

VILLAGE OF BUFFALO GROVE



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 Special Regular Meeting February 1, 2021

CALL TO ORDER and ROLL CALL:

The meeting was called to order at 6:02 p.m. by Chairman Dibbern. Commissioner Berman, acting as the secretary, called the roll and noted for the record that a quorum was present for the meeting. Present via web conference were Commissioners Hartman, Fishman, Dryman, Berman, and Chairperson Dibbern. Commissioner Fishman was present at Village Hall. Also, in attendance were Chief of Police Casstevens, Fire Chief Baker, Deputy Fire Chief Wagner, HR Director Malinowski, Management Liaison Goldbach, Trustee Liaison Smith and Trustee Liaison Stein.

APPROVAL OF MINUTES:

- A. Commissioner Fishman made a motion to approve the minutes of the BFPC Special Meeting of January 4, 2021, seconded by Commissioner Hartman. Commissioners Fishman, Hartman, Dryman, Berman and Chairperson Dibbern voted in favor of the motion. The motion passed.

CHAIRMAN'S REPORT:

- A. Kevin Dryman was introduced last month as a new commissioner of the Board of Fire and Police Commissioners this evening by Chairperson Dibbern.
- B. The final Lieutenant orientation was conducted online on January 9, 2021, with twelve candidates for this promotional opportunity. February 13, 2021 will be the date of the interviews. Resumes and supporting documents will be entered into the HR system by the Chief for review. The first interview is scheduled for 8:15 A.M. A full list of candidates and interview times, along with revisions to interview questions will be sent to the Commissioners.

COMMISSIONER'S REPORTS: None.

TRUSTEE REPORTS: None

CHIEF REPORTS:

POLICE DEPARTMENT:

- A. Chief Casstevens reported no new COVID-19 cases in the Buffalo Grove Police Department (BGPD).
- B. BGPD Police Officer Cindy Bach's husband passed away. This was unexpected and there will be further information that will be reported upon receipt.

FIRE DEPARTMENT:

- A. Chief Baker reported there are three ongoing current vacancies. All three background teams are currently in the field performing the requisite background investigations. This is regarding candidates #27, #28, and #29
- B. Chief Baker reported there are two candidates that will be discussed during executive session.
- C. Chief Baker reported that Courtney Michaels will be sending a link to the Commissioners about the Lieutenant oral interview packets through Egnyte.

- D. Chief Baker reported he just received the two RFI quotes today for the on-line written firefighter testing and has not had the chance to review them yet. Deputy Chief Wagner reported he thinks he could have something to present on this for the next BFPC meeting in March.

QUESTIONS FROM THE AUDIENCE: None

SPECIAL BUSINESS: None

OLD BUSINESS:

- A. Chairperson Dibbern reported that based on the calendar, the fire entry level process would be initiated, and that the timeline is still to be determined.

NEW BUSINESS:

- A. Chairperson Dibbern initiated discussion and possible action regarding on-site vs virtual Police Officer candidate testing activities, including written examination and oral interviews, and informed it is scheduled for Saturday, June 5, 2021. Chief Casstevens reported the preference for onsite but would await COVID-19 progress and, at a minimum, require any candidate show proof of a negative test prior to arrival. Discussion was held regarding proper spacing in relation to the number of applicants at the time. Chief Casstevens also discussed split orientations as a possibility, and reported he sent email messages to other local chiefs to ascertain their process.
- B. Chairperson Dibbern initiated discussion and approval of the revised Police Sergeant Eligibility List. Officer Mills and Officer Verduzco switched spots. Commissioner Hartman made a motion to approve the revised Police Sergeant Eligibility List, which was seconded by Commissioner Fishman. Commissioners Fishman, Hartman, Dryman, Berman and Chairperson Dibbern voted in favor of the motion. The motion passed.
- C. Chairperson Dibbern initiated discussion and possible action regarding Commissioner attire, such as polo shirts. Commissioner Hartman related a past incident in which the polo shirt did not fit her well and suggested the use of name badges affixed to personally owned attire. HR Director Malinowski suggested conformity whether via uniform or use of name badges. Commissioner Fishman added the use of a lanyard with the BG identification and name badge. Chairperson Dibbern suggested the discussion be tabled until further notice.
- D. Chairperson Dibbern initiated discussion and possible action regarding the number of times the BFPC should try to contact an applicant before passing them. Chief Casstevens and Chief Baker agreed to draft a uniform policy and provide to Chairperson Dibbern.

EXECUTIVE SESSION:

- A. A motion was made at 6:25 p.m. by Commissioner Hartman, seconded by Commissioner Fishman, to move to Executive Session to discuss Section 2(C)(1) of the Illinois Open Meetings Act: the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity. Commissioners Fishman, Hartman, Dryman, Dibbern and Berman voted in favor of the motion. The motion passed.
- B. The Commission moved to Executive Session from 6:35 p.m. to 6:44 p.m.

RETURN TO OPEN SESSION:

- A. The open session resumed at 6:47 PM.
- B. Fire fighter Lieutenant interview questions: A motion was made by Commissioner Hartman, seconded by Commissioner Fishman, to make approve fire fighter Lieutenant interview questions. Commissioners Fishman, Hartman, Dryman, Chairperson Dibbern, and Berman voted in favor of the motion. The motion passed.
- C. FF/PM Candidate #20: Anthony Shin. A motion was made by Commissioner Fishman, seconded by Commissioner Hartman, to make a conditional offer of employment to FF/PM

Candidate #20. Commissioners Fishman, Hartman, Dryman, Chairperson Dibbern, and Berman voted in favor of the motion. The motion passed.

- D. FF/PM Candidate #25: Joshua Hoffland. A motion was made by Commissioner Fishman, seconded by Commissioner Dryman, to make a conditional offer of employment to FF/PM Candidate #25. Commissioners Fishman, Hartman, Dryman, Chairperson Dibbern, and Berman voted against the motion. The motion failed.

ADJOURNMENT:

A motion was made by Commissioner Fishman, seconded by Commissioner Hartman to adjourn the meeting at 6:52 PM. All Commissioners present voted in favor of the motion. The motion passed.

Respectfully submitted,

Stuart G. Berman, Acting Secretary
Board of Fire and Police Commissioners