



*At the Heart of Community*

## THE BOARD OF FIRE AND POLICE COMMISSIONERS

200 Mohawk Trail  
Lake Zurich, Illinois 60047  
(847) 719-1690  
[www.lakezurich.org](http://www.lakezurich.org)

### MEETING MINUTES

A scheduled meeting of the Board of Fire and Police Commissioners was held on October 18, 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 5:26 p.m. by Commissioner Hilt.

Roll call shows the following commissioners were present: Commissioner Hilt, Commissioner Bush, Commissioner Kelly.

Also present: Deputy Chief Anderson, Fire Chief Pilgard, and Deputy Chief Christopherson.

#### II Public Comment

None

#### III Approval of Minutes

Commissioner Kelly made a motion to approve the minutes of the August 16, 2022 meeting as presented, seconded by Commissioner Bush and passed on a voice vote.

#### IV Unfinished Business

None

#### V New Business

##### Fire

###### A. Fire Department Update

- a) Chief Pilgard provided an update on the 2023 fire department budget. The Village budget workshop is November 16<sup>th</sup>. The 2023 fire department budget tentatively has the addition of two firefighter/paramedics to current staffing levels.
- b) Captain promotional candidates – Lieutenants Hohs and Santoyo have completed six months of professional development training to prepare them to function in the shift commander role. Lieutenants Hohs and Santoyo are approved to function in the shift commander role.
- c) Captain Grant announced his retirement date of November 4<sup>th</sup>.
- d) Chief Pilgard will be requesting approval to promote a captain, a lieutenant and the hiring a firefighter/paramedic.

**B. Probationary Member Update**

- a) Firefighter/Paramedics Frano and Kinsley have completed probation.
- b) An update was provided on Probationary Firefighter/Paramedics Fishman and Dahl.

**C. Village of Lake Zurich – Electronic Employee Records**

- a) An update was provided on the new Electronic Employee Records Management System for the Village. The Commissioners requested additional information on the system and access rights.

**D. Review and approve the final Firefighter/Paramedic Candidate Eligibility List**

- a) Commissioner Bush made a motion to approve the Firefighter/Paramedic Eligibility List and the motion was by Commissioner Kelly. On a voice vote, there were all ayes and the motion passed.
- b) The Commissioners discussed the paramedic status of candidates on the Eligibility List. The candidates enrolled in paramedic school will be passed over until such time the list has been exhausted of eligible candidates.

**Police**

**A. Department update**

- a. Deputy Chief Anderson provided a staffing update. Two current vacancies need to be filled. The Department anticipates two additional retirements in 2023.

**B. Entry level eligibility list update**

- a. Deputy Chief Anderson briefed the commissioners on the status of testing. Thirty candidates took the written exam, twenty-seven passed and will move on to the oral interviews with the Board.

**C. Discussed possible interview dates**

- a. The commissioners agreed to hold oral interview panels on November 1st and 2nd. Management Assistant Steiner will begin creating a schedule for the interviews.

**VI      Fire Department Interviews**

The Board of Fire and Police Commissioners interviewed candidates from the 2022 Firefighter/Paramedic Candidate Eligibility List.

**VI      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 8:14 p.m.

Michael Hilti  
Commissioner

10/1/22  
Date

Submitted by: SHL  
Recording Secretary