

# BOARD OF FIRE & POLICE COMMISSIONERS

100 NORTH ISLAND AVENUE  
BATAVIA, ILLINOIS 60510

## MEETING MINUTES

SEPTEMBER 6, 2016

NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Board and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

The meeting was called to order at 5:02 p.m. Roll Call.

Members Present: Chairman, Nancy Vance; Secretary, Dennis Anderson and Commissioner, Randy Zies

Members Absent: None

Others Present: Police Chief Gary Schira and Deputy Fire Chief Ed Jancauskas

### ITEMS REMOVED/ADDED/CHANGED

None.

### APPROVE PREVIOUS MEETING MINUTES

**Motion:** To approve the minutes of the August 2, 2016 regular meeting as presented.

**Maker:** Anderson

**Second:** Zies

**Voice Vote:** 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

### CORRESPONDENCE

Memo from Mayor Schielke authorizing the temporary appointment of a full-time Fire Lieutenant.

**Motion:** To temporarily appoint Gregory Stoffel for a second time to the position of Full-Time Fire Lieutenant for a period not exceeding 60 days effective September 18, 2016.

**Maker:** Anderson

**Second:** Zies

**Voice Vote:** 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

### OLD BUSINESS

Election of Officers – Anderson recommended that all officers remain the same: Nancy Vance, Chairman; Dennis Anderson, Secretary; Randy Zies, Commissioner.

**Motion:** To keep the existing board officers.

**Maker:** Anderson

**Second:** Zies

**Voice Vote:** 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

Rules & Regulations – The final draft of the Board's Rules & Regulations was placed in a local publication and the 10-day period for comments has expired.

**Motion:** To adopt the final draft of the Rules & Regulations.

**Maker:** Anderson

**Second:** Zies

**Voice Vote:** 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

**NEW BUSINESS**

HR to Observe Police Officer Candidate Interviews – The HR Director for the City of Batavia, Wendy Benarek, has requested to observe the police officer candidate interview process. She has previously observed the firefighter interview process. It was noted that she would only be observing the process and not participating in the process.

**Motion:** To authorize the HR Director, Wendy Benarek, to observe police officer candidate interviews.

**Maker:** Anderson

**Second:** Zies

**Voice Vote:** 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

November Conference – The Illinois Fire & Police Commissioners annual conference will be held on November 4, 5 & 6, 2016 at Indian Lake Resort in Bloomingdale. Discussion was held on the various modules, speakers, dates, etc. The Board will finalize attendance at the October meeting. The deadline for discounted registration is October 12, 2016.

Other Business – Chief Schira reported that Cheryl Shimp has taken the position as Records Supervisor for the Batavia Police Department. A replacement will be transitioned into the Recording Secretary position.

Officer Austin Robinson will be graduating from SLEA on September 30, 2016 and will be placed into the Field Training Program upon his return.

Det. Kevin Bretz has indicated that he will be retiring in January 2017. There is also the possibility of a second officer retiring at that same time. No official notice has been received. The Board will need to begin the process of hiring his replacement as soon as official authorization is received. There is currently 1 candidate on the police officer eligibility list that has successfully completed the oral interview and, if still interested, may be given a conditional job offer. Will continue to monitor the situation.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

There being no further business to consider, a motion was made by Secretary Anderson to adjourn the meeting at 5:20 p.m. Seconded by Commissioner Zies. All in favor. Motion carried.

Ayes 3      Nays 0      Absent 0

The meeting was adjourned at 5:20 p.m. The next regular meeting will be Tuesday, October 4, 2016 beginning at 5:00 p.m. at the Batavia Police Department.

Respectfully submitted,

Cheryl A. Shimp  
Recording Secretary