



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 March 21, 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 5:30 p.m. by Commissioner Hilt.

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

Also present: Police Chief Husak and Fire Chief Pilgard

II Public Comment

None

III Approval of Minutes

Commissioner Kelly made a motion to approve the minutes of the February 15, 2023 meeting as presented, seconded by Commissioner Bush and passed on a voice vote.

IV Communications

A. Spring Conference

- a. The commissioners received information about the upcoming Illinois Fire and Police Commissioners Association spring 2023 conference. None of the commissioners will be attending.
- b. Commissioner Hilt's 2023-2026 term was renewed by Mayor Poynton.

V. Unfinished Business

None

VI. New Business **Fire**

A. Department Update

- a. Chief Pilgard advised the board that 52 candidates have applied for the upcoming firefighter/paramedic testing process. The commissioners provided direction on eligibility questions for a few of the candidates. The commissioners agreed to conduct panel interviews of the candidates on May 2, 2023.

B. Captain Promotion

- a. Captain Kammin has recently moved to a training captain position, which created a shift captain position.

There was a motion by Commissioner Bush, seconded by Commissioner Kelly to approve the promotion of David Santoyo to the rank of fire captain. 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.

C. Lieutenant Promotion

- a. The promotion of David Santoyo 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 Kelly, seconded by Commissioner Bush to approve the promotion of Douglas Erb 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.

Informal swearing in ceremonies for both members will be scheduled for March 28, 2023. Public swearing in ceremonies will be scheduled for April 3, 2023.

D. Disposal of BOFPC records

- a. Chief Pilgard outlined what commission records will either be destroyed or retained in compliance with the Local Records Act. He will prepare the necessary records disposal certificate for review and approval at a future meeting.

Police

A. Department Update

- a. Chief Husak advised the board that the department continues to fill telecommunicator vacancies. Officer Ebbing has been released from field training and is on solo patrol. Recruit Parlberg is doing well at the basic police academy. He should graduate on April 28, 2023.

B. Promotional process update

- a. Chief Husak advised the board that 11 officers have registered for the 2023 sergeant promotional process. Based on 11 candidates, the testing vendor will need two days for the assessment centers (May 31 & June 1). The board agreed to schedule sergeant candidate oral interviews on June 20 & 21.

VIII Adjournment

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

Meeting adjourned at 6:25 p.m.

Michael Felt
Commissioner

4/18/23
Date

Submitted by: Alfon
Recording Secretary