

VILLAGE OF OAK LAWN, ILLINOIS  
9446 South Raymond Avenue  
Lower Level Conference Room  
FIRE & POLICE COMMISSION  
Tuesday, September 21, 2021

REGULAR MEETING MINUTES #21-09

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

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

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

ABSENT: Al Moyzis, Member (District 1)

The Board reviewed the minutes from their last meeting. Commissioner Houbolt moved, seconded by Commissioner Henehan to approve Regular Meeting Minutes 21-08 dated Tuesday, August 10, 2021. Roll Call: All voted aye. Passed unanimously.

Approval of Invoices:

- A. CLS Background Investigations Invoice No.10731 in the amount of \$208.95 for the pre-employment background investigation for fire department candidate Brian Corcoran.
- B. Trans Union Corporation Invoice No. 07100317 in the amount of \$233.95 and Invoice No. 08100322 in the amount of \$178.37 for our regular monthly fee and pre-employment credit reports for police and fire candidates.
- C. Stanard & Associates Invoice No. SA000048143 in the amount of \$2,535 for the pre-employment psychological exams for fire and police department candidates Scannell, Carroll, Geary, Hinchley, Karlovich and Franz.
- D. The Blue Line Invoice No. 41752 in the amount of \$397 for the publication of the entry-level police advertisement on their website.
- E. Odelson & Sterk Invoice No. 31212 in the amount of \$2,590 and 31391 in the amount of \$1,295 for legal services rendered.
- F. IL State Police invoice in the amount of \$113 for the processing of fingerprints for fire department candidates Karlovich, Hinchley, Sedlacek and Bentley.



- G. Advocate Christ Hospital Invoice No. 796198 in the amount of \$1709 and Invoice No. 798022 in the amount of \$4,535 for pre-employment physicals on police and fire candidates.
- H. Oak Lawn Hilton Invoice No. 47598 in the amount of \$1,170.23 for the rental of the Astoria Ballroom and related services on September 2, 2021, for the police officer written exam.

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

The Board reviewed the status of hiring in the police department. Commissioner Griffin moved, seconded by Commissioner Henahan to ratify the appointments of Rodolfo Hernandez, Jacob Carrol and Luke Geary as police patrol officers effective August 30, 2021. Roll call: All voted aye. Passed unanimously. The Board received correspondence from Chief Dan Vittorio regarding James Scannell. James unfortunately did not successfully complete a portion of the P.O.W.E.R. Test for the Cook County Police Academy. Chief Vittorio feels that James is still a viable candidate and requested that the Commission allow him the opportunity to enter the upcoming Chicago Police Academy and the Board agreed. James will be taking his P.O.W.E.R. Test on September 25, 2021.

The Board reviewed the status of hiring in the fire department. Ms. Borgman advised the Board that Nicholas Selacek withdrew from the hiring process on August 12, 2021. Offers of employment were made to Theodore Karlovich, Matthew Hinchley and Andrew Franz. Matthew Hinchley did not accept his offer. Commissioner Houbolt moved, seconded by Commissioner Henahan to ratify the hiring of Theodore Karlovich and Andrew Franz effective September 13, 2021. Roll call: All voted aye. Passed unanimously. The Board reviewed reports for Brian Corcoran and is waiting for final reports on Bradley Bentley to fill the remaining two openings. Chief Riddle indicated that he would like the next hires to start on the same day, as it is easier for the department to train the next new hires simultaneously. Commissioner Rolence moved, seconded by Commissioner Griffin to appoint Brian Corcoran to the rank of Firefighter/Paramedic on a date to be announced. Roll call: All voted aye. Passed unanimously.

Chief Riddle is anticipating additional openings for firefighter/paramedics in the near future. The Board instructed Ms. Borgman to begin backgrounds on a few more candidates. Ms. Borgman advised the Board that she has reached out to Kyle Vlaris but hasn't received a response. The Board instructed Ms. Borgman to send him a letter and allow him 48 hours to respond advising him that failure to respond will result in the removal of his name from the list of eligible candidates.

An initial eligibility list was posted for Fire Captain allowing candidates ten (10) days to claim military preference points. No points were claimed. Ms. Borgman will post a final eligibility list.



Due to the anticipated retirement in November of Sharon Januszewski, a notice was posted to fire department personnel inviting qualified candidates to submit a letter of intent to participate in a promotional testing process for the rank of Bureau Chief of EMS. James Jaeger was the only candidate to submit a letter. Chief Riddle provided a memo signed by IAFF Local 3405 Vice President Jeffrey Kane and himself requesting the Fire & Police Commission to waive formal testing due to their only being one candidate interested in filling the position. Commissioner Houbolt moved, seconded by Commissioner Henehan to waive conducting a formal exam process for the Bureau Chief of EMS position and create an eligibility list with the name of James Jaeger. Roll call: All voted aye. Passed unanimously.

In August Chief Riddle advised that there were only three candidates eligible to test for the rank of Fire Engineer and that he had spoken with IAFF 3405 and would like the Board to consider waiving formal testing and publish a list based on seniority. The Board made a motion to grant Chief Riddle's request pending he verify there are no other eligible candidates that could test and to obtain a signed written agreement between himself and IAFF Local 3405. Chief Riddle informed the Board this evening that there was another candidate who would become eligible and after discussing the matter further with IAFF Local 3405 it was determined that they would like to proceed with a formal testing process for the candidates. Ms. Borgman will contact NIPSTA to start the process for the practical exam. A reading list has already been issued by Resource Management and reviewed by the parties. Chief Riddle requested that the practical portion be conducted locally to avoid undue disruption of their daily operations.

The Board received e-mails from candidates for Police Lieutenant with concerns regarding the oral interview process. The Board had directed Ms. Borgman to have Resource Management remove the sixth question from the exam as candidates were informed that they would not be questioned on a specific source but were. Ms. Borgman advised the Board that the results from the oral interviews were sent to the candidates. Candidates have been given the opportunity to participate in a feedback session from their oral interview with Resource Management on Friday, September 24, 2021. The written exam is scheduled for September 29, 2021.

Ms. Borgman advised the Board that thirty candidates received a passing score on the written exam for police patrol officer that took place on September 2, 2021. The Board chose Thursday, October 14, 2021 to conduct the interviews starting at 3:15 p.m. Ms. Borgman will prepare a schedule and notify candidates of their interview times.

The Police Patrol Officer Eligibility list that was effective September 17, 2019 through September 18, 2021 has expired. Commissioner Cook moved, seconded by Commissioner Crosby to recognize the list as such. Roll call: All voted aye. Passed unanimously.

Chairman Rolence informed the other members that the IL Fire & Police Commissioners Association will be hosting their Fall Conference if anyone is interested in attending.

Starting in November the Board will be changing their regular meeting date to the third Thursday of each month.

The next regular meeting of the Board was scheduled for Thursday, October 14, 2021, at 6:30 p.m.

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

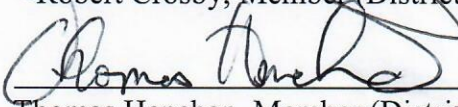
The meeting was adjourned at 7:38 p.m.

  
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)