



*At the Heart of Community*

## THE BOARD OF FIRE AND POLICE COMMISSION

200 Mohawk Trail  
Lake Zurich, Illinois 60047

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### MEETING MINUTES

A special meeting of the Board of Fire and Police Commissioners was held on May 17, 2022 at 5:30 p.m. at the Lake Zurich Police Department at 200 Mohawk Trail in Lake Zurich, Illinois.

#### **I Call to Order**

The meeting was called to order at 5:32 p.m. by Commissioner Hilt.

Roll call shows the following commissioners were present: Commissioner Hilt and Commissioner Bush. Commissioner Kelly was absent and excused.

Also present: Police Chief Husak, Fire Chief Pilgard, and Deputy Fire Chief Christopherson

#### **II Public Comment**

None

#### **III Approval of Minutes**

Commissioner Bush made a motion to approve the minutes of the April 19, 2022 meeting as presented, seconded by Commissioner Hilt and passed on a voice vote.

#### **IV Communications**

- A. Commissioner Bush term renewal
  - a. Commissioner Bush accepted his appointment to a new three-year term on the board.
- B. Election of officers
  - a. There was a motion by Commissioner Bush to appoint Commissioner Hilt as Chairperson, and Commissioner Bush as Secretary. Motion seconded by Commissioner Hilt and passed on a voice vote.

#### **V Unfinished Business**

None

#### **VI New Business**

##### **Fire**

- A. Fire Department update
  - a. Chief Pilgard advised the Board that Division Chief Wenzel has indicated that he is planning on retiring in the spring of 2023.
  - b. FD staff are back to work following a variety of illnesses.

- c. Lieutenant Booth has updated the department's probation program, which should be implemented with the next FF/PM hires.
  - d. Chief Pilgard briefed the commissioners about an ongoing internal investigation involving a Fire Department lieutenant.
- B. Fire Department probationary members update
  - a. Chief Pilgard advised the commissioners that one probationary firefighter/paramedic was unable to fulfill required job duties and was let go on April 26, 2022.
- C. Review of FF/PM candidate backgrounds
  - a. Two FF/PM candidates have passed all background investigation phases and should start on June 6, 2022. Chief Pilgard briefed the commissioners on the status of other ongoing background investigations.
- D. FF/PM candidate testing
  - a. Based on the pending depletion of the current FF/PM entry-level eligibility list, Chief Pilgard reviewed a testing process proposal from I/O Solutions. The testing includes advertising, the application process, test administration, scoring, and final eligibility list. He has discussed the potential to reduce application fees and testing requirements with Village staff as a way to attract candidates. Commissioners also suggested attending career fairs and other regional college events to publicize the test.

#### **Police**

- A. Department update
  - a. Chief Husak shared the progress of the ongoing police officer candidate background investigations.
  - b. Candidate Jeffrey Marra has passed all phases of the background process and is scheduled to start June 6, 2022.
- B. Psychological exam vendor review
  - a. In preparation for the retirement of our current vendor, Chief Husak shared pre-employment psychological exam information from Stanard & Associates.

### **VII Fire candidate interviews**

The Board of Fire and Police Commissioners interviewed firefighter/paramedic candidates.

Deputy Chief Christopherson moderated the candidate interviews.

### **VII Adjournment**

There being no further business to come before the Board, Commissioner Bush made a motion to adjourn, seconded by Commissioner Hilt and passed on a voice vote.

Meeting adjourned at 8:20 p.m.

Michael Hilt  
Commissioner

6/21/22  
Date

Submitted by: AH  
Recording Secretary