

**BOARD OF FIRE & POLICE COMMISSIONERS
100 NORTH ISLAND AVENUE
BATAVIA, ILLINOIS 60510**

**MEETING MINUTES
February 2, 2017**

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 of the Batavia Fire & Police Commission was called to order at 3:08 p.m.
Roll Call

Members Present: Nancy Vance, Chairman; Dennis Anderson, Secretary

Members Absent: Randy Zies, Commissioner

Guests: Gary Schira, Chief of Police; Randy Deicke, Fire Chief; Commission Attorney John Broihier, Joanne Miller; Recording Secretary, and Laura Newman

APPROVE PREVIOUS MEETING MINUTES

Motion: To accept the minutes of the Regular Meeting of January 3, 2017 as presented.
Maker: Anderson
Second: Vance
Voice Vote: 2 Ayes, 0 Nays, 1 Absent. All in favor. Motion carried.

Motion: To accept the minutes of the Executive Session of January 3, 2017 as presented.
Maker: Anderson
Second: Vance
Voice Vote: 2 Ayes, 0 Nays, 1 Absent. All in favor. Motion carried.

Motion: To accept the minutes of the Special Meeting of January 20, 2017 as presented.
Maker: Anderson
Second: Vance
Voice Vote: 2 Ayes, 0 Nays, 1 Absent. All in favor. Motion carried.

CORRESPONDENCE

Discussion on invoice from Stephen A. Laser Associates for 2 Firefighter applicants and 1 duplicate report for Andrew Kidd. It was determined that the duplicate report for Andrew Kidd was the result of him having an assessment done recently for another department, so the fee was lower.

Motion: To approve 1st invoice (#2006092) from Stephen A. Laser Associates for Individual Assessments for 2 Firefighter applicants and one duplicate report for Andrew Kidd in the amount of \$1,325.00. These assessments were for Andrew Kidd, John Najdzion & Charles Tragas

Maker: Anderson

Second: Vance

Voice Vote: 2 Ayes, 0 Nays, 1 Absent. All in favor. Motion carried.

Motion: To approve 2nd invoice (#2006093) from Stephen A. Laser Associates for a Individual Assessment Kelsey Watts, Police Officer candidate in the amount of \$350.00. Amend motion to change the amount to \$550.00.

Maker: Anderson

Second: Vance

Voice Vote: 2 Ayes, 0 Nays, 1 Absent. All in favor. Motion carried.

Motion: To approve 3rd invoice (#2006114) from Stephen A. Laser Associates Individual Assessment for Joshua Loynachan in the amount of \$550.00

Maker: Anderson

Second: Vance

Voice Vote: 2 Ayes, 0 Nays, 1 Absent. All in favor. Motion carried.

Motion: To approve the invoice (Batavia FD 17-01) from Trotsky Investigative Services for polygraphs in the amount of \$390.00 for 3 applicant polygraph testing for Zelek, Heisler & Beallis.

Maker: Anderson

Second: Vance

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

OLD BUSINESS

Background Checks for Firefighter Applicants: Chief Schira discussed options for background checks for the Fire Department. It was determined that it would take up too much of the Police Detectives time to do them. He explored private entities and presented Gold Shield Detective Agency, Inc. Owner Jimmy Lee was a Deputy Chief for Roselle Police Department and is currently a Deputy Chief in Fox Lake. Gold Shield Detective agency handles applicant background investigations for Police and Fire for 8 municipalities. He charges \$55 per hour and does whatever the Commission wants for the background investigation. The average amount of hours for a background investigation is 36 hrs, which would cost approximately \$1980 per candidate. Chief Schira discussed with the Commissioners about adding this cost into the budget next year (2018) for Firefighter Candidates. Police will continue to do their own background investigations. Chief Schira will research to see if there are other agencies that do background investigations.

Commissioner Randy Zies joined the meeting at 3:24 p.m.

NEW BUSINESS

Secretary Anderson introduced Attorney John Broihier, Attorney for the Illinois Police and Fire Commission. He was asked to attend this meeting to talk about polygraphs and how they pertain to the interview process of Police and Firefighter Applicants.

Broihier is strongly supportive of the use of polygraphs for screening public employees. The Village and Commission are subject to certain standards for individuals who carry weapons, go into homes or are rendering services to incapacitated people. Polygraphs are used to screen applicants to avoid the issue of negligent selection. They are used to find out information about an applicant that may cause issues in the future. Federal Law allows Fire and Police to use Polygraphs to screen applicants. They are not admissible in court, however, applicants will admit to things during a polygraph that they would not normally admit to and can detect if a person is lying. Other information that is discovered during the polygraph is information about alcohol and drug use. Broihier feels that we should continue to use polygraphs, but if we are not getting consistent results or are not satisfied with our results, than we should look for a new company. The Commission risks personal liability if they do not use this type of resource. Broihier recommends that a candidate be removed from the hiring process if they fail the polygraph. Passing the polygraph should not be the sole reason to keep the candidate in the employment process. They should be removed from the hiring process if other information is found during the pre-employment investigation that indicates they would not be a good candidate.

There was discussion with the Commissioners about using polygraphs to screen part-time Firefighters and paid on call EMT applicants, as well as full-time Firefighter applicants.

Motion: Based on the advice of Attorney John Broihier the Commission would recommend to the City of Batavia that the Fire Department use a polygraph, from this time forward, as part of the hiring process for the part-time Firefighters and paid on call EMT applicants, as well as full-time Firefighters. Recommendation to budget polygraphs in the 2018 City Budget.

Maker: Zies

Second: Anderson

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

Clarification: If a Firefighter candidate or Police candidate fails a polygraph test, they will be removed from the hiring process. The candidate will not be asked for an interview and will be sent a letter informing them that they are no longer eligible and are removed from the hiring process.

Review of Police Personnel

End of Probationary Status for Officers:

Chief Schira reported that the 18 month probationary period for Officer William G. Thrun and Officer Christopher B. Schultz will end on February 24, 2017. Chief Schira submitted a memo recommending that they both successfully completed their probation.

Motion: That Officer William Thrun, having been advised that he has successfully completed his probation, that he be certified by the Commission as being appointed as a Permanent Full-Time Police Officer.

Maker: Anderson

Second: Zies

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

Motion: That Officer Christopher B. Schultz, having been advised that he has successfully completed his probation, that he be certified by the Commission as being appointed as a Permanent Full-Time Police Officer.

Maker: Anderson

Second: Zies

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

Chief Schira reported that Officer Mark Skorup's extended probationary period will end on February 25, 2017. Chief Schira submitted a memo dated January 18th, 2017 stating that Probationary Officer Mark Skorup has not met his performance expectations as a Sworn Officer and he recommends his termination. Chief Schira reported that Probationary Officer Mark Skorup turned in a Letter of Resignation on January 31st, 2017 effective February 2, 2017.

The Fire and Police Commission would like to recognize the memorandum from Chief Schira recommending Mark Skorup's termination, but he has since turned in his Letter of Resignation no action is necessary from the Commissioners.

Motion: To accept Chief Schira's recommendation to acknowledge Mark Skorup's Letter of Resignation, effective February 2, 2017.

Maker: Anderson

Second: Zies

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

The Board took a break from 4:23 p.m. to 4:28 p.m.

Hiring of Firefighter Candidate

Firefighter candidates who are interviewing today: Joseph Zelek, Derek Heisler, Joseph Beallis

Wendy Bednarek, H.R. Director entered to observe the Firefighter interview process at 4:27.

The Board entered into Executive Session at 4:28 p.m.

Motion: To enter into Executive Session for personnel reasons.
Maker: Vance
Second: Zies
Voice Vote: 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

The Board entered into Open Session at 6:35 p.m.

Motion: To return to Open Session at 6:35 p.m.
Maker: Zies
Second: Anderson
Voice Vote: 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

Motion: To grant Andrew Pauley his 1st pass for the Batavia Firefighter Eligibility List on February 2, 2017.
Maker: Zies
Second: Anderson
Voice Vote: 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

Motion: Appoint Derek Heisler as a Probationary Firefighter/Paramedic based upon the successful completion of a psychological examination, medical examination and a vacancy for a Probationary Firefighter Paramedic.
Maker: Anderson
Second: Zies
Voice Vote: 3 Ayes, 0 Nays, 0 Absent. All in favor. Motion carried.

Chairman Nancy Vance made note that we are going to keep both Joseph Zelek and Joseph Beallis on the Firefighter Eligibility List, with no action at this time.

Wendy Bednarek discussed information on possible ways that the City of Batavia H.R. Department could help the Fire Department with their Firefighter background investigations.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business to consider, a motion was made by Secretary Anderson to adjourn the meeting at 7:05 p.m. Seconded by Commissioner Zies. All in favor. Motion carried.

Ayes 3 Nays 0 Absent 0

The meeting was adjourned at 7:05 p.m. The next regular meeting will be Thursday, March 7, 2017 beginning at 5:00 p.m. at the Batavia Police Department.

Respectfully submitted,

Joanne Miller
Recording Secretary