



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

**REGULAR MEETING MINUTES
OF WEDNESDAY, SEPTEMBER 26, 2018 at 4PM**

CALL TO ORDER – At 4:20 PM, Chairman Hoffman called to order the September 26, 2018 Regular meeting of the Prospect Heights Fire Police Commission at 8 North Elmhurst Road, Prospect Heights, IL 60070.

ROLL CALL - Deputy Clerk Schultheis called roll. A quorum was present.
COMMISSIONERS PRESENT – Chairman Hoffman, Commissioners Fiorito, Meyer
OTHER OFFICIALS PRESENT – Police Chief Steffen, Deputy Chief Zawlocki, Executive Assistant Batten, and Deputy Clerk Schultheis

APPROVAL OF MINUTES

A. August 29, 2018 Regular Meeting Minutes

B. August 29, 2018 Regular Meeting Executive Session Minutes (but not for public release)
- Commissioner Meyer moved for omnibus approval of the August 29, 2018 Regular meeting Minutes and the August 29, 2018 Regular meeting Minutes Executive Session but not for public release; seconded by Chairman Hoffman. There was unanimous approval.

VOICE VOTE - All ayes, no nays

Motion carried 3 - 0

CLOSED SESSION - If needed - None

RETURN TO OPEN SESSION

OLD BUSINESS – None

NEW BUSINESS

A. Police Candidate Application/Testing Update - Deputy Chief Zawlocki said that as of today, there are 37 applicants scheduled to take the Police Exam. He noted that the deadline to apply is October 5. Currently, there are four lateral candidates. The test will be given on October 27 at Noon at MacArthur School. There will be a 9 AM orientation. Two spots have been reserved at the Police Academy.

Police Chief Steffen said that there was currently a smaller group of applicants than in previous searches. He noted that many suburban police departments are going through the same searches as Prospect Heights. He also stated that many would-be applicants are going into other trades; but that the applicants that were received represented quality candidates.

- It was noted that the recruiting video will be updated. Of the candidates there is only one repeat name that is going through the process. Two of the candidates are from Prospect Heights.

The Fire Police Commission commissioners stated that they would attend the October 27th orientation. Chief Steffen noted that it is a tradition that they attend. Deputy Chief Zawlocki said that the orientation would be about ½ hour.

DEPARTMENTAL UPDATE – Chief Steffen and the social workers would be meeting regarding domestic violence. It was noted that there are many cases of domestic violence in the City

- It was noted that the remainder of the gift cards for the fire victims will be handed out on September 27th. There was a mass emailing to the victims to determine who would require the remaining gift cards.

- Victims have received furniture from Jim Kelly at St. Al's and there were gift cards from Our Redeemer. It was noted that assistance to the victims has been textbook, and everyone has done an incredible job all across the board.

- Chief Steffen said that the Department is losing some veteran officers and gaining, newer, younger officers. He said that a flyer for Corporal Suerth's retirement party had been circulated; and that the Officer Suerth would be receiving a proclamation from the Mayor at the October 8, 2018 City Council Workshop.

- Executive Assistant Batten and Chairman Hoffman will be attending the Illinois Fire and Police Commission Association Training.

CORRESPONDENCE/COMMUNICATIONS – Chief Steffen said that there had been a letter sent from NIPAS thanking a PHPD officer for his professionalism.

NEXT REGULAR MEETING – October 31, 2018 at City Hall Council Chambers, 8 North Elmhurst Road, Prospect Heights, IL 60070 at 4 PM

ADJOURNMENT - At 4:40 PM, Commissioner Meyer moved to Adjourn; seconded by Commissioner Fiorito. There was unanimous approval.

VOICE VOTE - All ayes, no nays

Motion carried 3 – 0

Approved on this the 31st day of October, 2018 by the Prospect Heights Fire and Police Commission.

Chairman Sharon Hoffman