



VILLAGE OF BUFFALO GROVE
Board of Fire and Police Commissioners
Minutes of the Regular BFPC Meeting
Village Hall Emergency Operations Center
September 15, 2025

CALL TO ORDER and ROLL CALL:

The BFPC Regular Meeting was called to order at 6:02pm by Chairman McKee. Commissioner Fishman, Acting Secretary, called the roll & noted for the record that a quorum was present for the meeting. Present in the EOC Conference Room were Commissioners Berman, Fishman, Jorbin & Chairman McKee. Also present were Police Chief Budds, Fire Chief Kane, Police Deputy Chief Spolar, Fire Deputy Chief Shawn Collins, HR Director Golbach and Village Trustee Liaison Bocek.

EXECUTIVE SESSION

- A. Motion to move to executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and/or legal council
 - 1. Moved by Commissioner Berman; seconded by Commissioner Fishman
 - 2. Commissioners Berman, Fishman, Jorbin and Chairman McKee voted in **FAVOR** of the motion, and the motion **PASSED**. Executive session commenced at 6:04pm
- B. Motion to adjourn from executive session
 - 1. Moved by Commissioner Berman; seconded by Commissioner Fishman
 - 2. Commissioners Berman, Fishman, Jorbin and Chairman McKee voted in **FAVOR** of the motion, and the motion **PASSED**. Executive session concluded at 6:18pm

APPROVAL OF MINUTES:

- A. Motion to approve the BFPC Meeting Minutes for the August 2025 BFPC Meeting
 - 1. Moved by Chairman McKee; seconded by Commissioner Fishman
 - 2. Commissioners Fishman, Jorbin & Chairman McKee voted in **FAVOR** of the motion, Commissioner Berman voted to **ABSTAIN**, and the motion **PASSED**. The minutes were approved.

CHAIRMAN'S REPORT:

- A. Chairman McKee thanked former Commissioner Kevin Dryman for his service to the commission.
- B. Chairman McKee announced that Optional commissioner training will be offered November 7th and November 8th.
- C. Chairman McKee requested that electronic copies of the Police and Fire Operations Reports be moved to the Commission's shared drive.

COMMISSIONER'S REPORTS: NONE

CHIEFS REPORTS:

FIRE DEPARTMENT:

- A. Deputy Chief Collins reported that as of 9/15/25, there is 1 vacancy within the BGF.D.
- B. Deputy Chief Collins reported that as of 9/15/25: (NEW FF/PM CANDIDATE REGISTER)
 - 1. Candidate # 1: BGF.D Non-recommended – REMOVED FROM LIST
 - 2. Candidate # 2: SWORN-IN 5/15/25
 - 3. Candidate # 3: SWORN-IN 7/21/25
 - 4. Candidate # 4: SWORN-IN 7/21/25

5. Candidate # 5: Removed from list
6. Candidate # 6: Removed from list
7. Candidate # 7: Requested 1st Pass
8. Candidate # 8: Background investigation underway
9. Candidate # 9: Background investigation underway
10. Candidate # 10: Background investigation underway

- C. Deputy Chief Collins reported that as of 9/15/25: (LIEUTENANT CANDIDATE REGISTER)
1. There has been no movement on the candidate list; 12 candidates remain on the list.

POLICE DEPARTMENT:

- A. Deputy Chief Spolar advised that the New Hire Candidate List has been exhausted.
- B. Deputy Chief Spolar reported as of 9/15/25, there are 58 sworn officers & 3 vacancies within the BGPD.
- C. Deputy Chief Spolar reported that as of 9/15/25: (NEW HIRE CANDIDATE REGISTER)
1. Candidate #1: Withdrew from process – REMOVED FROM LIST
 2. Candidate #2: BGPD Non-recommend – REMOVED FROM LIST
 3. Candidate # 3: BGPD Non-recommend – REMOVED FROM LIST
 4. Candidate # 4: Withdrew from process – REMOVED FROM LIST
 5. Candidate # 5: SWORN-IN: 8/19/2024
 6. Candidate # 6: BGPD Non-recommend – REMOVED FROM LIST
 7. Candidate #7: Withdrew from process – REMOVED FROM LIST
 8. Candidate # 8: Resigned from BGPD 1/8/2025
 9. Candidate # 9: BGPD Non-recommend – REMOVED FROM PROCESS
 10. Candidate #10: Accepted offer with Elmhurst PD – REMOVED FROM LIST
 11. Candidate #11: Withdrew from process – REMOVED FROM LIST
 12. Candidate #12: BGPD Non-recommend – REMOVED FROM LIST
 13. Candidate # 13: BFPC Non-recommended – REMOVED FROM LIST
 14. Candidate # 14: SWORN-IN: 4/21/25 – Completing Phase 1 of Field Training, will be moving onto Phase 2 of Field Training
 15. Candidate # 15: BGPD Non-recommend – REMOVED FROM LIST
 16. Candidate # 16: Withdrew from process – Hired by another agency (requested 1st pass)
 17. Candidate # 17: BGPD Non-recommend – REMOVED FROM LIST
 18. Candidate # 18: BGPD Non-recommend – REMOVED FROM LIST
 19. Candidate # 19: Withdrew from process – Hired by another agency
 20. Candidate # 20: Hired by another Dept – REMOVED FROM LIST
 21. Candidate # 21: Given final offer of employment – Scheduled to be sworn in on 10/6/25
- D. Deputy Chief Spolar reported that as of 9/15/25: (LATERAL HIRE CANDIDATE REGISTER)
1. Lateral Candidate #1: To be discussed during New Business
- E. Deputy Chief Spolar reported that as of 9/15/25: (SERGEANTS CANDIDATES LIST)
1. There has been no movement on the candidate list; 14 candidates remain on the list.
- F. Chief Budds reported that John Officer was sworn-in as the new Commander at the Village Board meeting in August.

QUESTIONS FROM THE AUDIENCE: NONE

SPECIAL BUSINESS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

- A. Discussion and possible action on specific Police Officer and/or Firefighter/Paramedic candidates: None.
- B. Approval of an updated Lateral Police Officer Eligibility List to include Candidate #1
1. Moved by Commissioner Berman; seconded by Commissioner Fishman
 2. Commissioners Berman, Fishman, Jorbin and Chairman McKee voted in **FAVOR** of the motion, and the motion **PASSED**.

- C. Discussion and possible action regarding National Testing Network as a new vendor for online Fire and Police Entry Level Examinations.
1. Chairman McKee has been working with Police, Fire, and Human Resources regarding how to approach recruitment.
 2. Police and Fire Departments are looking to use National Testing Network (NTN) to administer their tests online rather than in-person, as well as potentially not interviewing everyone at once who passes the test. At present, the typical cut-off for interviews includes the top 40 candidates.
 3. Chairman McKee requested permission to work with the Village's Director of Human Resources and Police and Fire Chiefs to put together a written explanation of how to move forward with testing and recruitment changes.
 4. Human Resources Director Golbach advised that if the BFPC is amenable to moving to NTN, as many neighboring communities have, then the BFPC should revise their Rules and Regulations to reflect such changes. If this is the case, Human Resources Director Golbach would like to move forward as soon as possible with these revisions due to the exhaustion of the current New Hire Candidate list.
 5. Currently, Oral Interviews are conducted by the BFPC with a quorum needed as part of establishing the eligibility list. Chairman McKee suggested a possible restructuring of the Oral Interview process.
 6. Commissioner Fishman prefers to have a buffer between the Departments and BFPC to keep separation of duties and maintain the current level of the Commission's responsibilities. Commissioner Fishman was supportive of having Departments conduct initial interviews for new candidates.
 7. Chairman McKee brought up the possibility of interviewing less new candidates (i.e., 10 candidates instead of 40 candidates) and conducting BFPC Oral Interviews in conjunction with regular BFPC meetings. Commissioners Berman, Fishman and Jorbin were supportive of having less time devoted to oral interviews, though Commissioner Berman said he was more supportive of this structure for Police than Fire.
 8. Human Resources Director Golbach explained that if a specific score was desired for candidates to achieve, further consideration should be given to how the eligibility list is created. Using NTN can increase the candidate pool by allowing new candidates to test within the open window (30 days) of time identified or by allowing a previous NTN score to be transferred over. However, an increased candidate pool is hindered by having an Oral Interview as a step in the process of creating an Eligibility List. Alternatively, NTN could compile test scores to determine the Initial Eligibility List, then NTN could collect preference points to establish a Final Eligibility List.
 9. Commissioner Berman voiced that he thought it makes sense for the Police and Fire Departments to conduct a first interview after testing before moving candidates onto the BFPC. Commissioner Berman identified a concern for not being able to give candidates a ranked score based on points for Oral Interviews. Chairman McKee argued that this would be a potential trade-off for changing the structure of the hiring process.
 10. Fire Chief Kane pointed out that on the most recent firefighter test, 89 people passed but only the top 40 were able to make the Initial Eligibility List for Oral Interviews. He explained that the whole picture of a candidate needs to be assessed and that the BFPC would still have a vital role in the hiring process even if its Oral Interview component is adjusted to a pass/fail criteria.
 11. Human Resources Director Golbach voiced that any specific comments or concerns related to qualitative observations from the Oral Interview could still be included in the BFPC's recommendation on an anecdotal basis rather than via points given.
 12. Chairman McKee clarified that the BFPC Oral Interview would be conducted prior to the Background Investigation, so any concerns that arise during the Oral Interview would be passed along to the department for further consideration. Fire Chief Kane also referenced the benefit of having the background investigator present during the Oral Interviews.
 13. Chairman McKee confirmed that the Commission's desire appeared to be to keep the BFPC interviews separated from any Command Staff interviews; Commissioner Berman said he was unsure.

14. Commissioner Berman stated that he liked the idea of uniformity across other communities with the testing process and asked how other communities are conducting their Oral Interview processes.
 15. HR Director Golbach clarified that NTN's role would be testing, establishing Preliminary Eligibility List ranking based on test scores, sending notices for collection of preference points and re-ranking candidates to a Draft Final Eligibility List, which the commission would then vote on. This system, in conjunction with moving where in the hiring process the Oral Interviews fall, would allow the Village to have a larger candidate pool without devaluing the Commission's contribution to the hiring process.
 16. Deputy Chief Spolar stated that he sees value in having a ranked score for the Oral Interview, pointing out that quantitative test scores and preference points alone may exclude candidates with exceptional personal characteristics, social skills or otherwise desirable qualities.
 17. Human Resources Director Golbach will reach out to other communities to see what they do for their hiring processes and how to feasibly maintain the BFPC's involvement and priorities.
 18. Commissioner Berman suggested possibly changing the Oral Interviews to be shorter in length in terms of time (10-minutes) and number of questions (4-5 well directed questions on specific skillsets).
 19. Chairman McKee offered to share Oral Interview questions with the Fire and Police Departments should they wish to know what is asked of candidates.
- D. Discussion regarding the role of recording secretary and future election date
1. Role of recording minutes to be allocated to professional staff at Village Hall
 2. Looking for position of Secretary to be more of a review/approval role going forward, rather than a document generating role
 3. Election for new Secretary to take place at October 2025 meeting

ADJOURNMENT:

- A. Motion to adjourn the BFPC Meeting at 7:00pm
 1. Moved by Chairman McKee; seconded by Commissioner Berman
 2. Commissioners Berman, Fishman, Jorbin & Chairman McKee voted in **FAVOR** of the motion. The motion **PASSED** & the Regular BFPC Meeting was adjourned.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities contact the ADA Coordinator at 459-2507 to allow the Village accommodations for those persons.