy Police Chief	Sam Foster	Deputy Fire Chief

Public Comment: none.

Old Business: none.

New Business:

1. Approval of the March 14, 2022, Regular Meeting minutes.

Motion to approve Regular Meeting Minutes of March 14, 2022, as presented.

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

Motion carried.

2. Review and approval of the initial 2022 Probationary Firefighter/Paramedic Eligibility List.

There was a discussion about the approval of the initial eligibility list. Commissioner Albrecht asked if this initial list would have preference points in it? Fire Chief Anderson indicated that it would not. The list for the Commission’s consideration included the scoring of just the two written tests, the FST, and the situational-based judgment test. Upon approval by the Commission, IO Solutions will send out the notice of pass/fails, and

then the notice for preference points which can be submitted over the next 10 days. Commissioner Albrecht asked if there was one perfect score on the test? Fire Chief Anderson indicate that there was not a perfect score on the test. He explained that he had the same initial question and learned from IO Solutions that they standardize the scores, which has multiple variables in the standardization. They then combine the two scores into a range of 100 to 70, with the last candidate being at 70. The next step will involve the application of the preference points.

Commissioner Albrecht asked if the Commission would receive the breakdown of where the preference points for each candidate, detailing what points they are and are not eligible to receive. Fire Chief Anderson indicated the Commission would receive the breakdown as soon as it was available. In order to keep the set timeline, he has asked IO Solutions to begin giving staff access to the breakdown as the candidates submit their requests. This will allow staff to review and begin addressing the questions. He indicated that if approved today, the initial eligibility list would be posted the next day, which would begin the 10-day period to claim preference points. The final eligibility list is expected to be presented to the Commission on May 3, 2022. The Fire Chief indicated that he will ensure that the Commission receives the final list for approval along with the worksheets showing preference points when they become available.

Fire Chief Anderson explained that there are 10 openings so staff will begin the preliminary background process right away and send all 50 candidates the PHQ and schedule fingerprinting. The Fire Chief related that the next fire academy start date is July 9, 2022, and that fire staff would be working with police staff on a background timeline so that the academy date can be met. It is anticipated that the Commission interviews with candidates will be held in the 1st or 2nd week of June. The Fire Chief indicated that as soon as staff received the packets, they would go through them to learn how many certified firefighters and paramedics were on the list so they would know how many may need to attend the fire academy. Police staff would be asked to complete 30 backgrounds to accommodate a 12-20% failure rate. The Fire chief said that it was not atypical to lose anywhere between 12-20% at each level, similar to what we lost after the application process. 113 applications went out, only 100 were returned. Another 15 applicants failed to meet the qualifications or didn't turn everything in. He indicated that it was not uncommon to have a 15-18% drop in the written scores as well. There was discussion about other municipal fire testing and the failure rate they are experiencing. The Fire Chief indicated that many departments are dropping firefighter or paramedic certification requirements.

Commissioner Albrecht asked if the Commissioners could get information about other municipalities seeking signing bonuses. He indicated that he knew many departments were offering these incentives. Police Chief Anderson indicated that staff would provide the commission with a full report once the police lateral process was in place.

Commissioner Lester asked how the initial pay compared with other fire departments. Fire Chief Anderson related that the comparisons were favorable, we are in the top 1/3 in the area. Starting salary \$71k-\$74k, which is very competitive. Commissioner Lester indicated that for the 2019 test, there were 109 applicants, 92 tested, 71 passed, 23% failure rate and this one had a 26% failure rate.

Commissioner Albrecht asked how quickly staff felt the City would be going through the fire list. Fire Chief Anderson said that he felt the City would go through the list quickly. He also indicated that the department is expecting one or two additional retirements in the next year.

Commissioner Lester asked if IO Solutions gave the Fire Chief the raw test scores and if the Commissioners would have access to them. The Fire Chief responded that he put them in an Excel Spreadsheet in a secured Board of Fire and Police Commissioner’s network folder. He and HR Director Madison explained how the Commissioners could gain access to the files. Commissioner Albrecht asked Fire Chief Anderson if he was interested in or felt there was any need for a lateral entry for fire/paramedics? The Fire Chief Anderson replied that there was no need yet and that only a handful of agencies that still do this in Illinois.

Motion to approve the initial 2022 Probationary Firefighter/Paramedic Eligibility List.

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

Motion carried.

3. Discussion pertaining to a Police Officer Lateral Entry Process.

Commissioner Albrecht requested that in future memos regarding the lateral rule changes that Police Chief Anderson include additional details outlining the many difficulties in police hiring. The Police Chief agreed to add more details in future memos to include a wider number of challenges.

There was discussion about using the term “Commission” instead of “Board” in the rules and regulations. Commissioner Lester and Police Chief Anderson felt that the term “Commission” was more appropriate. Attorney Burkland agreed and indicated that “Commission” would be used in future rule changes. He further clarified that as previously discussed, the intention is to go back and change this throughout the rules as we move forward. Commissioner Lester said we can fix it throughout and Attorney Burkland agreed.

The Commission discussed Section 4, Page 2, regarding the list of examinations, minimum scoring, and the number of exams being looked at for the initial hire list. They discussed that the Initial Oral Interview exam portion had not been used for several years and was intended to be used as part of the screening process when the Commission had 100s of applicants. There was discussion about eliminating it from both lateral entry and new hire processes. Commissioner Lester confirmed that the Commission had only used the process once in the last 12 years and felt it was unproductive. There was discussion about it being removed from both the new hire and lateral entry rules. The Commissioners directed staff to remove it from Sections 4 and 9 of the draft Rules and Regulations of the Board of Fire and Police Commissioners.

The Commission discussed the possible removal of the Physical Ability test from Section 6 of the rules. The Commission has not been conducting an initial physical ability for many years. Instead, they have required a “Power Test” card. Currently, police academies in the State require the completion of the “Power Test” as a condition of attending the academy. The Police Chief recommended that the Commission consider removing all mention of a physical ability test. The Commission discussed and directed staff to remove the physical ability test from Sections 4 and 6 of the draft Rules and Regulations of the Board of Fire and Police Commissioners. Commissioner Lester confirmed that there was adequate verbiage in Section 13 regarding entrance to the police academy, which would be retained in the Rules and Regulations of the Board of Fire and Police

Commissioners. Additional discussion focused on ensuring that applicants knew they would be required to have a power test card at the time of application and that they would be required to pass the “power test” as a condition of attending the academy. Director Madison and Police Chief Anderson confirmed that staff would remind the candidates during the background process.

There was discussion about Preference points in Section 5. After discussion, the Commission directed staff to add in language that included adding one (1) preference point for candidates who have lived in the City limits for one year prior to application to the draft Rules and Regulations of the Board of Fire and Police Commissioners. Commissioner Lester confirmed that adding one (1) residency preference point for police would be consistent with the same practice for fire. There was also discussion about adding preference points for certified officers and it was determined that there would be no advantage to adding the points due to the legal ability for the Commission to skip within the list to certified officers according to their rank on the list.

The Commissioners requested that staff include a “redline” version document for the Commission for all future rule changes. Staff agreed.

Commissioner Albrecht recommended a change for the psychological and medical examination portions of Section 8, to use the phrase “will be given”, instead of “may be given”.

Commissioner Lester recommended adding “time” in Section 11 – Offers.

There was discussion about Section 9. G. Dissolution of a Lateral Entry Eligibility List. In discussion, the Commission directed staff to clarify the sentence to include the Commission acting upon the request of the City Manager to the draft Rules and Regulations of the Board of Fire and Police Commissioners.

The Commission discussed Section 7. A Pre-Screening. Police Chief Anderson clarified that the pre-screening process will include the PHQ, which will be used in the same way it is used in the new hire process. Negative information gained from the PHQ will be sent to the Commission via the short form process. The term PHQ is not included so that the Commission can change the name of the pre-screening test without being required to change the Rules and Regulations of the Board of Fire and Police Commissioners.

Commissioner Albrecht asked about verbiage that the Commission “may conduct a detailed character or background investigation” in Section B. He stated that this is part of the process and asked if that wording should be changed. Police Chief Anderson clarified that the recommended verbiage is just more optimal and gives the Commission complete control over who is doing the background investigation. It is still the Commission that determines who will conduct the background.

Commissioner Albrecht asked about the word “if” in Section 7 D regarding the oral interview is required. Police Chief Anderson stated that it could be changed. Attorney Burkland said the word just gives leeway and recommended that it not be changed.

Commissioner Albrecht initiated discussion about Section 8, Post-Offer Examinations. After discussion, the Commission directed staff to make changes to paragraphs A and B related to the removal of names from the

Register of Eligibles when they fail the psychological or medical examinations to the draft Rules and Regulations of the Board of Fire and Police Commissioners.

Commissioner Albrecht initiated discussion about Sections 8 and 9 D Police Officer Lateral Eligibility List. The discussion focused on deferring any post offers until the Commission receives notice from the City Manager and if this language was contradictory. Police Chief Anderson stated that the list is different when going through the post-offer process. If there are no openings, the post-offer testing can be deferred until there is an opening. Attorney Burkland agreed. Commissioner Lester asked about potential conflicts between Section 9 A and G, which gives the Commission authority to establish the lateral entry list at any time. (G) dissolution does not prevent the commission and City Manager from establishing a new list. She further clarified that the draft does not require the City Manager in A but are putting it in G. Attorney Burkland said it was meant to be that the commission has the authority to create a lateral entry process and create a list for it, but the City Manager is involved in deciding if there is a need for a list. G is related to dissolution, which is an entirely different process that involves the City Manager being part of the decision-making with the Commission. The Commission directed staff to make changes to G to clarify in the draft Rules and Regulations of the Board of Fire and Police Commissioners.

Commissioner Albrecht initiated discussion about Section 10 Selection of Applicants. There was discussion about potentially adding an expiration date to the Lateral Entry Eligibility List and if the list should be ranked in some manner. There were also questions about how the Commission would determine which list to hire from (new hire or lateral). Attorney Burkland said they are very different. Applicants on the lateral list are not new officers and are already certified officers. He further stated that there is nothing in state law telling this Commission how to decide which list to draw from - laterals vs. new applicants. Attorney Burkland stated that the Commission can choose at any time the best candidate from either or both lists. He recommended that the Commission work with Police Staff and the City Manager to determine which list will be best for the City to hire from when a decision has to be made.

Commissioner Albrecht asked if the lateral process will have a written test. Police Chief referenced Section 6 Examination Elements. Staff and the Commission walked through each step of the lateral hiring process and concluded that there would be no written exam for lateral entry. Commissioner Lester asked if prescreen & preliminary background check is part of the same process. Police Chief Anderson said yes. Commissioner Lester wondered if they could be consolidated & move character background checks in front of the polygraph. Attorney Burkland said the steps weren't meant to be in a specific order, but can change. Commissioner Lester asked if prescreen/background could be combined instead of two steps (preliminary is prescreening). The Commission directed staff to merge the pre-screening and preliminary background check into one process.

Commissioner Lester asked what period of probation would be for a lateral entry candidate. After discussion, the Commission directed staff to make the probationary period for a lateral entry the same as a new hire to the draft Rules and Regulations of the Board of Fire and Police Commissioners. Attorney Burkland agreed that it should be added.

Commissioner Albrecht initiated discussion about staff maintaining contact with the candidates on the Lateral Entry Eligibility Lists. HR and Police staff will be responsible for keeping in touch with the candidates on the list. There would be no need to notify each candidate when a new candidate is added to the list. There was

discussion about hiring from the Lateral Entry Eligibility List based on certain candidate skills, certifications, and prior years of service. Once the list is established, it would be Director Madison’s responsibility to communicate with the Eligibles. There was also discussion about the potential need to market and communicate incentives, pay, and benefits to prospective candidates when the testing process is started. Police Chief Anderson indicated that the incentives could change at any time and may be impacted by collective bargaining and other staffing issues at any given time. Incentives would need to be determined and managed at the City level.

Break until 11:05am

Commissioner Albrecht initiated discussion about the need for a lateral entry pamphlet. After discussion, it was determined that the proposed lateral entry process would not require an additional pamphlet.

Report of Commissioners:

Status of Certificates of Appointment – It was stated that Commissioner Lester was going to work with Deputy Chief Shanahan on scheduling the Commissioners attendance at roll calls, to distribute the Certificates.

The Commission asked Director Madison to update the Commission contact list.

There was discussion about the PEP Test. The discussion focused on it generating more confusion and questions than answers. The Police Chief recommended that the Commission consider eliminating it from the hiring process. Instead, staff would work on creating additional hiring questions that the Commission could consider using in the oral interviews. Commissioner Lester indicated that she finds too much distortion and it invalidates many questions. Commissioner Green also indicated that the PEP has not resulted in correct answers. The Police Chief confirmed that he and the Fire Chief were working on additional questions for the Commission to consider.

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 and discussion and approval of closed session minutes under section 2(c)(21) of the Open Meetings Act at 11:20 a.m.

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

Motion carried.

Back in Regular session at: 11:26 a.m.

New Business Continued:

Motions regarding PD Candidates Short Form/Background Investigations:

CANDIDATE #	CANDIDATE NAME	Motion/ 2nd	COMM ALBRECHT	COMM LESTER	COMM GREEN	COMMENTS
132	Salvador	Lester 2 nd Green to eliminate	Aye	Aye	Aye	Salvador Eliminated Motion carried
137	Gawron	Green 2 nd Lester to eliminate	Aye	Aye	Aye	Gawron Eliminated Motion carried
138	Cavic	Lester 2 nd Green to eliminate	Nay	Aye	Aye	Cavic Eliminated Motion carried
145	Strozik	Green 2 nd Lester to eliminate	Aye	Aye	Aye	Strozik Eliminated Motion carried

Motion to adjourn.

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

Motion carried.

Commissioner Lester stated that she will not be at the Regular Meeting scheduled for June 13, 2022. The Commissioners agreed to cancel the Regular Meeting scheduled for June 13, 2022 and schedule a Special Meeting in June if required. The question was asked if there needed to be a certain number of meetings. The only requirement is that the canceled meeting be posted.

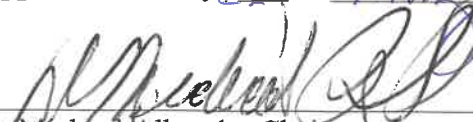
Adjourned at 11:32 a.m.

Next Special Meeting: Tuesday, May 3, 2022 – 9:30 a.m.

Respectfully submitted,

Becky Madison
Recording Secretary and Director of Human Resources

Approved this day 3rd of May, 2022


D. Michael Albrecht, Chairman


Debra Lester, Secretary

