

VILLAGE OF OAK LAWN, ILLINOIS
9446 South Raymond Avenue
FIRE & POLICE COMMISSION
Wednesday, March 10, 2021

REGULAR MEETING MINUTES #21-03

Commissioner Rolence called the meeting to order at 6:30 p.m.

Roll call was taken. PRESENT: Al Moyzis, Member (District 1)
Robert Crosby, Secretary (District 2)
Robert Cook, Member (District 3)
Thomas Henehan, Member (District 4)
Kenneth Houbolt, Member (District 5)
John Rolence, Chairman (District 6)

ALSO PRESENT: Karen Borgman, Secretary to the Board
Cary Horvath, Attorney
Zack Riddle, Fire Chief

ABSENT: Philip Griffin, Member (District 6)

The Board reviewed the minutes from their February meeting. Commissioner Henehan moved, seconded by Commissioner Cook to approve Regular Meeting Minutes 21-02 dated Wednesday, February 10, 2021. Roll Call: All voted aye. Passed unanimously.

Approval of Invoices:

- A. Trans Union LLC Invoice No. 02100331 dated February 25, 2021 in the amount of \$233.95 for our regular monthly fee and pre-employment reports for Kevin Williams, Ryan Bachman, Cody Quillin, Benjamin Tholotowsky, and Michael Houlihan.
- B. Kevin Shaughnessy invoice dated February 20, 2021 in the amount of \$230 for the pre-employment polygraph exam on Ryan Bachman.
- C. CLS Background Investigations Invoice No. 10291 dated March 1, 2021 in the amount of \$847.80 for pre-employment background investigations completed for Cody Quillin, Kevin Williams, and Roy Pacheco.
- D. Stanard & Associates Invoice No. SA000046361 dated February 26, 2021, in the amount of \$395 for the pre-employment physical on James Neuman.
- E. Illinois State Police Invoice dated December 1, 2020, in the amount of \$28.25 for the pre-employment fingerprints on James Neuman.
- F. Advocate Invoice No. 789121 dated February 26, 2021 in the amount of \$697.00 for the pre-employment physical on Scott Hanson, Invoice No. 786512 dated February 26, 2021 in the amount of \$692 for the pre-employment physical for James Neuman, and Invoice No. 784350 dated February 26, 2021 in the amount of \$697 for the pre-employment physical for James Jachymiak.

Commissioner Houbolt moved, seconded by Commissioner Henehan to approve the above listed invoices. Roll call: All voted aye. Passed unanimously.

The Board reviewed a request from Chief Riddle to promote one (1) Fire Engineer to the rank of Lieutenant and Firefighter/Paramedic to the rank of Engineer. His request was approved by the Board of Trustees at their meeting on February 23, 2021, Commissioner Houbolt moved, seconded by Commissioner Crosby to promote James Jaeger to the rank of Lieutenant and Chris Trybula to the rank of Fire Engineer effective February 17, 2021, Roll call: All voted aye. Passed unanimously. Commissioner Crosby moved, seconded by Commissioner Henehan to ratify the vote to appoint Ryan Bachman to the rank of Firefighter/Paramedic effective March 15, 2021. Roy Pacheco will potentially fill the third vacancy for a Firefighter/Paramedic. He has completed the background phase and is in the process of completing his pre-employment testing.

The Board reviewed a request from Chief Vittorio to hire one (1) additional patrol officer in the police department. His request was approved by the Board of Trustees at their meeting on March 9, 2021. At the February meeting of the Fire & Police Commission, Chief Vittorio had asked for two (2) vacancies to be filled. This new request will bring us to a total of three vacancies to fill. Benjamin Tholotowsky and Michael Houlihan have completed the background phase and are in the process of completing their pre-employment testing. The police department has begun working on background investigations to fill the most recent vacancy. Ms. Borgman will forward once available.

The written exam for Firefighter/Paramedic is scheduled to take place tomorrow in the Auditorium of the Municipal Center. Three sessions will be scheduled to accommodate all of the candidates in a socially distanced manner. The Board members discussed the next step of the process which would be the oral interview. This will be the first time the Board has conducted interviews since they moved from being a three (3) member Board from a seven (7) member Board. Due to the fact that there are many new commissioners it was decided to have an interview panel for this purpose rather than the full Board. Interviews will be held on March 23rd and 24th at a location to still be determined.

The current Firefighter/Paramedic Final Eligibility List will expire March 11, 2021. Commissioner Moyzis moved seconded by Commissioner Crosby to treat the list as exhausted as the end of the day tomorrow. Roll call: All voted aye. Passed unanimously.

With the posting of the 2019 Firefighter/Paramedic Eligibility List the Board began requiring Firefighter/Paramedic candidates to complete a pre-employment polygraph as part of the hiring process. This was done at the request of Michael Mavrogeorge who was the chief at that time. A discussion was held by the Board about how beneficial they felt this part of the process has been over the past two years. Commissioner Henehan moved, seconded by Commissioner Houbolt to discontinue pre-employment polygraphs once a new list is established. Roll call: All voted aye. Passed unanimously.

The Board discussed candidates withdrawing in the middle of the pre-employment process and the effects that it was having on filling positions in a timely manner. This will often happen as a list nears its expiration. No changes will be made to the process at this time.


Attorney Smith shared a handout from the Illinois Association of Police Chiefs with the Board members regarding HB 3653, now P.A 101-0652..


The next regular meeting of the Board was scheduled for Wednesday, April 14, 2021, 6:30 p.m.

There being no further business to come before the Board, Commissioner Houbolt moved, seconded by Commissioner Henehan, to adjourn the meeting. Roll call: All voted aye. Passed unanimously.

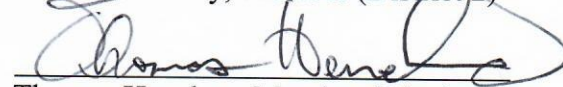
The meeting was adjourned at 7:34 p.m.


Al Moyzis, Member (District 1)



Robert Cook, Member (District 3)


Ken Houbolt, Secretary (District 5)


Robert Crosby, Member (District 2)


Thomas Henehan, Member (District 4)


Phil Griffin, Member (District 6)


John Rolence, Chairman (District 6)