

# VILLAGE OF BUFFALO GROVE

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Fifty Raupp Blvd.  
Buffalo Grove, IL 60089-2196  
Phone 847-459-2500  
Fax 847-459-7906

## VILLAGE OF BUFFALO GROVE Board of Fire and Police Commissioners Minutes of Regular Meeting Village Hall Emergency Operations Center and Virtually February 7, 2022 (REVISED)

### **CALL TO ORDER and ROLL CALL:**

The meeting was called to order at 6:02pm by Chairman Berman. Commissioner Dryman, Secretary, called the roll & noted for the record that a quorum was present for the meeting. Present at Village Hall was Commissioner Dryman, Chairman Berman and HR Director Malinowski. Present via web conference were Commissioners Dibbern, and Blumenthal. Also, in attendance via web conference were Police Chief Casstevens, Fire Chief Baker, Deputy Fire Chief Wagner, HR Analyst Golbach, Village Trustee Liaisons Weidenfeld and Smith. Commissioner Fishman was not present at the meeting. The meeting is being recorded via video and audio.

### **APPROVAL OF MINUTES:**

- A. Chairman Berman made a motion, seconded by Commissioner Dryman, to approve the minutes of the BFPC Regular Meeting on January 10, 2022. Commissioners Dryman and Dibbern and Chairman Berman voted in favor of the motion. Commissioner Blumenthal ABSTAINED. The motion passed

### **CHAIRMAN'S REPORT:**

- A. Chairman Berman reported that
- B. Chairman Berman reported that

### **COMMISSIONER'S REPORTS: NONE**

### **CHIEF REPORTS:**

### **POLICE DEPARTMENT:**

- A. Chief Casstevens has nothing to report this month

### **FIRE DEPARTMENT:**

- A. Chief Baker reported that there will be a badge presentation for the new FF/PM that were sworn into the department in January will be held at either the March 7 BFPC or the Village Board meeting depending on schedules. Chairman Berman offered BFPC Commissioner presence at the Village Board meeting if desired

### **QUESTIONS FROM THE AUDIENCE: NONE**

### **SPECIAL BUSINESS: NONE**

**OLD BUSINESS:**

- A. Chairman Berman discussed action related to the 2022 BFPC Calendar of events
  - a. Commissioner Dryman made a motion, seconded by Commissioner Blumenthal to update the BFPC calendar to reflect April 2-3 as dates for oral interviews since the next BFPC meeting will be on April 4<sup>th</sup> and the preliminary list can be approved. Commissioners Blumenthal and Dibbern and Chairman Berman voted in favor of the motion. Commissioner Dryman abstained. The motion passed and the oral interview dates have been added to the BFPC Calendar. An updated copy of the calendar will be provided to HR Director Malinowski to pass along to the BFPC members. (CALENDAR UPDATED TO MARCH 26-24 FOR ORAL INTERVIEWS BASED ON HIRING PACKET SENT TO APPLICANTS)

**NEW BUSINESS:**

- A. Chairman Dryman made a motion, seconded by Commissioner Dibbern to change the passing score for the Police Officer written examination to 70% from 75%. Commissioners Dibbern and Blumenthal and Chairman Berman voted in favor of the motion.
  - a. The BFPC Rules and Regulations will be reflected as to this change effective 2/7/2022
- B. Chairman Berman discussed action related to the BFPC Rules and Regulations
  - a. Chairman Berman recommended that we have "2- person breakout committees" to review and make recommended changes to each section of the Rules and Regulations guide. He wanted to see some examples from surrounding Village's. Chief Casstevens advised that Dep. Chief Szos has a few copies and is comparing and contrasting them side by side to see if there are any items that jump out that might require updating. Commissioner Dibbern advised that she reviewed R&R from other Village's to get a better idea as to how to revamp the BG BFPC R&R
  - b. HR Analyst Golbach advised that she is putting together some meetings to better train on writing processes. She advised that since the BFPC is a relatively new group of Commissioner, now would be a good time for the BFPC members to look at the R&R and revised as needed. She will send out dates that she is conducting these sessions to all BFPC members
  - c. HR Director Malinowski advised that it would be a good idea for the BFPC commissioners to review the processes that are followed to see if there are better more streamlined ways to complete the hiring process and that face-to-face meetings would be ideal
  - d. HR Director Malinowski advised that the sooner the BFPC can complete this the better, so we have our revisions updated and approved
  - e. Commissioner Dryman recommended that we meet 2 at a time during the week for about an hour to go over any updates or differences between our R&R and then schedule a Special Meeting (if needed) to go over our recommended changes to present to the Chief's and HR Director Malinowski for review
- C. HR Director Malinowski advised that Chairman Berman is meeting with him to go over the TIP tests that will need to be ordered for the upcoming New Hire Police Officer testing

**EXECUTIVE SESSION: NONE****ADJOURNMENT:**

Chairman Berman made a motion, seconded by Commissioner Dryman to adjourn the meeting at 6:19pm. Commissioners Dryman, Dibbern and Blumenthal and Chairman Berman voted in favor of the motion. The motion passed & the Regular BFPC Meeting was adjourned.

Respectfully submitted,

*Kevin B. Dryman*

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

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.