



**CITY OF PROSPECT HEIGHTS  
FIRE/POLICE COMMISSION  
REGULAR MEETING AGENDA  
WEDNESDAY, June 24, 2020 AT 4:00 PM**

**CALL TO ORDER** – At 4:01 PM, Chairman Hoffman called to order the Regular Meeting of the Fire/Police Commission at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

**ROLL CALL** – Deputy Clerk Schultheis called roll. A quorum was present.

**COMMISSIONERS IN ATTENDANCE** – Chairman Hoffman, Commissioners – Fiorito, Meyer

**OTHER OFFICIALS IN ATTENDANCE**- Police Chief Zawlocki, Deputy Police Chief Porlier, Police Community Liaison Batten and Deputy City Clerk Schultheis.

**APPROVAL OF MINUTES**

**A. May 27, 2020 teleconference Fire Police Commission Special Meeting Minutes**

**B. June 6, 2020 Fire Police Commission Special Executive Session Minutes** *but not for public release*

**C. June 6, 2020 Fire Police Commission Special Meeting Minutes**

**D. June 7, 2020 Fire Police Commission Special Executive Session Minutes** *but not for public release*

**E. June 7, 2020 Fire Police Commission Special Meeting Minutes** – Commissioner Meyer moved for omnibus approval of May 27, 2020 teleconference Fire Police Commission Special Meeting Minutes, June 6, 2020 Fire Police Commission Special Executive Session Minutes *but not for public release*; June 6, 2020 Fire Police Commission Special Meeting Minutes, June 7, 2020 Fire Police Commission Special Executive Session Minutes *but not for public release*, June 7, 2020 Fire Police Commission Special Meeting Minutes; seconded by Commissioner Fiorito. There was unanimous approval.

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

ABSENT - None

Motion carried 3 - 0

**CLOSED SESSION – Personnel – Police Candidate Update – At 4:03 PM, Commissioner Meyer moved to go into Closed Session to discuss Personnel Matters, specifically the Police Candidate Update and List; seconded by Commissioner Fiorito. There was unanimous approval.**

**ROLL CALL VOTE:**      AYES -          Hoffman, Fiorito, Meyer  
                                 NAYS -          None  
                                 ABSENT -      None

Motion carried 3 - 0

**RETURN TO OPEN SESSION – At 4:14 PM, the Commissioners returned to Open Session. A quorum was present.**

**A. Approval of Police Candidate List – Commissioner Meyer moved to approve the Police Candidate final list; seconded by Commissioner Fiorito. There was unanimous approval.**

**ROLL CALL VOTE:**      AYES -          Hoffman, Fiorito, Meyer  
                                 NAYS -          None  
                                 ABSENT -      None

Motion carried 3 – 0

Police Chief Zawlocki said that there is currently one position open to be filled immediately, and after July 7<sup>th</sup>, there will be a second position available. The background checks are in progress for the top two candidates on the list. After they pass the background check, the Police Department would be looking to make a conditional offer and conduct a polygraph and pending that being passed, do psych and medical exams.

**Commissioner Meyer moved to approve the first two candidates on the list – Barrett Loehrer and Travis Madler for conditional offers of employment pending background checks and polygraph; followed by psych and medical results; seconded by Chairman Hoffman. There was unanimous approval.**

**ROLL CALL VOTE:**      AYES -          Hoffman, Fiorito, Meyer  
                                 NAYS -          None  
                                 ABSENT -      None

Motion carried 3 - 0

**OLD BUSINESS - None**

## **NEW BUSINESS**

### **A. Sergeant Promotional Process**

Police Chief Zawlocki said that Sgt. Yanke – one of the original Prospect Heights police officers was retiring on July 7. So there will be an opening for a sergeant. The Sergeant's list that the Police Department has is good until January 31, 2021. The next candidate on the list is Corporal Kevin Lange.

**Commissioner Meyer moved to approve the promotion of Corporal Kevin Lange to Sergeant upon the retirement of Sergeant Yanke; seconded by Chairman Hoffman. There was unanimous approval.**

**ROLL CALL VOTE:**       AYES -       Hoffman, Fiorito, Meyer  
                              NAYS -       None  
                              ABSENT -   None

Motion carried 3 - 0

Police Chief Zawlocki issued a list with the upcoming dates for the Sergeants Exam as the list expires in January, 2021. The process to update the Sergeants List is being set in motion. There is reading material for the candidates. That is dispersed to the officers in July. The written test is October 3<sup>rd</sup>, and then Oral interviews are October 24<sup>th</sup>. In order to apply, the candidate must have at least three years experience, There ten possible candidates eligible. The reading material may be dropped down to two books. There are only 8 questions on the policies and procedures. The third book covered investigations and the Sergeant's position is not an investigative spot. This will leave more room for questions from policies and procedures. The ratings from the Sergeants regarding each candidate. There is also a breakdown of the written exam percentage, oral interview percentage, the rating percentage, and seniority only up to ten years - points equal the maximum grade. That is how the list is designed.

#### **DEPARTMENTAL UPDATE –**

Police Chief Zawlocki said that the Department got its new squad cars. Due to Covid-19, it took almost a year to get them. They will be striped and outfitted.

Police Chief Zawlocki reiterated that Sgt. Yanke's last day will be July 7<sup>th</sup>, Tuesday and there will be a proclamation at the July 13<sup>th</sup> City Hall Workshop. He noted that there would also be a lunch.

Deputy Police Chief Porlier said that there are three part-time officers currently. He noted that the Department used to have five. The Department will be interviewing part-time officers starting July 13.

It was noted that there is no lateral list. The candidates on the lateral list washed out with the Police Chief and Deputy Police Chief.

Chairman Hoffman said that she knew of a potential candidate with 38 years of military experience. Chief Zawlocki said that the candidates would get a year for every year in the military after 34 up to 40 years old. He said that the Department is not looking for laterals at this time.

Police Community Liaison Batten informed the Commission that Paul Fischer was chosen as 2019 Volunteer of the Year. Mr. Fischer has been a member of the Police Volunteers since 2013. In 2019, he amassed 78 hours of volunteer time.

- She noted that there was a shredding event at the Metra Station on June 13, and there were over 400 cars.
- She added that the Girls Program was looking to start up.
- She said that there was a suggestion to make a National Nite Out virtual, were looking at holding the event in October.

- Community Liaison Batten said that there was the possibility of a movie in the Park – consisting of a smaller gathering with one movie on the east side and one on the west side.

**CORRESPONDENCE/COMMUNICATIONS - None**

**NEXT REGULAR MEETING – Wednesday, July 29, 2020 at City Hall Council Chambers, 8 North Elmhurst Road, Prospect Heights, IL 60070 at 4 PM – All commissioners were good with the date.**

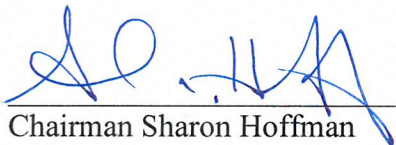
**ADJOURNMENT - At 4:36 PM, Commissioner Meyer moved to Adjourn; seconded by Commissioner Fiorito. There was unanimous approval.**

**ROLL CALL VOTE:**

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

Motion carried 3 - 0

Approved by the Fire Police Commission on this the 29<sup>th</sup> day of July, 2020.

  
Chairman Sharon Hoffman