

VILLAGE OF BARTLETT  
BOARD OF FIRE AND POLICE COMMISSION

Minutes of Special Meeting  
Held on Tuesday, December 2, 2025  
Bartlett Police Department  
2<sup>nd</sup> Floor Administrative Conference Room  
228 South Main Street

A. CALL TO ORDER

Commissioner Parcel called the meeting to order at 3:02 p.m.

B. ROLL CALL

Present: Commissioners Jane Kirkby, John McGuire, Kenneth Parcel, and Guy  
Papa (all physically present)

Absent: Commissioner John Sampey

Also Present: Chief Ryan Conway, Deputy Chief William Naydenoff, Deputy Chief  
Robert Sweeney, Commander Peter Rakiewicz, and Recorder Christine  
Sanchez

C. PUBLIC COMMENTS

None

D. APPROVAL OF MINUTES

COMMISSIONER PARCEL MOVED, second by Commissioner McGuire to approve  
November 4, 2025, Regular Meeting minutes.

MOTION ADOPTED VIA VOICE VOTE

COMMISSIONER KIRKBY MOVED, second by Commissioner McGuire to approve  
November 4, 2025, Regular Meeting Closed Session minutes.

MOTION ADOPTED VIA VOICE VOTE

E. EXECUTIVE (CLOSED) SESSION

None

F. OLD BUSINESS

None

G. NEW BUSINESS

1. Discussion and approval of revisions to the Rules and Regulations of the Board of Fire and Police Commission pertaining to the entry level police officer hiring process and promotional processes

Deputy Chief Naydenoff provided the Board members with a copy of the Rules and Regulations with the proposed changes. Deputy Chief Naydenoff advised Mr. Powers (Attorney for Fire and Police Commission) reviewed and verified all proposed changes.

The proposed changes for the entry level hiring process includes updates to Chapter II Section 4 – Disqualifications, Chapter III Section 5 – Preference Points, Section 7 – Oral Interview, and Section 8 – Final Eligibility Register. These updates include the following:

- Allows the Board members more discretion regarding disqualifications in background investigations.
  - Allows disqualification if the candidate has previously been disqualified by the Board from an existing Bartlett eligibility list.
- Two (2) additional preference points may be requested by candidates who have completed the Bartlett Police Department’s internship program or are currently civilian employees in good standing, with final approval from the Board.
- No passing score for the oral interviews, which is consistent with most testing agencies. Candidates must obtain a total cumulative score of seventy (70) percent or higher. This will provide a greater range of candidates and allow a larger picture of the candidates overall.

The proposed changes for the promotional examinations includes updates to Chapter IV Section 1 – General, and additional new category of Section 2 - The Promotional Examination Process, moving previous sections down numerically, and changes to Section 3 – Total Score. The updates include the following:

- Written examination is Pass/Fail, 0% weight
- Oral Interview / Tactical Interview, 25 % / 25%, total 50% weight
- Eliminations of Departmental Merit and Efficiency
- Addition of Promotional Potential Ratings, 45 % weight. Each candidate will be evaluated by command staff and receive a score for “promotional potential rating”, which evaluates their leadership and potential in all categories. After completion, these packets will become the possession of Board of Fire and Police Commission.
- Half point per year for seniority with a maximum of ten (10) years, not to exceed five (5) points, 5% weight
- Candidates who achieve at least a total minimum cumulative score will be placed on the promotional eligibility register in rank order

A discussion ensued and it was determined all members present agreed upon the changes to the Rules and Regulations.

COMMISSIONER PARCEL MOVED, second by Commissioner Kirkby to approve the changes to the Rules and Regulations pertaining to the entry level hiring process and promotional processes, conditional upon the Board taking possession of the Sergeant Promotional Potential Rating packets.

MOTION ADOPTED VIA VOICE VOTE

Deputy Chief Naydenoff advised the changes made to the documents will be reflected on the “Revised” and “Published” dates of the Rules and Regulations. The documents will be posted and then published after the proper ten (10) day period.

Chief Conway and Deputy Chief Naydenoff provided the Board members with an update regarding the police officer candidates that were recently provided with conditional offers of employment. They advised the three (3) new hires will be completing their power tests on December 9, 2025, and will be starting the academy on January 5, 2026. At that time, the police department will be fully staffed. They reminded the Board members there are currently two (2) additional offers pending a position opening from the current list.

2. Discussion pertaining to hiring requirements during background investigations as required by the Massey Act  
Effective January 1, 2026, the Massey Act will go into effect which ensures thorough background investigations pertaining to an applicant’s employment history, disciplinary actions, etc. Deputy Chief Naydenoff advised per the new law, employers must comply with the police department’s request for records. If the paperwork cannot be obtained at the time of the background presentation, it will be the Board’s discretion if there is enough content to pass the background.
3. Determination whether Executive (Closed) Session minutes should remain confidential  
A discussion ensued and it was determined all executive (closed) session will remain confidential.

COMMISSIONER MCGUIRE MOVED, second by Commissioner Kirkby to keep all Executive (Closed) Session minutes confidential.

MOTION ADOPTED VIA VOICE VOTE

Commissioner Parcel advised he, along with command staff, will be attending the IOS Chicagoland Summit on December 9, 2025, in Oakbrook Terrace. He informed all members are welcome to attend.

#### H. ADJOURN

COMMISSIONER PARCEL MOVED, second by Commissioner Papa to adjourn.  
MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 3:58 p.m.

Respectfully Submitted By:

*Christine Sanchez*

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Christine Sanchez / Recorder  
December 5, 2025