



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 16, 2024 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 and Commissioner Bush. Commissioner Kelly was absent and excused.

Also present: Police Chief Husak and Fire Chief Pilgard

II Public Comment

None

III Approval of Minutes

Commissioner Bush made a motion to approve the minutes of the November 21, 2023 meeting as presented, seconded by Commissioner Hilt and passed on a voice vote.

IV Communications

A. IL Archivist correspondence

- a. Chief Pilgard advised that the FOIA request for documentation of previously issued destruction orders approved by the state was answered and the appropriate documentation was provided. The department will move ahead on destruction of the applicable documents.

B. Village communication

- a. Commissioner Hilt reminded the board that annual statement of economic interest forms will need to be completed by May 1. The forms should be distributed by the Lake County Clerk's Office in February.
- b. Commissioner Hilt also reminded the board to review the e-mail correspondence from Kyle Kordell reminding that information that exchanged regarding official Village business is subject to the Freedom of Information Act even if a private e-mail address is used. Village related e-mails should be retained for two years.

V. Unfinished Business

None

VI. New Business

Fire

A. Department Update

- a. Chief Pilgard advised the board that the village is preparing an RFQ to find a vendor that can prepare a location and concept study for fire station #1.
- b. Chief Pilgard briefed the commission about ongoing fire captain union hearings.

B. Personnel Update

- a. Chief Pilgard advised the board that FF/PM Rowe has successfully completed his probation.
- b. Chief Pilgard advised the board that the other probationary members of the department are progressing well and are on track to successfully complete their training programs.
- c. Chief Pilgard advised that probationary FF/PM Heiderman has resigned.
- d. Chief Pilgard briefed the board about current members who are out with injuries.

C. Review of firefighter/paramedic candidate background

- a. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate Evan Swanson. Board members discussed the results.

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

D. Firefighter/paramedic testing update and consideration of extending application window

- a. Chief Pilgard reviewed the most recent firefighter/paramedic applicant list with the board. Based on the low number of applicants, Chief Pilgard recommended extending the application deadline to March 15, 2024. The commissioners approved this request.

Police

A. Department Update

- a. Chief Husak briefed the board about staffing vacancies, potential retirements, and officers out on injury.
- b. Probationary police officer Chris Reese is progressing well in field training.

B. Police officer testing update

- a. Chief Husak briefed the board about the current police officer testing process. There are 36 candidates registered for oral interview panels with the board on January 30 & 31 beginning at 5:00 p.m. each day.

C. Police officer candidate interviews

- a. Two police officer candidates were interviewed virtually by the board. Chief Husak moderated the interviews.

VII Executive Session

A. Not necessary

VIII Adjournment

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

Meeting adjourned at 7:59 p.m.

Michael Hilt
Commissioner

1-30-2024
Date

Submitted by: AH
Recording Secretary