

VILLAGE OF BUFFALO GROVE



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VILLAGE OF BUFFALO GROVE Board of Fire and Police Commissioners Minutes of Special Regular Meeting May 3, 2021

CALL TO ORDER and ROLL CALL:

The meeting was called to order at 6:02pm by Chairwoman Dibbern. Commissioner Dryman, Acting Secretary, called the roll and noted for the record that a quorum was present for the meeting. Present via web conference were Commissioners Fishman, Hartman, Dryman, Berman, and Chairwoman Dibbern. Commissioner Berman was present at Village Hall. Also, in attendance were Chief of Police Casstevens, Fire Chief Baker, HR Director Malinowski and HR Management Analyst Goldbach, Trustee Liaison Smith and Trustee Liaison Stein.

APPROVAL OF MINUTES:

- A. Chairwoman Dibbern made a motion to approve the minutes of the BFPC Special Regular Meeting of April 5, 2021, seconded by Commissioner Hartman. Commissioners Fishman, Hartman, Berman, Dryman and Chairwoman Dibbern voted in favor of the motion. The motion passed

CHAIRWOMAN'S REPORT:

- A. Police Officer Michael Carlson was awarded 2020 Officer of the year
- B. Police Office Matt Mills was awarded Special Commendation Award
- C. Battalion Chief Joe Alexander will be retiring on June 2nd FF/PM Mike Otto will be promoted to Lieutenant. and Lt. Mike Sparrow will be promoted to Battalion Chief

COMMISSIONER'S REPORTS: None

TRUSTEE REPORTS:

- A. Trustee Stein thanked the BGPD for the successful drug takeback day

CHIEF REPORTS:

POLICE DEPARTMENT:

- A. Chief Casstevens reported Officer Mike Martin will be retiring and they are looking through the lateral candidate list for his replacement.
- B. Chief Casstevens reported Officer Megan Diaz was injured at the Police Academy during defensive tactics training and was injured to the point that she will need restart the Academy as soon as she is cleared for full active duty. She has reported back to BGPD and has been assigned to light duty pending her rehabilitation and medical clearance to return to the Academy. Chief Casstevens also stated that she will be the top of her class when she returns.
- C. Chief Casstevens reported that the BGPD has a successful drug takeback day on April 24th. 280lbs of prescription medication was taken back for destruction in a 4-hour period.

FIRE DEPARTMENT:

- A. Chief Baker reported Lt Spiro will be promoted to and sworn in as Battalion Chief on June 3rd by Chief Baker at BGFD Headquarters.

- B. FF/PM Otto will be promoted to Lieutenant and will be sworn in by Chairwoman Dibbern at BG Fire Department Headquarters on June 8th
- C. Both will have their badges presented to them during the BG Village Hall meeting on June 21st.

QUESTIONS FROM THE AUDIENCE: None

SPECIAL BUSINESS: None

OLD BUSINESS:

- A. Chairwoman Dibbern made a motion to approve the May 5th 2021 BGFC calendar of events, seconded by Commissioner Fishman. Commissioners Fishman, Hartman, Berman, Dryman and Chairwoman Dibbern voted in favor of the motion. The motion passed and the calendar has been approved.

NEW BUSINESS:

- A. Chairwoman Dibbern made a motion to appoint Kevin Dryman to the position of Secretary for the BGFPC, seconded by Commissioner Berman. Commissioners Fishman, Hartman, Berman and Chairwoman Dibbern voted in favor of the motion. Commissioner Dryman abstained. The motion passed and Kevin Dryman is the duly appointed Secretary for the BGFPC.
- B. Chairwoman Dibbern made a motion to officially exhaust the FF/PM eligibility list, seconded by Commissioner Fishman. Commissioners Fishman, Hartman, Berman, Dryman and Chairwoman Dibbern voted in favor of the motion. The motion passed and the list has been exhausted and retired.
- C. Chairwoman Dibbern initiated discussion regarding the commencement of a new FF/PM testing process & FF/PM Orientation Packet.
 - a. FF/PM openings will be announced May 17th
 - b. Applications are due June 18th
 - c. Written test on June 26th AM and PM sessions
 - d. Oral interviews will be July 10th – 11th
 - e. Preliminary List posting will be July 12th
 - f. Preference points will be due July 23rd
 - g. Final register will be posted August 2nd
- D. Chief Baker offered praise to Tyler Grace and Katie Golbach for putting together the FF/PM Orientation Packet
- E. Chairwoman Dibbern initiated discussion regarding the upcoming Police Office Candidate testing activities
 - a. Orientation and Testing at BGHS June 5th
- F. Chairwoman Dibbern initiated discussion regarding the Fire Lieutenant promotional process:
 - a. Art Malinowski asked if there is a cover sheet that will accompany the list posting as far as next steps in the process. He believes that military preference points are next.
 - b. Chief Baker sends out the email with details that are needed involving their DD214 submission with their application.
- G. Chairwoman Dibbern made a motion to approve the Fire Lieutenant promotional process, seconded by Commissioner Hartman. Commissioners Fishman, Hartman, Berman, Dryman and Chairwoman Dibbern voted in favor of the motion. The motion passed and the promotional process has been approved.
- H. Chairwoman Dibbern initiated discussion about the Police Lieutenant promotional process
 - a. The BGFPC Calendar was updated with the process
 - b. Chief Casstevens advised the announcement was scheduled for May 3rd
 - c. The 7-page packet was sent out to all 7 of the Sergeants May 3rd
 - d. Only 3 meet the criteria of time in service as Sergeant long enough to complete the Lieutenant process which is minimum of 3 years of service in the rank of Sergeant by July 16th
- I. Chairwoman Dibbern initiated discussion with Chief Casstevens regarding Lateral Police Officer candidates
 - a. Chief Casstevens advised of the list of lateral candidates, they have begun the background investigation on 2 of the applicants to fill Office Mike Martin's spot

- b. Chief Casstevens advised that he and the Deputy Chiefs will begin the background process and put together a list of whom they feel are the top candidates to present to the Commission
- J. Commissioner Hartman offered her thanks and gratitude to Officer Matt Mills for braving the warm weather at Woodman's on Sunday for the "Stuff the Squad" food drive campaign
- K. HR Management Analyst Goldbach initiated a discussion about the BGFPC Rules and Regulations.
 - a. HR Director Malinowski advised that one of the goals for the BGFPC this year will be update the Rules and Regulations to incorporate the recent updates and changes that have been made, in regards to the Police and Fire Lieutenant interview processes and the current R&R document does not reflect this.
 - b. During testing a Proctor is NOT required to follow the candidate into the restroom. The candidate will leave their phone in the testing area and a Proctor will follow the candidate to the bathroom door and back to the testing area.

EXECUTIVE SESSION: NO EXECUTIVE SESSION NEEDED

ADJOURNMENT:

A motion was made by Chairwoman Dibbern, seconded by Commissioner Dryman to adjourn the meeting at 6:31pm. Chairwoman Dibbern and Commissioners Fishman, Hartman, Berman, Dryman voted in favor of the motion. The motion passed.

Respectfully submitted,

Kevin B. Dryman, Secretary
Board of Fire and Police Commissioners