



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

**REGULAR MEETING MINUTES
OF WEDNESDAY, May 30, 2018 at 4PM**

CALL TO ORDER - At 4:10 PM, Chairman Meyer called to order the Regular meeting of the 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 Meyer, Commissioner Fiorito, Commissioner Hoffmann
OTHER OFFICIALS PRESENT – Deputy Chief Zawlocki, Chief Steffen, Deputy Clerk Schultheis, and Executive Assistant to the Police Batten

APPROVAL OF MINUTES

A. April 25, 2018 Regular Meeting Minutes - Chairman Meyer moved to approve the April 25, 2018 Regular Meeting Minutes as presented; seconded by Commissioner Fiorito. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 3 - 0

CLOSED SESSION - If needed - there was no call for executive session

RETURN TO OPEN SESSION

OLD BUSINESS

A. Approval of the Chairman's Annual Report - Chairman Meyer moved to step down as Chairman and appoint Sharon Hoffman effective as of May 30, 2018; seconded by Commissioner Fiorito.

VOICE VOTE: All ayes, no nays, One Abstain

Motion carried 2 – 0, Chairman Hoffman abstained.

Commissioner Fiorito moved to approve the Chairman’s Annual Report as presented by Chairman Meyer; seconded by Meyer. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 3 - 0

It was noted that this report would be presented to the City Council at the June 11, 2018 Regular City Council Workshop.

NEW BUSINESS

A. Conditional offer of employment for position vacated due to Sergeant Coglianesese’s pending retirement – It was noted that Sgt. Coglianesese will be retiring on July 14, 2018. Bill Caponigro will be appointed as the new sergeant. **Commissioner Meyer moved to accept the promotion of Corporal Caponigro to Sergeant as of July 14, 2018 pending the retirement of Sergeant Coglianesese; seconded by Commissioner Fiorito. There was unanimous approval.**

ROLL CALL VOTE:

AYES:	Hoffman, Meyer, Fiorito
NAYS :	None
ABSENT:	None

Motion carried 3 - 0

B. Selection of Candidate from Established Sergeant’s List to Fill Vacancy of Retiring Sergeant Coglianesese – The Police Department is looking for a new officer candidate to replace Corporal Caponigro. Officer DeBoer turned down the position, as was the approved direction of the Commission. The next person on the list is Colleen Zitkas, who is currently a Police Officer in Lincolnwood for the past two years. She is a former Prospect Heights Police Department intern. It was also noted by Chief Steffen that the Council had given the Police Department permission to hire a new officer in excess of manpower restrictions for one month.

Commissioner Meyer moved to conditionally offer Colleen Zitkas the job of Prospect Heights Police Officer pending medical approval as of June 18, 2018; seconded by Commissioner Fiorito. There was unanimous approval.

ROLL CALL VOTE:

AYES:	Hoffman, Meyer, Fiorito
NAYS :	None
ABSENT:	None

Motion carried 3 - 0

DEPARTMENTAL UPDATE –

Deputy Chief Zawlocki said that the Cop on a Rooftop Event at the Dunkin Donuts on Milwaukee Avenue had secured \$1500 for the Special Olympics.

- He noted that Community Days was coming up on June 2, 2018

- Police Golf Outing is June 14, 2018 at Old Orchard
- Outreach Events are coming up

Chief Steffen said that two new interns have been assigned the front desk at the Police Department. These interns have been identified as possible future Police officers and have the opportunity to rotate into part-time employment.

It was noted that the Police Officers had been presented with Unit Citations at the May 29, 2018 City Council Regular Meeting.

Chief Steffen introduced Lara Batten as the new Executive Assistant to the Police Department

CORRESPONDENCE/COMMUNICATIONS

NEXT REGULAR MEETING – June 27, 2018 at City Hall Council Chambers, 8 North Elmhurst Road, Prospect Heights, IL 60070 at 4 PM - Commissioners noted that this date needed to be changed to June 20, 2018 to accommodate the schedules.

ADJOURNMENT - At 4:27 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 by the Fire Police Commission on this the 20th day of June, 2018

Chairman Hoffman