

VILLAGE OF BUFFALO GROVE



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VILLAGE OF BUFFALO GROVE Board of Fire and Police Commissioners Minutes of Special Regular Meeting Village Hall Emergency Operations Center and Virtually December 07, 2020

CALL TO ORDER and ROLL CALL:

The meeting was called to order at 6:00 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, and Chairperson Dibbern. Also, in attendance were Chief of Police Casstevens, Fire Chief Baker, HR Director Malinowski, and Trustee Liaison Stein.

APPROVAL OF MINUTES:

- A. Commissioner Fishman made a motion to approve the minutes of the BFPC Special Meeting of August 25, 2020, seconded by Commissioner Hartman. Commissioners Berman, Hartman, Fishman and Dibbern voted in favor of the motion. The motion passed.
- B. Commissioner Fishman made a motion to approve the minutes of the BFPC Special Meeting of August 26, 2020, seconded by Commissioner Hartman. Commissioners Berman, Hartman, Fishman and Dibbern voted in favor of the motion. The motion passed.
- C. Commissioner Fishman made a motion to approve the minutes of the BFPC Special Meeting of September 12, 2020, seconded by Commissioner Hartman. Commissioners Berman, Hartman, Fishman and Dibbern voted in favor of the motion. The motion passed.
- D. Commissioner Fishman made a motion to approve the minutes of the BFPC Special Meeting of November 02, 2020, seconded by Commissioner Hartman. Commissioners Berman, Hartman, Fishman and Dibbern voted in favor of the motion. The motion passed.

CHAIRMAN'S REPORT:

- A. Kevin Dryman is schedule to appear before the Board for appointment to the Board of Fire and Police Commissioners this evening and will begin in January pending said appointment.
- B. The medical and psychological assessment were received for candidate Diaz. Please review and respond to Chairperson Dibbern within the next 48 hours.
- C. Candidate Diaz is scheduled to be sworn in before the holidays, with December 18, 2020, likely being the date. Commissioner Hartman is available for the swearing in ceremony at 8:00 AM on December 18, 2020.
- D. The Board of Fire and Police Commissioners now has an opening for a Secretary. A permanent Secretary would provide continuity. Chairperson encouraged discussion about a permanent secretary and informed discussion would continue in January 2021.

COMMISSIONER'S REPORTS: None.

TRUSTEE REPORTS: None

CHIEF REPORTS:

POLICE DEPARTMENT:

- A. Chief Casstevens reported he sent a link to the Board of Fire and Police Commissioners with a link to view the CALEA accreditation assessment video. The Buffalo Grove Police Department is being accredited again and has been since 1987. Due to COVID-19, the assessment was conducted virtually, requiring documentation by the Buffalo Grove Police Department via video.
- B. Chief Casstevens reported Toys for Tots pick up is scheduled for the end of the week by members of the United States Marine Corps, and encouraged all to spread the word for the charitable toy drive.

FIRE DEPARTMENT:

- A. Chief Baker reported candidate Whistler, who was sworn in on October 09, 2020, graduates from the NIPSTA Fire Academy on Friday and is scheduled to begin his first shift day on December 25, 2020.
- B. Chief Baker reported the firefighter/paramedic eligibility list has been updated, and added three candidates are presently awaiting background investigations, four remain on the list, with one not a paramedic, and another who is presently in paramedic class with graduation scheduled for the spring.
- C. Chief Baker reported he is looking to start the Successor List by early 2nd Quarter of 2021, and added Brett Robinson, the village purchasing manager, about to issue a Request for Information (RFI) about a Successor List and options from the testing companies.

QUESTIONS FROM THE AUDIENCE: None

SPECIAL BUSINESS: None

OLD BUSINESS:

- A. Chairperson Dibbern reported that she adjusted three dates to the 2021 BFPC calendar. July 19, 2021 will be the regular meeting and we will approve the final list with preference point for police officers. The September meeting is changed to September 20, 2021. The revised calendar will be sent out by early next year.
- B. Chairperson Dibbern reported she will discuss with Chief Baker FF/PM Entry testing for some time in the 2nd Quarter 2021.

NEW BUSINESS:

- A. A motion was made by Commissioner Fishman, seconded by Commissioner Hartman to approve military points be added pursuant to requests made as part of the 2020 Police Sergeant testing process. Chairperson Dibbern sent a spreadsheet to the Commissioners earlier today with two tabs for Officers Mills and Verduzco, who both received 3.5 points for their military service. Commissioners Hartman, Dibbern, Fishman and Berman voted in favor of the motion. The motion passes.
- B. A motion was made by Commissioner Fishman, seconded by Commissioner Hartman to approve the 2020 Police Sergeant Final Eligibility Register. Commissioners Hartman, Dibbern, Fishman and Berman voted in favor of the motion. The motion passes. The eligibility list will go into effect on December 23, 2020.
- C. A discussion was held concerning the 2020 fire Lieutenant promotion process. Chief Baker informed an orientation information session can be held wherein the process can be explained and applicants can ask questions. Chief Baker added as many as six applicants can be in the training room, or it can be held via web conferencing. Discussions were held regarding the use of remote capabilities for Fire Lieutenant oral interviews. The written exam will be held at either the FD or PD training rooms depending on the number of applicants and status of covid restrictions.
- D. FF/PM entry level written examinations were also discussed, as well as the possibility of offering the examinations at two different proctored examination locations near the end of April to provide appropriate social distancing per the COVID-19 restrictions.
- E. Chairperson Dibbern requested that Chief Baker send her the orientation PowerPoint presentation prior to the date of the event.

EXECUTIVE SESSION: None

ADJOURNMENT:

A motion was made by Commissioner Fishman, seconded by Commissioner Hartman to adjourn the meeting at 6:22 p.m. 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