



**DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS**  
**MINUTES OF SPECIAL MEETING**  
**COUNCIL CHAMBERS**  
**DECEMBER 16, 2021**

**Call to Order: 10:05 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 |
|                     |              | Sam Foster         | Deputy Fire Chief                  |
|                     |              | Matt Matzl         | Deputy Fire Chief                  |

**Public Comment:** For matters that are not on the Agenda: None

**Old Business:**

1. Approval of the Special Meeting Minutes of November 8, 2021

Commissioner Albrecht questioned the times noted in the minutes for the start of Executive Session and the time returned to Regular Session. Commissioner Lester suggested listening to the Executive Session recording to obtain an accurate start and end time. This item was tabled until the next meeting.

**New Business:**

1. Discussion and approval of a recommendation regarding the proposed changes to the Board of Fire and Police Commissioners Rules and Regulations.

Commissioner Albrecht asked if everyone had a copy of the eligibility list results. He stated that he would like to explore the results at a future meeting and add to a future agenda.

Commissioner Albrecht commented on a memo issued regarding the Rules and Regulations changes. Mr. Burkland responded that this was put together knowing there are still changes to be made after discussion. Commissioner Albrecht stated that he would like to see the date the Board recommended changes to City Council noted.

Commissioner Lester asked the Chief what his timeline is for the upcoming application process. Fire Chief Anderson replied that he does not have dates set, because the Rules and Regulations will need to be approved and in place first. There was a discussion on the timeline, the cost, the companies Fire Chief Anderson is considering to conduct the testing, the academies that he can utilize and start dates.

Commissioner Lester commented on two big changes that she noticed in the Rules and Regulations, which were that candidates are not required to have a paramedic license at the time of written examination and changes to the physical ability testing. She suggested making those two changes to get the application process started and a candidate list in place and discuss other changes at a later date. Mr. Burkland commented that he was charged with working on the Rules and Regulations to this point and he doesn't think the time is right to set the totality of the changes aside. Mr. Burkland stated the Commissioners are being very thoughtful about not holding up the testing process by putting these changes put into place.

Commissioner Albrecht commented on preference points and Fire Chief Anderson clarified what he is proposing and when the points will be awarded. Commissioner Albrecht suggested looking at the sections regarding preference points and paramedic status first. Fire Chief Anderson suggested the Board start from the beginning of the document and move through the document from start to finish.

The Commissioners discussed the Rules and Regulations document page by page and offered suggestions for revisions. Verbiage in various sections was reviewed, clarified and suggestions were given for changes and grammatical errors were reviewed.

The Recording Secretary duties were discussed as they relate to Executive Session minutes. It was suggested that the title of Recording Secretary be changed to Staff Liaison. Meeting minutes signature lines were also discussed.

Commissioner Albrecht asked for clarification on the attorney that will represent the Board when needed. Mr. Burkland provided an explanation and suggestions on that topic. The Assistant City Manager/Finance Director suggested leaving the language as it currently stands in this section.

The minimum passing score and preference points were discussed. Police Chief Anderson answered additional questions regarding preference points.

Candidates requesting a "pass" was discussed and what course of action will be taken if that occurs. Commissioner Lester asked for clarification on where the candidate will then be placed regarding the eligibility list. Mr. Burkland clarified that taking a pass applies after the candidate is already on the eligibility list and they remain in their current spot. Police Chief Anderson stated that a pass should occur when the candidate has passed the background investigation and at the probationary appointment stage. He suggested to leave the Rules and Regulations as-is in this section, because if the candidate does not want to participate in the background investigation, they are removed and then we move on to the next candidate. Commissioner Lester further clarified that if the candidate is called to go through the background check and wants to "take a pass," the person speaking with the candidate will communicate that there is no "pass" at that point in the process, but would be available at the point of conditional offer. This was understood.

Filing of applications was also discussed and the Chiefs clarified that the application process will go through the agent selected. Commissioner Lester requested accommodations for a candidate that is unable to apply electronically. Mr. Burkland stated that he will discuss this further with the Chiefs.



Board recessed at 12:05 p.m. and reconvened at 12:17 p.m.

Qualifications, disqualifications, paramedic status, paramedic points, prescription drug use, driver's licenses and corrections to applications were discussed. Verbiage in these sections were reviewed, clarified and suggestions were given for changes and grammatical errors were reviewed. Fire Chief Anderson talked about these sections and answered questions.

Commissioner Lester commented that there is new legislation regarding testing age requirements. She would like this clarified and appropriate verbiage added to the Rules and Regulations before the Rules and Regulations are recommended. She also mentioned the section about publishing the exam details in a newspaper. Commissioner Lester stated that in the past she believes it was agreed that the details could be posted on the City website and not in a newspaper as well. Mr. Burkland stated that he will check on whether or not this needs to be posted in a newspaper.

The Physical Ability Test vs. the CPAT was discussed. Commissioner Lester commented that she would like to make sure that the Board can have the option to use either test and neither is viewed as a preference. Fire Chief Anderson stated that he will clean up the language in the draft.

Commissioner Albrecht asked about Cadet programs and possible points. Fire Chief Anderson discussed this topic with the Board and provided details of the program. Police Chief Anderson provided his feedback on points for Cadet and Explorer programs. Commissioner Albrecht also asked for clarity on paramedic points and Fire Chief Anderson addressed his questions.

It was decided to meet next on December 30, 2021 at 10:00 a.m. to further discuss revisions to the Rules and Regulations.

**Motion to Adjourn**

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

Motion carried.

**Adjourned at 12:55 p.m.**

**Next Special Meeting:** Thursday, December 30, 2021 – 10:00 a.m.

**Next Regular Meeting:** Monday, March 14, 2022 – 6:00 p.m.

Respectfully submitted,

Becky Madison, Recording Secretary/Director of Human Resources

Approved this day 19 of March, 2022

  
D. Michael Albrecht, Chairman

  
Debra Lester, Secretary

