



At the Heart of Community

BOARD OF FIRE AND POLICE COMMISSIONERS

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MEETING MINUTES

A regular meeting of the Lake Zurich Board of Fire and Police Commissioners was held on July 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, Commissioner Kelly, and Commissioner Bush.

Also present: Police Chief Husak and Fire Chief Pilgard. Deputy Police Chief Gaffney and Sergeant Witt joined the meeting at 6:40 p.m.

II Public Comment

None

III Approval of Minutes

Commissioner Kelly made a motion to approve the minutes of the June 18, 2024 meeting as presented, seconded by Commissioner Bush and passed on a voice vote.

IV Communications

None

V Unfinished Business

None

VI New Business Fire

A. Department Update

- a. The department has created a recruitment and retention group with the goals of providing command and Village staff with ideas, plans, and feedback on these areas. The group has created a recruitment flyer for review.
- b. National Testing Network (NTN) is opening the FF/PM recruitment window for two months.
- c. Lt. Henriksen is exploring opportunities to assist on the union board or CBA negotiating team with Village and FD staff.

B. Personnel Update

- a. Chief Pilgard advised that Lt. Stapleton has resigned.
- b. Chief Pilgard advised that the department is close to offering a candidate a conditional job offer for the management assistant position.

- c. Chief Pilgard advised that all members who were out for injuries have returned to duty.
- d. Chief Pilgard advised the board that probationary members Justin Kenyon and Joe Bartman have successfully completed their one-year probation periods. The other probationary members are progressing well and are on track to successfully complete their training programs.
- e. Captain Hohns has announced that he will be retiring effective August 2. Chief Pilgard plans on temporarily appointing Lt. Booth to serve as an acting captain as allowed.
- f. New department members Steinhagen and Sawyer will be sworn in publicly at the August 5, 2024 Village Board meeting.

C. Lieutenant promotion request

- a. Lt. Stapleton's resignation 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 Kevin Michehl 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 July 31, 2024.

D. Lieutenant and Captain promotional testing update

- a. Chief Pilgard advised that command staff is continuing to plan the next lieutenant and captain testing processes.

E. Review of FF/PM candidate backgrounds

- a. Chief Pilgard reviewed the background investigation and polygraph results of firefighter/paramedic candidate Joe Biagi. 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 Biagi 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 investigation and polygraph results of firefighter/paramedic candidate Adam Johnston. Board members discussed the results.

There was a motion by Commissioner Bush, seconded by Commissioner Kelly, to disqualify firefighter/paramedic Johnston from further consideration and remove her from the eligibility list. 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 William Bauman. 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 Bauman contingent on him passing a psychological examination, employment physical, and drug screening. On a voice vote, there were all ayes and the motion passed.

Police

A. Department update

- a. Following Deputy Chief Johnson's recent retirement, Tony Grunder has been selected as the department's next deputy chief.
- b. Chief Husak briefed the board about planned 2025 assignment rotations.

B. Personnel Update

- a. Chief Husak briefed the board about current members who are out with injuries and temporary light duty assignments.
- b. Chief Husak provided updates on the two probationary officers who are in field training along with one recruit who is at the police academy.
- c. Dispatch is short one telecommunicator. One telecommunicator is progressing through training.

C. Sergeant promotion request

- a. The promotion of Tony Grunder to the rank of deputy chief has created a sergeant vacancy. In accordance with Section 7.2 of the Village of Lake Zurich Board of Fire and Police Commissioners rules and regulations, Chief Husak 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 Andrew Heer to the rank of sergeant. 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.

Public swearing in ceremonies for Deputy Chief Grunder and Sergeant Heer will be scheduled for the August 5, 2024 Village Board meeting.

D. Review of police officer candidate backgrounds

- a. Chief Husak reviewed the background investigation and polygraph results of police officer candidate Jiangwen Wang. Board members discussed the results.

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

- b. Chief Husak reviewed the background investigation and polygraph results of police officer candidate Alex Kierl. Board members discussed the results.

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

- c. Chief Husak reviewed the background investigation and polygraph results of police officer candidate Natalie Robertaccio. 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 Robertaccio contingent on her passing a psychological examination, employment physical, and drug screening. On a voice vote, there were all ayes and the motion passed.

- d. Chief Husak reviewed the background investigation and polygraph results of police officer candidate Jeffrey Myhra. Board members discussed the results.

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

E. Police candidate interview

- a. Board members interviewed police officer candidate Colin Gentry.

Following the interview, the board discussed the background investigation, polygraph results, and the interview.

There was a motion by Commissioner Bush, seconded by Commissioner Kelly, to offer a conditional offer of employment to candidate Colin Gentry contingent on him passing a psychological examination, employment physical, and drug screening. On a voice vote there were two ayes and one nay. The motion passed.

VII Executive Session

Not necessary

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 7:34 p.m.

Michael Hill
Commissioner

8-20-24
Date

Submitted by: AH
Recording Secretary