



At the Heart of Community

BOARD OF FIRE AND POLICE COMMISSIONERS

200 Mohawk Trail
Lake Zurich, Illinois 60047
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MEETING MINUTES

A regular meeting of the Lake Zurich Board of Fire and Police Commissioners was held on January 17, 2023 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 5:34 p.m. by Commissioner Hilt.

Roll call showed 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 December 20, 2022 meeting as presented, seconded by Commissioner Hilt and passed on a voice vote.

IV Communications

A. Records disposal certificate

- a. Commissioner Hilt reviewed and signed an Illinois records disposal certificate relating to eligibility lists and applicant files from 2014 – 2018.

V. Unfinished Business

None

VI. New Business Fire

A. Department Update

- a. Chief Pilgard advised the board that the probationary members of the department are progressing well and are on track to successfully complete their training programs.
- b. Chief Pilgard briefed the board about current members who are out with injuries.
- c. Chief Pilgard briefed the commissioners about an ongoing internal investigation involving a fire department lieutenant.
- d. Chief Pilgard briefed the board about ongoing discussions with the HR director and village manager about hiring requirements and the recent initiative to digitize/share Board of Fire and Police Commissioners files. The board will reach out to the village manager directly for clarification.

- e. Firefighter/paramedic candidate Bryant Munoz has passed all examinations and screenings required by his conditional offer of employment. An informal swearing in ceremony will be scheduled for January 30, 2023. A public swearing in ceremony will be scheduled for February 6, 2023.

B. Review of FF/PM candidate backgrounds

- a. Chief Pilgard reviewed the background results of firefighter/paramedic candidate Michael Stahoviak. Board members discussed their concerns with the results.

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

- b. Fire department command staff will reach out to candidates remaining on the current eligibility list who have taken one time passes or who have not received their paramedic certification to determine their interest or status.

C. Lieutenant Promotion

- a. The recent retirement of Pat Rainey has created a lieutenant vacancy. In accordance with Section 7.2 of the Village of Lake Zurich Board of Fire and Police Commissioners rules and regulations, Chief Pilgard confirmed with the village manager and the commissioners that the vacancy could be filled.

There was a motion by Commissioner Bush, seconded by Commissioner Hilt to approve the promotion of Justin Brooks to the rank of fire lieutenant. He is the highest-ranking applicant on the register of eligibles for that rank who, in the opinion of a majority of the board, may be best suited to and qualified for the position to be filled. On a voice vote, there were all ayes and the motion passed.

An informal swearing in ceremony will be scheduled for January 30, 2023. A public swearing in ceremony will be scheduled for February 6, 2023.

D. I/O Solutions – 2023 FF/PM testing

- a. Deputy Chief Christopherson shared a proposal and timeline for spring 2023 firefighter/paramedic recruitment and testing. Commissioner Bush made a motion to utilize Industrial/Organizational Solutions for firefighter/paramedic recruitment and testing, following the timeline as presented, seconded by Commissioner Hilt and passed on a voice vote.

Police

A. Department Update

- a. Chief Husak advised the board that the department continues to advertise for and fill telecommunicator vacancies. Officer Ebbing is progressing well in field training. Recruit Parlberg is in week two of the basic police academy. He should graduate on April 28, 2023.

VII Fire department candidate interviews

- a. Cancelled

VIII Adjournment

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

Meeting adjourned at 6:58 p.m.

Michael Hilt
Commissioner

1-23-23
Date

Submitted by: A/Hilt
Recording Secretary