



Agenda
Village of Glen Ellyn
Board of Fire and Police Commissioners
Regular Meeting
Monday, August 27, 2018
4:00 PM
Police Department Community Room
65 S Park Blvd Glen Ellyn

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Police Department at least 24 hours before the meeting.

I. Call To Order

II. Approval of Minutes

- A. June 25, 2018 Regular Meeting Minutes
- B. July 19, 2018 Special Meeting Minutes
- C. July 23, 2018 Regular Meeting Minutes

III. Old Business

IV. New Business: Open for Discussion

- A. Discuss Background Format

V. Adjournment and Next Meeting Date Scheduled for September 24, 2018

**Board of Fire and Police Commissioners**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 08/27/18 04:00 PM

Department: Board of Fire and Police Commissioners

Department Head: Robert Acton

Category: Minutes

Prepared By: Robert Acton

SCHEDULED

AGENDA ITEM (ID # 3532)

DOC ID: 3532

June 25, 2018 Regular Meeting Minutes

ATTACHMENTS:

- Jun 25 Regular Mtg Minutes (PDF)

MINUTES

BOARD / COMMISSION: Fire and Police Commission

DATE: June 25, 2018

MEETING: Regular

CALLED TO ORDER: 12:30 PM

QUORUM: Yes

ADJOURNED: 7:00 PM

ATTENDANCE:

MEMBERS: Chairman Meyers
Secretary Peters
Commissioner Steinbach

ALSO PRESENT: Glen Ellyn Deputy Police Chief Bob Acton
Glen Ellyn Citizen Andrea Kozak

CALL TO ORDER

The meeting was called to order at 12:30 PM in The Conference Room of the Glen Ellyn Police Department by Chairman Meyers. A quorum was present

NEW BUSINESS

At 1:00 PM, pursuant to the Illinois Open Meetings Act (5 ILCS 120/2) Sec. 2 subsection (c) paragraph (1), Secretary Peters moved that the Board go into Executive Session to interview Police Officer candidates for promotion to Sergeant. Yeas: Commissioners: Meyers, Peters, Steinbach. Nays: None.

The Commission returned to Open Session at 3:00 PM in the Community Room of the Glen Ellyn Police Station.

APPROVAL OF MINUTES

Chairman Meyers moved that the minutes of June 21, 2018 be approved as printed. The motion carried.

OLD BUSINESS

Secretary Peters moved that Applicant #211 not be moved forward in the hiring process. Yeas: Commissioners: Meyers, Peters, Steinbach. Nays: None.

Chairman Meyers updated everyone on the status of the Sergeant promotion process.

Deputy Chief Acton updated everyone on the status of the current Eligibility List. There are currently only five individuals remaining on the list. They will be interviewed by the Commission when their backgrounds are complete. It is anticipated that will happen beginning at 4 PM on Thursday, July 19, 2018.

Attachment: Jun 25 Regular Mtg Minutes (3532 : June 25 Regular Meeting Minutes)

A review of the entry level Orientation and Testing conducted on Saturday, June 23, 2018 was presented. Applications were received from 179 individuals. A total of 146 individuals showed up for the Orientation and Written Test. Forty-Eight individuals passed the test. Those who passed will be given an opportunity to claim preference points in accordance with the Illinois Statutes Chapter 65 Act 5 Illinois Municipal Code Article 10 Division 2.1-8 and 2.1-9.

NEW BUSINESS

Secretary Peters moved as follows: The commission recommends that entry level Police Officer testing be conducted at least once per year. Yeas: Commissioners: Meyers, Peters, Steinbach. Nays: None.

Chairman Meyers moved that entry level Police Officer testing be conducted at Western Illinois University in early Fall 2018. Yeas: Commissioners: Meyers, Peters, Steinbach. Nays: None.

At 3:55 PM, pursuant to the Illinois Open Meetings Act (5 ILCS 120/2) Sec. 2 subsection (c) paragraph (1), Secretary Peters moved that the Board go into Executive Session to interview a Police Officer candidate for promotion to Sergeant. Yeas: Commissioners: Meyers, Peters, Steinbach. Nays: None.

The Commission returned to Open Session at 6:55 PM in the Community Room of the Glen Ellyn Police Station.

OTHER BUSINESS

The next scheduled meeting of the Board of Fire and Police Commissioners will be a Special Meeting at 3:30 PM on July 19, 2018 in the Glen Ellyn Police Station

ADJOURNMENT

Member Steinbach moved to adjourn the meeting at 7:00 PM. The motion carried.

Submitted by Commissioner Wes Peters, Secretary

**Board of Fire and Police Commissioners**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 08/27/18 04:00 PM

Department: Board of Fire and Police Commissioners

Department Head: Robert Acton

Category: Minutes

Prepared By: Robert Acton

SCHEDULED

AGENDA ITEM (ID # 3533)

DOC ID: 3533

July 19, 2018 Special Meeting Minutes

ATTACHMENTS:

- Jul_19 Special Mtg Minutes (PDF)

MINUTES

BOARD / COMMISSION: Fire and Police Commission

DATE: July 19, 2018

MEETING: Special

CALLED TO ORDER: 3:30 PM

QUORUM: Yes

ADJOURNED: 8:35 PM

ATTENDANCE:

MEMBERS: Chairman Meyers
Secretary Peters
Commissioner Kozak
Special Police Projects Coordinator Bob Acton

CALL TO ORDER

The meeting was called to order at 3:30 PM in the 2nd Floor Conference Room of the Glen Ellyn Police Station by Chairman Meyers. A quorum was present.

APPROVAL OF MINUTES

Member Kozak moved that the minutes of the meeting on June 25, 2018 be approved as printed. The motion carried.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Pursuant to the Illinois Open Meetings Act (5 ILCS 120/2) Sec. 2 subsection (c) paragraph (1), Secretary Peters moved that the Board go into Executive Session to interview Police Officer candidates. Yeas: Commissioners: Meyers, Peters, Kozak. Nays: None.

Back in Open Session, Chairman Meyers moved that Applicant #157 not be moved forward in the hiring process. Yeas: Commissioners: Meyers, Peters, Kozak. Nays: None.

Commissioner Kozak moved that Applicant #268 not be moved forward in the hiring process. Yeas: Commissioners: Meyers, Peters, Kozak. Nays: None.

Secretary Peters moved that Applicant #250 be moved forward in the hiring process. Yeas: Commissioners: Meyers, Peters, Kozak. Nays: None.

Commissioner Kozak moved that Applicant #169 be moved forward in the hiring process. Yeas: Commissioner: Kozak. Nays: Commissioners: Meyers, Peters.

Secretary Peters moved that Applicant #169 not be moved forward in the hiring process. Yeas: Commissioners: Meyers, Peters. Nays: Commissioner: Kozak.

Secretary Peters moved that Applicant #161 be moved forward in the hiring process. Yeas: Commissioner: Peters. Nays: Commissioners: Meyers, Kozak.

Chairman Meyers moved that Applicant #161 not be moved forward in the hiring process. Yeas: Commissioners: Meyers, Peters, Kozak. Nays: None.

Attachment: Jul_19 Special Mtg Minutes (3533 : July 19 Special Meeting Minutes)

Bob Acton produced the Sergeant promotion letters for Officers Terranova and Jagodzinski to be signed by Chairman Meyers and Secretary Peters prior to being presented to them.

Bob Acton produced the disposition letters for applicants interviewed this evening to be signed by Chairman Meyers prior to mailing.

Bob Acton produced the Final Eligibility List for Original Appointments to be signed by Chairman Meyers and Secretary Peters prior to mailing or posting.

OTHER BUSINESS

The next scheduled meeting of the Board of Fire and Police Commissioners will be a Regular Meeting at 4:00 PM on Monday, July 23, 2018 in the Community Room of the Glen Ellyn Police Station.

ADJOURNMENT

Secretary Peters moved to adjourn the meeting at 8:35 PM. The motion carried.

Submitted by Commissioner Wes Peters, Secretary

**Board of Fire and Police Commissioners**

535 Duane Street
Glen Ellyn, IL 60137

Meeting: 08/27/18 04:00 PM

Department: Board of Fire and Police Commissioners

Department Head: Robert Acton

Category: Minutes

Prepared By: Robert Acton

SCHEDULED

AGENDA ITEM (ID # 3534)

DOC ID: 3534

July 23, 2018 Regular Meeting Minutes

ATTACHMENTS:

- Jul_23 Regular Mtg Minutes (PDF)

MINUTES

BOARD / COMMISSION: Fire and Police Commission

DATE: July 23, 2018

MEETING: Regular

CALLED TO ORDER: 4:00 PM

QUORUM: Yes

ADJOURNED: 6:10 PM

ATTENDANCE:

MEMBERS: Chairman Meyers
Secretary Peters
Commissioner Kozak

ALSO PRESENT: Glen Ellyn Deputy Police Chief Kurt Vavra
Glen Ellyn Detectives Sergeant Jim Munson
Glen Ellyn Assistant Village Manager Bill Holmer

CALL TO ORDER

The meeting was called to order at 4:00 PM in The Community Room of the Glen Ellyn Police Station by Chairman Meyers. A quorum was present

APPROVAL OF MINUTES

Commissioner Kozak moved that the minutes of July 19, 2018 be approved as printed. The motion carried.

OLD BUSINESS

Deputy Chief Vavra updated the Board on the progress of the two most recently hired Police Officers.

All applicants placed on the Final Eligibility List in December 2016 have now been removed from the list due to being hired, or from not being moved forward in the hiring process, or from removing themselves from the hiring process. The last two applicants from that group have passed the oral interview and await the Polygraph Test. If they pass that test, the Psychological Evaluation, and the Medical Exam, they will attend the academy at the Police Training Institute at the University of Illinois beginning in September of this year.

Discussion was held about conducting an orientation and entry level test at Western Illinois University. The hope is to conduct them in conjunction with a Job Fair at Western Illinois in October 2018.

Secretary Peters was directed to get an opinion from John Broihier regarding how similar tests must be to combine applicants from two different points in time on the same Eligibility List. John Broihier is the attorney for the Illinois Board of Fire and Police Commissioners Association.

NEW BUSINESS

Deputy Chief Vavra questioned our avoidance of the POWER test as a requirement for hire. He suggested that, based on hiring seminars he has attended, that we re-consider that policy by having applicants provide evidence of having passed the POWER test in the recent past.

Detectives Sergeant Munson proposed that the Board develop rejection criteria/ guidelines that would allow detectives to suspend background investigations on applicants when these criteria/ guidelines are discovered about a candidate. When suspended, an explanatory memo would be provided to the Board. The Board would then determine if the background investigation should be completed, or if the candidate should not be moved forward in the hiring process. This could save the people performing the background investigations a great deal of time and effort. Sgt. Munson will provide a detailed list of such criteria/ guidelines at our next regular meeting for the Board to consider.

Deputy Chief Vavra and Sgt. Munson proposed that the board conduct oral interviews of entry level applicants after a brief background investigation has been completed on that applicant. Among the information that would be included in the brief background investigation would be: Criminal history, education verification, driving record, credit report, FOID/ concealed carry permit information, and a social media summary. If the Board were to decide the brief background investigation combined with the oral interview are sufficient to discontinue the applicant in the hiring process, time and effort will be saved. If the Board decides to move forward with such a candidate, a more in-depth background investigation of the applicant would be completed. It is likely a subsequent oral interview will be conducted with the applicant before deciding to stop or move forward in the hiring process with him/ her. Sgt. Munson will provide an example of such a brief background investigation at our next regular meeting.

Secretary Peters presented some outline tables that could be included in the background document provided to the Board to allow an easier review of the applicant's materials and reduce the need for some of the paperwork we have received in the past.

OTHER BUSINESS

The next scheduled meeting of the Board of Fire and Police Commissioners will be a Regular Meeting at 4:00 PM on August 27, 2018 in the Glen Ellyn Police Station

ADJOURNMENT

Member Kozak moved to adjourn the meeting at 6:10 PM. The motion carried.

Submitted by Commissioner Wes Peters, Secretary