

**VILLAGE OF LAKE ZURICH**  
**Board Of Fire & Police Commissioners**  
200 Mohawk Trail  
Lake Zurich, IL 60047

The regular meeting was held on November 16, 2011 at 5:00 p.m. in the Conference Room at the Lake Zurich Police Department.

**CALL TO ORDER:**

The meeting was called to order at 5:00 p.m. The following members were present: Commissioner Chairman Grooms; Commissioner Reck; Commissioner Kelly; Police Deputy Chief Finlon; Fire Chief Wheelock; Office Manager Chessler and Office Manager Kauffman.

**ABSENT:**

Police Chief Finlon

**OTHERS PRESENT:**

None

**APPROVAL OF MINUTES:**

Commissioner Reck motioned to approve the minutes of October 19, 2011, seconded by Commissioner Kelly. All ayes. Motion approved by voice vote.

**COMMUNICATIONS:**

Commissioner Kelly explained the Open Meetings Act online training. The training has to be completed by 12/31/2012. He will send out something to each commissioner about it.

Commissioner Grooms and Kelly signed police officer commission cards for department personnel promotions.

**PENDING BUSINESS:**

**Fire:**

Chief Wheelock announced that the update to the Rules and Regulations for the Fire Department are still "on hold." Chief Wheelock expects to present the options at the January 2012 meeting. There was also discussion on the best way to split the Police and Fire Department sections for hiring that are currently in the Rules and Regulations. Commissioner Kelly will look into that further and the Commission will review at the December meeting.

Chief Wheelock reported that work has begun on preparing the budget for next year. Captain Kelly is putting together cost estimates for all three testing lists -- Captain, Lieutenant, and New Hire. All three tests will be given in 2012.

**Police:**

Deputy Chief Finlon explained the comment sheet that the Chief of Police put together for the proposed changes to the rules and regulations. Discussed each item:

- 1.4 Will indicate dates that a schedule will be produced
- 1.12 Will include Commanders not governed by promotional process
- 2.2 Notice of examination-Commissioner Kelly will check if on-line notice is appropriate to include
- 4.1(D) Fingerprinting-delay this until background is started



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- 4.4(B) Name clearing opportunity was discussed. Not sure if it is a state statute or not. Deputy Chief Finlon will check with Chief Finlon and advise.
- 5.1(A) Entry exam process. We do not conduct an initial verbal examination. Discussed other items being pass/fail or scored.
- 5.2 Discussed Chief Finlon's recommendations for entry level appointment waiver criteria being 3 years experience as F/T Officer at one Illinois agency; waiving orientation and physical agility portions in that instance.
- 7.1(B) Promotional exam score-eliminating elements just using the score. Also adding 6-month probation for supervisors. Commissioner Kelly will check on this.
- 7.2(A) Chief's evaluation for promotion-Chief Finlon is questioning the need to formalize the evaluation of the candidates. Commissioner Kelly feels it should be added to the score.

Commission Chairman Grooms asked if we need to have the Village Board approve the rules. Commissioner Kelly advised that only the Commissioners vote on their rules. Commissioner Kelly will check on the recommended changes and send them out for the December meeting.

**NEW BUSINESS:**

**Fire:**

Chief Wheelock reported on Justin Brooks, the new hire candidate. His background check has been completed and he is scheduled to now take the polygraph and psych tests. He will continue to move through the process as previously approved and it is possible that he will be ready for hiring in January 2012.

Chief Wheelock also reported that recently promoted staff is getting settled into their new positions. The Fire Department also recently hosted the Lake Zurich Chamber of Commerce Business After Hours Chili Cook Off. The event was well attended.

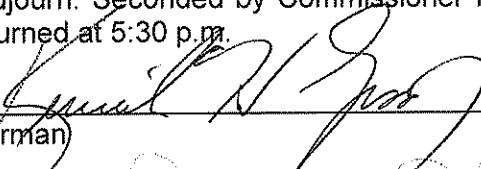
**Police:**

Deputy Chief Finlon advised that Officer Thiergood is at the Cook County Sheriff academy and is doing very well. His graduation is 12/2 and he will then stay for an extra week as they give some additional training that is covered in our Field Training.

His swearing in at the Village Board Meeting will take place on Monday, December 5<sup>th</sup>.

**ADJOURNMENT:**

There being no more business to come before the Board, Commissioner Reck made a motion to adjourn. Seconded by Commissioner Kelly. All ayes. Motion carried by voice vote. Meeting adjourned at 5:30 p.m.

  
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Chairman

12-21-11  
Date

Submitted by:   
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Recording Secretary