



**DES PLAINES BOARD OF FIRE AND POLICE COMMISSIONERS  
 SPECIAL MEETING MINUTES  
 DECEMBER 12, 2024  
 SECOND FLOOR CONFERENCE ROOM – 9:00 A.M.**

**Call to Order: 9:00 a.m.**

**Roll Call:**

**Albrecht: Present**

**Green: Present**

**Garceau: Present**

D. Michael Albrecht	Commissioner	Joe Ciraulo	Deputy Fire Chief
Thomas Green	Commissioner	Ryan Borre	Detective
Kristy Garceau	Commissioner	Adam Skotnicki	Detective
Matt Matzl	Fire Chief	Becky Madison	Recording Secretary/ Director of Human Resources
Sam Foster	Deputy Fire Chief – Admin/Support Services	Sarah Gianni	Management Analyst HR/Risk

**Public Comment:** None.

**New Business:**

1. Review and approval of the Special Meeting Minutes of October 10, 2024.

Motion to approve the Special Meeting Minutes of October 10, 2024 as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion carried.

2. Review and approval of the Special Meeting Minutes of October 29, 2024.

Motion to approve the Special Meeting Minutes of October 29, 2024 as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Garceau	Green	Aye	Aye	Aye

Motion carried.

3. Review and approval of the Special Meeting Minutes of October 30, 2024.

Motion to approve the Special Meeting Minutes of October 30, 2024 as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion carried.

4. Discussion and approval of the 2025 BFPC Regular Meeting Calendar.

The meeting dates are listed as Monday, March 10<sup>th</sup> 2025 at 6:00 p.m.; Monday, June 9, 2025 at 6:00 p.m.; Monday, September 8, 2025 at 6:00 p.m. and Monday, December 8, 2025 at 6:00 p.m.

Motion to approve the 2025 BFPC Regular Meeting Calendar, as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion carried.

5. Discussion and approval of a Call for Examinations to fill the vacant position of Probationary Firefighter/Paramedic.

Chairman Albrecht noted the previous list was one of the lowest in recent memory. Fire Chief Matt Matzl noted part of the issue was that the timeline was shorter and more aggressive than what usually is done due to the January Fire Academy. Human Resources Director Becky Madison also noted part of the issue was that the lists closed very close to a CPAT testing date, so Fire and HR are working to be more cognizant of testing dates and list closing dates. The point structure is the same as last time.

Motion to approve a Call for Examinations to fill the vacant position of Probationary Firefighter/Paramedic, as presented.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion carried.

**Executive Session:**

1. Motion to go into Executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the City under section 2(c)(1) and 2(c)(21) of the Open Meetings Act at 9:06 a.m. via roll-call vote.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion carried.

**Back in Regular Session at 10:21 a.m.**

**New Business Continued:**

1. Consideration of motions pertaining to the retention or removal of Lateral Police Officer Candidates from continued consideration in the selection process.  
None.
  
2. Consideration of motions pertaining to the retention or removal of Probationary Police Officer Candidates from continued consideration in the selection process.  
None.
  
3. Consideration of motions pertaining to the retention or removal of Probationary Firefighter/Paramedic Candidates from continued consideration in the selection process.
  - a. I hereby make a motion to extend an offer of employment to Candidate Michael Velasquez, after he has obtained his IDPH Paramedic License conditioned on the successful completion of a psychological examination, a medical examination, and a drug/alcohol test, all conducted by one or more professionals that the BFPC currently uses. If for some reason one or more of those professionals are unable to promptly complete the examinations and/or tests, my motion gives the City of Des Plaines the ability to secure an alternative professional or clinic to promptly complete the exams and/or tests. My motion also directs Human Resources to promptly circulate the aforementioned test/exam results to the individual BFPC members. My motion also allows for the formal appointment of Candidate Michael Velasquez by the BFPC Chairperson without the need for the BFPC to reconvene if Candidate Michael Velasquez successfully passes the psychological, medical and drug/alcohol exams and/or tests. My motion however, precludes Candidate Michael Velasquez appointment if by chance he fails one or more of the aforementioned exams/tests and/or if one or more BFPC Members call for further discussion about Candidate Michael Velasquez's appointment, with that call occurring within 3 calendar days of having received the exam/test results from Human Resources.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion Carried.

- b. I hereby make a motion to extend an offer of employment to Candidate Jordan Woodfork, after he has obtained his IDPH Paramedic License conditioned on the successful completion of a psychological examination, a medical examination, and a drug/alcohol test, all conducted by one or more professionals that the BFPC currently uses. If for some reason one or more of those professionals are unable to promptly complete the examinations and/or tests, my motion gives the City of Des Plaines the ability to secure an alternative professional or clinic to promptly complete the exams and/or tests. My motion also directs Human Resources to promptly circulate the aforementioned test/exam results to the individual BFPC members. My motion also allows for the formal appointment of Candidate Jordan Woodfork by the BFPC Chairperson without the need for the BFPC to reconvene if Candidate Jordan Woodfork successfully passes the psychological, medical and drug/alcohol exams and/or tests. My motion however, precludes



Candidate Jordan Woodfork appointment if by chance he fails one or more of the aforementioned exams/tests and/or if one or more BFPC Members call for further discussion about Candidate Jordan Woodfork’s appointment, with that call occurring within 3 calendar days of having received the exam/test results from Human Resources.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Green	Garceau	Aye	Aye	Aye

Motion Carried.

**Report of Commissioners:**

- a. None.

**Adjournment**

Motion to adjourn.

Motion Made by	2 <sup>nd</sup>	Albrecht	Green	Garceau
Albrecht	Garceau	Aye	Aye	Aye

Motion carried.

**Adjourned at 10:24 a.m.**

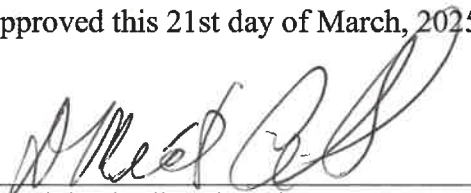
**Next Special Meeting:** December 16, 2024, 9:00 a.m.

**Next Regular Meeting:** March 10, 2025, 6:00 p.m.

Respectfully submitted,

Sarah Gianni, Management Analyst HR/Risk

Approved this 21st day of March, 2025.

  
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 D. Michael Albrecht, Chairman

  
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 Thomas Green, Secretary