



*At the Heart of Community*

## BOARD OF FIRE AND POLICE COMMISSIONERS

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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 December 18, 2024 at 5:00 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 5:00 p.m. by Commissioner Hilt.

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

Also present: Police Chief Husak  
Fire Chief Pilgard joined the meeting at 5:30 p.m.

#### **II Public Comment**

None

#### **III Approval of Minutes**

Commissioner Kelly made a motion to approve the minutes of the November 26, 2024 meeting as presented, seconded by Commissioner Bush and passed on a voice vote.

#### **IV Communications**

Commissioners Kelly and Bush were contacted by the village for 2025 term renewals. Both commissioners accepted their appointments.

Kelly – 2025 to 2027  
Bush – 2025 to 2028

#### **V. New Business**

##### **Police**

##### **A. Police officer candidate background review**

- a. Chief Husak reviewed the background investigation and polygraph results of lateral police officer candidate Matthew Willis. Board members discussed the results.

The Board of Fire and Police Commissioners interviewed lateral police officer candidate Willis. Chief Husak moderated the candidate interview.

Following the interview there was a motion by Commissioner Bush, seconded by Commissioner Kelly to offer a conditional offer of employment to Matthew Willis, 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. Department update**

- a. Chief Husak briefed the board about current staffing including the three newest officers in field training.
- b. Chief Husak briefed the board about developments with regional dispatch consolidation.

**C. Sergeant promotion request**

- a. The expected retirement of Sergeant Brad Hoops in January, 2025 will create 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 following the retirement.

There was a motion by Commissioner Kelly, seconded by Commissioner Bush to approve the promotion of Ryan Butler 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.

**Fire**

**A. Department update**

- a. Contract negotiations with local 3191 continue.

**B. Personnel update**

- a. Chief Pilgard briefed the board about department members who are out with injuries and those on temporary light duty assignments.

**C. New hire update**

- a. Chief Pilgard briefed the board about the status of the probationary firefighter/paramedics.

**D. Promotional testing update**

- a. Fire captain and lieutenant candidates have completed most portions of the testing processes.
- b. There was a motion by Commissioner Kelly, seconded by Commissioner Bush, to approve the captain's promotional eligibility list upon confirmation that no candidates have military preference points to submit. On a voice vote, there were all ayes and the motion passed.

**E. Firefighter/Paramedic Eligibility list update**

- a. Chief Pilgard advised that two conditional offers of employment are being processed. It is hoped the two new employees can start early in 2025.
- b. There are two candidates left on the current eligibility list.
- c. Future testing will be contemplated as needed in 2025.

F. Review of Firefighter/Paramedic background reports

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

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

Commissioner Kelly left the meeting at 6:30 p.m.

**VI. Unfinished Business**

Conference Recap - Testing requirements, records retention, and FOIA

Tabled until future meeting.

**VII Executive Session**

Not needed

**VII 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 6:37 p.m.

Michael Hilt  
Commissioner

1-21-25  
Date

Submitted by: Alfon  
Recording Secretary