



*At the Heart of Community*

## BOARD OF FIRE AND POLICE COMMISSIONERS

200 Mohawk Trail

Lake Zurich, Illinois 60047

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[www.lakezurich.org](http://www.lakezurich.org)

### MEETING MINUTES

A regular meeting of the Lake Zurich Board of Fire and Police Commissioners was held on May 21, 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 5:33 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 Bush made a motion to approve the minutes of the April 2, 2024 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. The village is continuing to work on an RFQ to find a vendor that can prepare a location and concept study for fire station #1.
- b. LZFD command staff is working with public works and other village staff to document necessary fire station#1 building maintenance items in the Community Investment Plan.
- c. Chief Pilgard and the board discussed testing options relating to minimum age to apply/test and CPAT requirements. Chief Pilgard will research Illinois Compiled Statutes and Commission rules and regulations. The board supported any allowed adjustments that would help attract quality candidates.
- d. The department plans on advertising for a new testing cycle in July, 2024 prior to the exhaustion of the current eligibility list. This should create a queue of candidates in a timely manner.

**B. Personnel Update**

- a. Chief Pilgard advised that the part time fire prevention clerk has moved to full time and one part time fire inspector has come on board. One more part time fire inspector should be added to the team in the near future.
- b. The village continues to search for a fire department management assistant. Chief Pilgard is working with HR on possible position title changes in order to attract more candidates.
- c. Chief Pilgard briefed the board about current members who are out with injuries and temporary light duty assignments.

**C. Review of firefighter/paramedic candidate background investigations**

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

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

- b. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate Zachary Steinhagen. Board members discussed the results.

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

- c. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate Jonathon Maahs. Board members discussed the results.

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

- d. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate Matthew Hood. Board members discussed the results.

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

- e. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate James Sawyer. Board members discussed the results.

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

- f. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate Philip Karsten. Board members discussed the results.

There was a motion by Commissioner Kelly, seconded by Commissioner Bush, to disqualify firefighter/paramedic Karsten 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 the board that the FOP union and PD management are working on a proposal to increase police officer lateral entry starting pay. The proposal is under review by village staff.
- b. PD and FD will be participating in an active shooter drill with District 95 at LZHS on June 6, 2024.

#### B. Personnel Update

- g. Chief Husak briefed the board about current members who are out with injuries and temporary light duty assignments.
- h. Chief Husak provided updates on the three probationary officers who are in field training along with one recruit who is at the police academy.
- i. Dispatch is short two telecommunicators. One telecommunicator successfully completed her training program this week and one member is progressing through his training.

### **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 6:43 p.m.

*Michael Wild*  
Commissioner

*6-18-24*  
Date

Submitted by: *A. Han*  
Recording Secretary