



**CITY OF PROSPECT HEIGHTS
FIRE/POLICE COMMISSION
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070**

**SPECIAL MEETING MINUTES
OF WEDNESDAY FEBRUARY 15, 2017 at 4PM**

1. CALL TO ORDER - At 4:10 PM, Commissioner Meyer called to order the February 15, 2017 Special Meeting of the Fire Police Commission at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. ROLL CALL - deputy Clerk Schultheis called roll.

There was a quorum.

COMMISSIONERS PRESENT – Chairman Meyer, Commissioners – Fiorito, Hoffman

OTHER OFFICIALS PRESENT – Police Chief Steffen, deputy Chief Zawlocki, Police Community Liaison Conboy, and Deputy Clerk Schultheis.

3. APPROVAL OF MINUTES

A. January 17, 2017 – Special Meeting Executive Minutes

B. January 17, 2017 - Special Meeting Minutes -

Chairman Meyer moved for omnibus approval of Items 3A and 3B with the correction noted to Item 3A regarding second to the last paragraph changing “review” to “recruit;” seconded by Commissioner Fiorito. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays.

Motion carried 3 – 0.

4. CLOSED SESSION - For Purposes of:

A. Personnel Matters

At 4:12 PM, Chairman Meyer moved to go into Closed Session to discuss Personnel Matters and Executive Session Minutes, if needed; seconded by Commissioner Fiorito. There was unanimous approval.

<u>ROLL CALL VOTE:</u>	AYES -	Fiorito, Meyer, Hoffman
	NAYS -	None

ABSENT - None

Motion carried 3 - 0

5. RETURN TO OPEN SESSION - At 4:42, Open Session Resumed.

All commissioners were present. There was a quorum.

6. OLD BUSINESS

A. Adoption of a Motion to Create a Lateral List for Selection of Police Candidates –

Chief Steffen said that the Police Department had researched the state statute regarding a lateral list. The Fire and Police Commission also has the lateral list as part of the rules and regulations. The Fire and Police commission was looking to adopt the state regulations as the standard for the Prospect heights Fire and Police Commission. **Chairman Meyer moved to Approve Item 6A as per state statute; seconded by Commissioner Hoffman. There was unanimous approval.**

ROLL CALL VOTE:

AYES -	Fiorito, Meyer, Hoffman
NAYS -	None
ABSENT -	None

Motion carried 3 - 0

It was noted by Police Chief Steffen that the City Council had reviewed this request for the creation of a lateral list for the selection of police candidates based upon the state statute.

Background Checks on possible Police candidates – Chief Steffen said that based upon the direction from the last meeting, the Police Department had conducted background checks. It was noted that the list of candidates is now exhausted, and one of the candidates was available – Mitchell Webber. As Officer Vertone has announced his pending retirement, the City is seeking to hire Mitchell Webber immediately.

7. NEW BUSINESS – Chairman Meyer moved to approve a conditional offer of employment to Mitchell Webber; seconded by Commissioner Fiorito. There was unanimous approval.

ROLL CALL VOTE:

AYES -	Fiorito, Meyer, Hoffman
NAYS -	None
ABSENT -	None

Motion carried 3 - 0

Candidate List – Chief Steffen noted that the current candidate list is now exhausted. The Chief wanted to move forward with a new testing process and establish a lateral list simultaneously immediately. **Chairman Meyer moved to immediately begin a new testing process for police candidates while simultaneously establishing a lateral list; seconded by Commissioner Hoffman. . There was unanimous approval.**

ROLL CALL VOTE:

AYES -	Fiorito, Meyer, Hoffman
NAYS -	None
ABSENT -	None

Motion carried 3 - 0

It was noted by Police Chief Steffen that given that there would be two lists, it would be at the discretion of the Fire/Police Commission to choose which candidate they recommend from which list.

Police Chief Steffen noted that the salary would depend on the candidate. Most candidates would be started as new hires.

8. DEPARTMENTAL UPDATE - Update on Police motor vehicle crash at the Metra tracks. The Police officer has returned to work. The matter has been referred to the Internal Police Review Board, and the Police Department is awaiting recommendations regarding disciplinary action.

9. CORRESPONDENCE/COMMUNICATIONS - Deputy Clerk Schultheis noted that Chairman Meyer's term expiration is April 30, 2017. He would need to apply to the Mayor to be recommissioned. Commissioner Hoffman's expiration is April 30, 2018.

10. NEXT REGULAR MEETING – March 29, 2017 at City Hall Council Chambers, 8 North Elmhurst Road, Prospect Heights, IL 60070 at 4 PM – There was a concern that the next meeting needed to be moved up to begin the search for police candidates. Commissioner Fiorito said that he would be unable to attend the March 29th Regular Meeting. **There was consensus to have a Special meeting on March 22nd, and cancel the March 29 meeting.**

11. ADJOURNMENT - At 4:50 PM, Chairman Meyer moved to Adjourn; seconded by Commissioner Hoffman. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays.

Motion carried 3 – 0.