



**VILLAGE OF BUFFALO GROVE**  
**Board of Fire and Police Commissioners**  
**Minutes of Regular Meeting**  
**March 6, 2017**

**CALL TO ORDER and ROLL CALL:**

The meeting was called to order at 6:01 p.m. by Chairman Rubin in the Trustee Conference Room at Village Hall. Commissioner Johnson called the roll and noted for the record that a quorum was present at the meeting. Present were Chairman Rubin, Commissioners Hartman and Johnson. Also in attendance were Police Chief Casstevens, Deputy Fire Chief Wagner, Deputy Police Chief Szos, HR Director Malinowski, Management Analyst Cahill, and Trustees Trilling and Ottenheimer III. Absent were Commissioners Dibbern and Kulwin.

**APPROVAL OF MINUTES:**

- A. Commissioner Hartman made a motion, seconded by Commissioner Johnson to approve the minutes of the Regular Board of Fire and Police Commissioners (BFPC) Regular Meeting of February 6, 2017. Commissioners Hartman, Johnson and Chairman Rubin voted in favor of the motion. The motion passed.

**CHAIRMAN'S REPORT:**

- A. Chairman Rubin distributed an updated copy of the 2017 BFPC Activity Calendar. He noted the Commissioners should plan on arriving to the March 15, 2017 Police Officer mandatory orientation by 6:00 p.m., and by 7:30 a.m. for the March 18, 2017 orientation. Both orientations will be held at the Buffalo Grove High School Theater.

Chairman Rubin asked Commissioner Johnson to notify Commissioners Dibbern and Kulwin of the revised arrival times, and to ask Commissioner Dibbern to add a new column to the activity calendar to reflect the times that Commissioners should arrive at subsequent events.

- B. Chairman Rubin advised that he updated the orientation PowerPoint to include the new dates and deadlines.
- C. Chairman Rubin reported that Chadd Kaiser was sworn in on February 27, 2017. He asked that all Commissioners plan on attending future Village Board Meetings when police officers and fire fighters are being sworn in.
- D. Chairman Rubin reported that Forrest Kulwin was selected to serve on the BFPC. He opined that Forrest was the only candidate who understood and articulated the duties of the BFPC.
- E. Chairman Rubin reported that he received several e-mail requests from prospective police officer candidates for waivers and questions about preference points.

## **COMMISSIONERS' REPORTS:**

- A. No reports.

## **CHIEFS' REPORTS**

### **POLICE DEPARTMENT**

- A. Police Chief Casstevens reported that Lieutenant Michael Rodriguez's one-year probation has ended, and that he successfully completed his probation.
- B. Police Chief Casstevens reported that the process for selecting a Deputy Police Chief to replace Roy Bethge has begun. Four of the six eligible officers applied for the position, and interviews will take place on March 20, 2017. The interview panel will include Police Chief Casstevens, Deputy Village Manager Jenny Maltas, Fire Chief Baker, Deputy Police Chief Szos, and Russell Laine, Police Chief at the Village of Fox Lake.

Trustee Trilling asked it was a common practice to include someone from outside of the Village for this process. Police Chief Casstevens advised that it is common for some police departments to use an outside resource when there are strong internal candidates.

- C. Police Chief Casstevens advised that an officer is on leave due to surgery and will return for light duty in about six to eight weeks.

### **FIRE DEPARTMENT**

- A. Deputy Fire Chief Wagner reported that a Lieutenant is on leave for six months after a scheduled surgery, which will take place on March 7, 2017.
- B. Deputy Fire Chief Wagner reported that they are very pleased with the approach from the Fire Department Investigation Team in terms of how they have handled conducting background investigations of prospective candidates. The team would like to meet with the Commissioners for a meet and greet at the April meeting. It was decided to hold the meet and greet at 5:45 p.m. on April 3, 2017 before the regularly scheduled BFPC meeting.

## **QUESTIONS FROM THE AUDIENCE:**

- A. None.

## **OLD BUSINESS:**

- A. HR Director Malinowski advised that Village Manager Dane Bragg has invited the Commissioners to attend the March 20, 2017 Village Meeting for the presentation of the Rotary Officer of the Year for retired Police Officer Jim Harris.
- B. HR Director Malinowski reported that the Village received one request for a fee waiver due to a hardship. After a discussion with Village Manager Dane Bragg, it was decided that the application fee for police officers will be waived for eligible hardships.
- C. Management Analyst Cahill reported that the Village received more than 200 applications for the entry Police Officer position. The fees have lagged, and he has e-mailed applicants to advise of the deadline for submitting the requisite application fee. A discussion ensued about how to handle check-in on testing day. Management Analyst Cahill advised that he will have spreadsheets in alphabetical order for the registration team to use. Commissioner Hartman suggested that he add grid lines to the spreadsheet. Chairman Rubin asked him to add a new column to capture if candidate I.D.'s were validated. It was decided that the registration team will use iPads to check in applicants; the team will use the data in Eventbrite and

Management Analyst Cahill will still plan on bringing the spreadsheets as a backup in case of system issues.

Commissioner Hartman suggested we have a separate line at registration to deal with issues and problems. Chairman Rubin inquired about how we were going to handle situations where candidates have applications submitted by registration without pay? Management Analyst Cahill assured the Commissioners that this issue will be resolved before registration. He will continue reaching out to candidates with missing application fees via e-mail to remind them of the payment deadline.

Chairman Rubin asked Management Analyst Cahill to prepare a frequently asked questions (FAQ) document to address issues and standard questions about the process. He suggested posting the FAQ document on the application website.

- D. Commissioner Johnson asked everyone to review and confirm the times listed on the BFPC activity calendar.

### **NEW BUSINESS:**

- A. Police Chief Casstevens presented on the proposed amendments to the BFPC Rules and Regulations to change the minimum passing score for new hires and promotions. He is proposing a minimum score of 70 as the final cutoff. Police Chief Casstevens gave two reasons why the Commissioners should support the change: (1) He feels if a candidate cannot attain a minimum score of 70, the candidate should not be on the list; and (2) Officers were embarrassed for attaining a low score and being on a public list. Commissioner Hartman inquired if we should table the vote until all Commissioners are present. Chairman Rubin advised we have a quorum and the proposal was discussed at the February meeting.

Commissioner Johnson made a motion to approve the amendment to the rules to include a minimum score of 70 or above to be considered for a fire fighter of police office with the Village of Buffalo Grove, seconded by Commissioner Hartman. Commissioners Hartman, Johnson, and Chairman Rubin voted in favor of the motion. The motion passed.

Chairman Rubin inquired about who would take the lead on writing the proposed language for the rules and regulations amendment relating to the change in minimum score. Police Chief Casstevens agreed to prepare a draft and present at the April meeting.

- B. Commissioner Hartman led a discussion on proposed amendment(s) to BFPC Rules and Regulations to include BFPC access to employee discipline records, after the final promotion list has been published. Commissioner Hartman's request is based on wanting clarity on how employees with disciplinary problems, who are on promotional lists, are handled. Police Chief Casstevens assured the BFPC that he would evoke the "Rule of Three" to address this issue. Depending on the nature of the disciplinary matter, Police Chief Casstevens, with the "Rule of Three," could bypass candidates on the list. After the discussion, it was determined that the BFPC Rules and Regulations did not require any changes relating to this matter.

### **EXECUTIVE SESSION:**

A motion was made by Commissioner Hartman, seconded by Commissioner Johnson, for the Board to adjourn to a Closed Executive Session as authorized by Subsection 2(a) of the Illinois Open Meetings Act [5ILCS 120/2(c)(1)] for the purpose of discussing personnel matters. Commissioners Hartman, Johnson, and Chairman Rubin voted in favor of the motion.

The Commission moved to Executive Meeting from 6:57 p.m. to 7:08 p.m.

- A. Executive Session – Discussion of Personnel: Section 2(C) (1) of the Illinois Open Meeting Act.

**RETURN TO OPEN SESSION:**

The open session resumed at 7:08 p.m.

- A. **Police Officer Candidate:** Samuel Savage. A motion was made by Commissioner Johnson, seconded by Commissioner Hartman to make a conditional offer of employment to Police Officer Candidate Samuel Savage. Commissioners Hartman, Johnson, and Chairman Rubin voted in favor of the motion. The motion passed
- B. **Firefighter/Paramedic Candidate #10:** Jason Rothenberg. A motion was made by Commissioner Johnson, seconded by Commissioner Hartman to make a conditional offer of employment to Fire Fighter Candidate Jason Rothenberg. Commissioners Hartman, Johnson, and Chairman Rubin voted against the motion. The motion failed.
- C. **Firefighter/Paramedic Candidate #11:** Nicholas McDowell. A motion was made by Commissioner Hartman, seconded by Commissioner Johnson to make a conditional offer of employment to Fire Fighter Candidate Nicholas McDowell. Commissioners Hartman, Johnson, and Chairman Rubin voted against the motion. The motion failed.

**ADJOURNMENT:**

A motion was made by Commissioner Hartman, seconded by Commissioner Johnson, to adjourn the meeting at 7:16 p.m. All Commissioners present voted in favor of the motion. The motion passed.

Respectfully submitted,

Adriane L. Johnson, Acting Secretary  
Board of Fire and Police Commissioners