



At the Heart of Community

MEETING MINUTES

A scheduled meeting of the Board of Fire and Police Commissioners was held on December 20, 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, Commissioner Bush, and Commissioner Kelly.

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

II Public Comment

None

III Approval of Minutes

Commissioner Bush made a motion to approve the minutes of the November 15, 2022 meeting as presented, seconded by Commissioner Kelly and passed on a voice vote.

IV Communications

None

V Unfinished Business

None

VI New Business

Fire

A. Department update

- a. Chief Pilgard briefed the Board about potential hiring/staffing challenges based on expected 2023 retirements along with approved staffing increases. He will continue working with the Village Manager and Human Resources Director on the potential to adjust hiring requirements. The board supports adjustments that will assist with hiring quality candidates.
- b. Deputy Chief Christopherson will work with I/O Solutions to see when a 2023 testing process can be initiated.

B. Personnel update

- a. Chief Pilgard advised the board that the probationary members are progressing well through their training.
- b. Chief Pilgard briefed the board on personnel out with injuries.
- c. FF/PM candidate Jacob Rowe is scheduled to be sworn in on January 3, 2023. Board members will attend the Village Board meeting for this ceremony.
- d. Chief Pilgard briefed the commissioners about an ongoing internal investigation involving a Fire Department lieutenant.

C. Review of FF/PM Candidate backgrounds

- a. Chief Pilgard reviewed the background results of firefighter/paramedic candidate Bryant Munoz. Board members discussed the results.

There was a motion by Commissioner Bush, seconded by Commissioner Kelly, to offer firefighter/paramedic candidate Munoz a conditional offer of employment contingent on him passing a psychological examination, employment physical, and drug screening. On a voice vote, there were all ayes and the motion passed.

- b. Chief Pilgard reviewed the background results of firefighter/paramedic candidate Brad Carmody. Board members discussed their concerns with the results.

There was a motion by Commissioner Bush, seconded by Commissioner Kelly, to disqualify firefighter/paramedic candidate Carmody from further consideration and remove him from the eligibility list. On a voice vote, there were all ayes and the motion passed.

Police

A. Department update

- a. Chief Husak advised that probationary officer Ebbing has started his field training and is progressing well thus far.
- b. Police officer candidate Parlberg passed his POWER test at the police academy today and will begin the police academy on January 9, 2023.
- c. Communications has three telecommunicators in training and is still short two positions.

B. Review of entry level candidate

- a. Board members reviewed the background results of police officer candidate Trace Parlberg.

There was a motion by Commissioner Kelly, seconded by Commissioner Bush, to offer a conditional offer of employment contingent on candidate Parlberg passing a psychological examination, employment physical, and drug screening. On a voice vote, there were all ayes and the motion passed.

VII Fire Department Candidate interview

- A. The Board of Fire and Police Commissioners interviewed a firefighter/paramedic candidate. Deputy Chief Christopherson moderated the candidate interview.

VIII Adjournment

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

Meeting adjourned at 6:50 p.m.

Michael Helt
Commissioner

1-17-23
Date

Submitted by: AH
Recording Secretary