

**MINUTES FOR REGULAR MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS, Village of Carol Stream, County of DuPage, Illinois**

August 26, 2020

The Regular Meeting of the Carol Stream Board of Fire and Police Commissioners was held on August 26, 2020 at Village of Carol Stream, 500 N. Gary Ave., Carol Stream IL. The meeting was called to order at 5:03 pm and roll call was called.

PRESENT: (2) Secretary Briggs, Commissioner Dunn  
ABSENT: (1) Vacant

Also in attendance was Chief of Police William Holmer and Human Resources Generalist Janice Van Dyke.

A motion was made by Secretary Briggs and seconded by Commissioner Dunn to approve the Minutes of the July 21, 2020 Regular Board Meeting.

AYES: (2) Secretary Briggs, Commissioner Dunn  
NAYS: (0)  
ABSTAIN: (0)

A motion was made by Commissioner Dunn and seconded by Secretary Briggs to approve, but not release the Executive Session Minutes of the July 21, 2020 Regular Board Meeting.

AYES: (2) Secretary Briggs, Commissioner Dunn  
NAYS: (0)  
ABSTAIN: (0)

**CORRESPONDENCE:**

Updated Eligibility List – Received.

**NEW BUSINESS:**

Commissioners were introduced to the new Chief of Police, William Holmer. Chief Holmer was officially sworn-in as the Village of Carol Stream's Chief of Police on July 20, 2020.

Elections took place to fill the Board of Fire and Police slate of officers:

A motion was made by Secretary Briggs and seconded by Commissioner Dunn for Secretary Keith Briggs to serve as Chairman of the Board of Fire & Police Commissioners.

AYES: (2) Secretary Briggs, Commissioner Dunn  
NAYS: (0)  
ABSTAIN: (0)

**MINUTES FOR REGULAR MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS, Village of Carol Stream, County of DuPage, Illinois**

A motion was made by Chairman Briggs and seconded by Commissioner Dunn for Commissioner Eric Dunn to serve as Secretary of the Board of Fire & Police Commissioners.

AYES: (2) Chairman Briggs, Commissioner Dunn  
NAYS: (0)  
ABSTAIN: (0)

Commissioners reviewed a recommendation to advance candidate #16 to the top in the hiring process due to the candidate's existing Police Officer certification. If candidate #16 is able to successfully complete all of the phases in the hiring process, he would be able to be hired to fill one of the multiple vacancies that exists without waiting for academy training.

Commissioners also reviewed Chapter III, Section B3 of the Board of Fire and Police Commissioners Rules and Regulations which states "Applicants shall be appointed from the list in descending order. Notwithstanding anything to the contrary contained in these rules and regulations, the Board may, in its discretion, choose to appoint an applicant who has been awarded a certificate attesting to his or her successful completion of a minimum standards Basic Law Enforcement Training Course, as provided in the Illinois Police Training Act, ahead of non-certified applicants." Based on the Covid-19 pandemic, and its continued negative effect on the ability to hire and train new officers within a police academy, the Commissioners agreed that the recommendation is both appropriate and necessary.

A motion was made by Chairman Briggs and seconded by Secretary Dunn to approve the recommendation to advance candidate #16 in the hiring process:

AYES: (2) Chairman Briggs, Secretary Dunn  
NAYS: (0)  
ABSTAIN: (0)

Commissioners reviewed a recommendation submitted by Chief of Police Holmer and Human Resources Director Rebholz regarding the continuation of polygraph services by Conrad Polygraph, Inc.

A motion was made by Chairman Briggs and seconded by Secretary Dunn to continue the services of Conrad Polygraph Inc., for the police officer hiring process on a going forward basis.

AYES: (2) Chairman Briggs, Secretary Dunn  
NAYS: (0)  
ABSTAIN: (0)

Commissioners reviewed a memo submitted by Chief of Police Holmer, along with supporting materials regarding candidate #8 from the police officer final eligibility list.

A motion was made by Chairman Briggs and seconded by Secretary Dunn to make the following findings of fact and to disqualify and remove candidate #8 from the eligibility list:

**MINUTES FOR REGULAR MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS, Village of Carol Stream, County of DuPage, Illinois**

- Candidate sold illegal drugs identified as a schedule I, II or III controlled substance in the Illinois Compiled Statutes;
- Candidate, in the opinion of the Board, is otherwise unqualified for service in the Police Department.

That based upon these findings the candidate be disqualified for further employment consideration.

AYES: (2) Chairman Briggs, Secretary Dunn

NAYS: (0)

ABSTAIN: (0)

A motion was made by Chairman Briggs and seconded by Secretary Dunn to convene into Executive session at 5:13 pm. For the purpose of conducting an oral interview with candidate #7 for the position of Police Officer.

AYES: (2) Chairman Briggs, Secretary Dunn

NAYS: (0)

ABSTAIN: (0)

A motion was made by Chairman Briggs and seconded by Secretary Dunn to reconvene into Open Session at 6:04 p.m.

AYES: (2) Chairman Briggs, Secretary Dunn

NAYS: (0)

ABSTAIN: (0)

A motion was made by Secretary Dunn and seconded by Chairman Briggs to not make a conditional offer of employment to Candidate #7 based upon the candidate's oral interview responses.

AYES: (2) Chairman Briggs, Secretary Dunn

NAYS: (0)

ABSTAIN: (0)

A motion was made by Chairman Briggs and seconded by Secretary Dunn to reconvene into Executive Session at 6:06 p.m. for the purpose of conducting an oral interview with candidate #9 for the position of police officer.

AYES: (2) Chairman Briggs, Secretary Dunn

NAYS: (0)

ABSTAIN: (0)

**MINUTES FOR REGULAR MEETING OF THE BOARD OF FIRE AND POLICE  
COMMISSIONERS, Village of Carol Stream, County of DuPage, Illinois**

A motion was made by Chairman Briggs and seconded by Secretary Dunn to reconvene into open session at 6:37 pm.

AYES: (2) Chairman Briggs, Secretary Dunn  
NAYS: (0)  
ABSTAIN: (0)

A motion was made by Secretary Dunn and seconded by Chairman Briggs to make a conditional offer of employment to Candidate #9 based upon the candidate's oral interview responses.

AYES: (2) Chairman Briggs, Secretary Dunn  
NAYS: (0)  
ABSTAIN: (0)

The next meeting of the Board of Fire and Police Commissioners is September 8, 2020 beginning at 5:00pm.

A motion was made by Chairman Briggs and seconded by Secretary Dunn to adjourn the Regular Meeting at 6:38 pm.

AYES: (2) Chairman Briggs, Secretary Dunn  
NAYS: (0)  
ABSTAIN: (0)

**FOR THE BOARD OF FIRE AND POLICE COMMISSIONERS**

  
\_\_\_\_\_  
**CHAIRMAN KEITH BRIGGS**

  
\_\_\_\_\_  
**SECRETARY ERIC DUNN**