

VILLAGE OF BUFFALO GROVE



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VILLAGE OF BUFFALO GROVE Board of Fire and Police Commissioners Minutes of Regular Meeting December 6, 2021

CALL TO ORDER and ROLL CALL:

The meeting was called to order at 6:00pm 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 were Commissioners Dryman, Blumenthal, Fishman & Chairman Berman. Also, in attendance were Police Chief Casstevens, Fire Chief Baker, HR Director Malinowski, Mike Skibbe, Deputy Village Manager & Trustee Liaison Smith; Commissioner Dibbern, HR Analyst Golbach & Trustee Liaison Weidenfeld were not present at the meeting.

APPROVAL OF MINUTES:

- A. Chairman Berman made a motion, seconded by Commissioner Fishman, to approve the minutes of the BFPC Regular Meeting on November 1, 2021. Commissioners Dryman, Blumenthal, Fishman, and Chairman Berman voted in favor of the motion. The motion passed

CHAIRMAN'S REPORT:

- A. Chairman Berman reported that the BFPC Rules and Regulations need to be reviewed and adjusted with newer more streamlined processes and would like to see some revisions within the next 60 days.
 - a. Chairman Berman would like to see committees formed to review and offer updates to the Rules and Regulations
 - b. Chief Casstevens requested that any changes to the verbiage of the Rules and Regulations for the Police Department side be reviewed by him and HR Director Malinowski to ensure that they can review them and compare them to other municipalities as well as provide historical perspective
 - c. Chief Casstevens would like the BFPC to consider changing the current written test score allowed for passing from 75 to 70; consistent with other regional police departments
 - d. Chief Baker advised that perhaps a legal review of any changes to the Rules and Regulations be completed as there have been changes to the FF/PM hiring process related to age and time of service for hiring
- B. Chairman Berman reported that he would like to revise the interview questions for New Hire and Lateral Entry Police Officers as well as FF/PM
 - a. Performance-based questions
 - b. Allow follow-up questions for clarification
- C. Chairman Berman inquired about the CivicPlus system
 - a. Chief Casstevens informed the Board that he and the Deputy Chiefs review all Lateral Hire applicants and will then pass along those candidates that they wish for the Commission to review and consider for oral interviews
 - b. Chairman Berman requested that Board members not receive notifications of lateral applicants until requested by BGPD to review

COMMISSIONER'S REPORTS: NONE

CHIEF REPORTS:

POLICE DEPARTMENT:

- A. Chief Casstevens handed out the BGPD 2020 Annual Report to members of the Board
- B. Chief Casstevens reported that there are only 2 candidates remaining from the New Hire Candidate list that are still available to move forward with. He advised that BFPC consider testing dates in early 2022 for New Hire Applicants
- C. Chief Casstevens reported that 2022 will possibly bring 4 additional officers (lateral or new hire) in addition to the 2 candidates being discussed tonight.
- D. Chief Casstevens reported that there will be a Sergeant's promotion that will be occurring in 2022 that will open an additional Officer position
- E. Chief Casstevens reported that an Officer will likely be retiring March 1, 2022 and that another Officer may be retiring during the first half of 2022

FIRE DEPARTMENT:

- A. Chief Baker reported that a FF/PM returned from Long Term injury as of 12/6/21 and that one FF/PM is still out but approved for light duty but his return is still TBD
- B. Chief Baker reported that 9 out of the 20 remaining FF/PM Candidates are not certified PM
- C. Chief Baker reported that he anticipates 2-3 FF/PM openings in 2022
- D. Chief Baker reported there have not been any reports of prospective retirements in 2022

QUESTIONS FROM THE AUDIENCE: NONE

SPECIAL BUSINESS: NONE

OLD BUSINESS:

- A. The 2021 BFPC calendar of events is exhausted as end of year
- B. Chairman Berman made a motion, seconded by Commissioner Fishman to approve the 2022 Calendar BFPC monthly meeting schedule. Commissioners Dryman, Fishman, and Blumenthal all voted in favor to approve the scores. Chairman Berman abstained. The motion passed, 2022 calendar is effective January 1, 2022

NEW BUSINESS:

- A. Chairman Berman discussed possible action related to 2022 Police Officer New Hire testing
 - a. Chairman Berman requested possibility of dates for testing
 - b. Chief Casstevens advised that he will check with his Deputy Chiefs to have them check on the availability of BG High School or other options available for testing as well as available 2022 dates
 - c. Police promotion lists expiration dates were verified
 - i. Police Sergeant promotion list expires Dec 22, 2023
 - ii. Police Lieutenant promotion list expires March 8, 2022 (a new Lt list has been approved for release once current list expires in 2022)
 - iii. FF/PM Lieutenant list expires June 2023
- B. Chairman Berman discussed possible action related to the timing of the administration of the polygraph examination for Police Office and FF/PM
 - a. Chief Casstevens advised that if there is anything BGPD can do to help streamline the process and complete the polygraph examination sooner, he will assist the Board.
- C. Chairman Berman made a motion, seconded by Commissioner Dryman to approve the Lateral Police Officer interview scores. Commissioners Dryman, Fishman, Blumenthal and Chairman Berman all voted in favor to approve the scores. The motion passed
- D. Chairman Berman made a motion, seconded by Commissioner Blumenthal to approve the Lateral Police Officer Final Register. Commissioners Dryman, Fishman and Blumenthal all voted in favor of the motion. Chairman Berman abstained. The motion passed and the Lateral Police Entry list is valid Dec 6, 2021 until Dec 4, 2023 or it has been exhausted
- E. Chairman Berman discussed action related who may receive polygraph results and when

- a. Chief Casstevens advised that if the polygraph results are shared with him, he will share them confidentially with the Deputy Chiefs and the Background Investigation team right away
- b. Chief Baker agreed with the changes and requested the same information for the Fire Department background investigators

EXECUTIVE SESSION:

- A. A motion was made by Chairman Berman, seconded by Commissioner Blumenthal to recess into Executive Session at 6:50pm pursuant to 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 Blumenthal, Dryman, Fishman and Chairman Berman voted in favor of the motion. The motion passed & the Regular BGFC Meeting was temporarily adjourned for the Executive Session.

RETURN TO REGULAR SESSION:

Chairman Berman made a motion to recall to order the Regular Session of the BFPC at 7:03pm, seconded by Commissioner Blumenthal. Commissioners Dryman, Blumenthal, Fishman and Chairman Berman voted in favor of the motion. The motion passed and the Regular Session was recalled to order. Present were Commissioners Dryman Fishman and Blumenthal. Also, in attendance were Police Chief Casstevens, Fire Chief Baker, HR Director Malinowski and Mike Skibbe, Deputy Village Manager

- A. Chairman Berman made a motion, seconded by Commissioner Blumenthal to extend an offer of employment to FF/PM Candidate #1. Commissioners Dryman, Blumenthal and Fishman voted in favor of the motion. Chairman Berman abstained. The motion passed & Candidate #1 will be extended an offer of employment
- B. Chairman Berman made a motion, seconded by Commissioner Fishman to extend an offer of employment to FF/PM Candidate #2. Commissioners Dryman, Blumenthal and Fishman voted in favor of the motion. Chairman Berman abstained. The motion passed & Candidate #1 will be extended an offer of employment
- C. Chairman Berman made a motion, seconded by Commissioner Fishman to extend a conditional offer of employment to Police Officer Lateral Candidate #1. Commissioners Dryman, Blumenthal and Fishman voted in favor of the motion. Chairman Berman abstained. The motion passed & Candidate #1 will be extended a conditional offer of employment
- D. Chairman Berman made a motion, seconded by Commissioner Blumenthal to extend a conditional offer of employment to Police Officer New Hire Candidate #6. Commissioners Dryman, Blumenthal and Fishman voted in favor of the motion. Chairman Berman abstained. The motion passed & Candidate #6 will be extended a conditional offer of employment

ADJOURNMENT:

Chairman Berman made a motion, seconded by Commissioner Fishman to adjourn the meeting at 7:08pm. Commissioners Dryman, Blumenthal and Chairman Berman voted in favor of the motion. Commissioner Fishman abstained. 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.