



DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS

SPECIAL MEETING MINUTES

March 27, 2023

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	Daniel Anderson	Fire Chief
Kristy Garceau	Commissioner	Sam Foster	Deputy Fire Chief Admin/Support Services
David Anderson	Police Chief	Dorothy Wisniewski	Assistant City Manager/ Finance Director
Dan Shanahan	Deputy Chief - Patrol	Becky Madison	Recording Secretary/ Director of Human Resources
Sean Flanagan	Deputy Chief – Support Services	Sarah Gianni	Management Analyst
John Rice	Commander- Investigations		

Public Comment: None.

New Business:

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

Chairman Albrecht asked for memos on how the background checks will be done for candidates. Fire Chief Anderson agreed but noted it will have to happen once the testing gets moving. Chairman Albrecht also asked whether candidates must be U.S. Citizens to apply. Fire Chief Anderson stated that candidates do not have to be citizens, just U.S. Residents according to BFPC rules.

Director of Human Resources Becky Madison added that the written examination will be done electronically, so there is not a specific date or time that it is done. Police Chief Anderson stated that once a “go-live” date is established, there can be a window of time open. He and the Fire Chief recommend 45 days. Chairman Albrecht asked for a memo to provide pros and cons of a range of dates. Police Chief Anderson agreed. Director of Human Resources Becky Madison added that the candidate must pay an application fee of \$55 for NTN, but the City does not have an application fee. So there is a \$0 application fee outside of NTN’s fee to be part of a larger



pool. Police Chief Anderson added that it costs \$12 to transfer one’s score. Applicants may contact NTN with questions per the application instructions. The judgement test will be subjective based on rules and regulations Section 2, bullet point 4. The minimum passing score for the examination will be 70%, and any open positions will be filled from the resulting eligibility list for Firefighter/Paramedic.

Pursuant to Chapter VI, Section 2 of the Rules and Regulations of the Board of Fire and Police Commissioners the Board issues a call for Examination for the position of Firefighter/Paramedic under the following criteria:

- Written examinations will occur throughout the call for applications utilizing the National Testing Network processes.
- The candidates will be required to pay a \$55 membership fee to NTN or a \$12 fee to transfer test results to the City of Des Plaines.
- Applicants may contact Fire Department Administration with questions per the application instructions document.
- The Situational Judgement Test shall be a subjective evaluation component of the process which is designed to evaluate how the applicant would respond to various situations and measure conflict resolution skills, service orientation, initiative, integrity, team orientation, and other traits. (Rules and Regulations Section 2, bullet point 4 and Section 4(b))
- The minimum passing score to the written examination shall be 70%. (Rules and Regulations Section 2, 4(a))
- Open positions will be filled from the resulting eligibility list as Firefighter/Paramedic.

Motion to approve a Call for Examinations to fill the vacant position of Probationary Firefighter/Paramedic.

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

Motion carried.

2. Discussion and approval of a Call for Examinations to fill the vacant position of Probationary Police Officer.

Police Chief Anderson noted that the last list was expired and exhausted. Commissioner Green noted that this process did require candidates be U.S. Citizens. Chairman Albrecht asked when the list would be ready. Fire Chief Anderson stated he hoped there would be candidates to send to the July Fire Academy. It depended on how long applications would be run for and how long backgrounds take. The good part of NTN is that once a list is exhausted, it’s easy to do another call. Police Chief Anderson stated he was open to having either a 45- or 30-day window for applications. The commissioners agreed that 30 days sounded like the best option.

Pursuant to Chapter III, Section 2 of the Rules and Regulations of the Board of Fire and Police Commissioners the Board issues a call for Examination for the position of entry level police officer under the following criteria:

- Written examinations will occur throughout the call for applications utilizing the National Testing Network processes.



- The candidates will be required to pay a \$55 membership fee to NTN or a \$12 fee to transfer test results to the City of Des Plaines.
- Applicants may contact Police Department Administration with questions per the application instructions document.
- The applicant must have an active POWER card at time of application.
- Request for preference points must be made at the time of application.
- The minimum passing score to the written examination shall be 75%. (Rules and Regulations Section 4)

Motion to approve a Call for Examinations to fill the vacant position of Probationary Police Officer.

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

Motion carried.

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 at 9:21 a.m.

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

Motion carried.

Back in Regular Session at: 9:55 a.m.

New Business Continued:

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

i. Motion to proceed with short form for Lateral Police Officer Candidate Abah Antonio.

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

Motion Carried. Candidate disqualified.

ii. Motion to proceed with short form for Lateral Police Officer Candidate Jaime Cajigas.

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

Motion Carried. Candidate disqualified.



iii. Motion to proceed with short form for Lateral Police Officer Candidate Amin Elmesquine.

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

Motion Carried. Candidate disqualified.

iv. Motion to proceed with short form for Lateral Police Officer Candidate Luis Franco.

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

Motion Carried. Candidate disqualified.

v. Motion to proceed with short form for Lateral Police Officer Candidate Richard Meehan.

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

Motion Carried. Candidate disqualified.

vi. Motion to proceed with short form for Lateral Police Officer Candidate Deven Tolver.

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

Motion Carried. Candidate disqualified.

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

None.

5. 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 whether there would be candidate interview in April for lateral applicants. Human Resources Director Becky Madison stated they would likely be held in the first or second week of May. A discussion of potential meetings occurred, with the group settling on the potential dates of May 3rd and May 4th. There may also be a need for an additional special meeting based on short forms.



Motion to adjourn.

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

Motion carried.

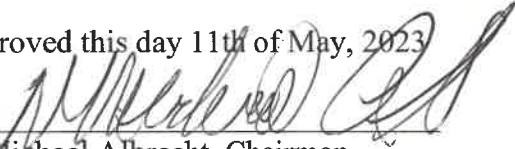
Adjourned at 10:10 a.m.

Next Special Meeting: May 11, 2023, 9:00 a.m.
Next Regular Meeting: June 12, 2023, 6:00 p.m.

Respectfully submitted,

Sarah Gianni
Human Resources Management Analyst

Approved this day 11th of May, 2023



D. Michael Albrecht, Chairman



Thomas Green, Secretary

