

Village of Roscoe  
**BOARD OF FIRE & POLICE COMMISSIONERS**

10631 Main Street, Roscoe, Illinois 61073

**Commissioners**

LeAnn Jones, Chairman  
Mark Nytko  
David Jacobson

**Secretary**

Vicki Eggers

**Attorney**

Charles P. Kostantacos

**MINUTES of APRIL 21, 2021 SEMI-MONTHLY MEETING of THE  
VILLAGE OF ROSCOE BOARD of FIRE AND POLICE COMMISSIONERS**

The April 21, 2021 Semi-Monthly Meeting of the Village of Roscoe Board of Fire and Police Commissioners convened at 6:30 p.m. Chairman LeAnn Jones attended the meeting in person from the Village Hall and read the *Open Meetings Act Preamble* for the record. Commissioner Mark Nytko, Commissioner David Jacobson, Attorney Charles Kostantacos, Deputy Chief Sam Hawley and Secretary Vicki Eggers also attended in person from the Village Hall.

The meeting was called to order at 6:32 p.m. The roll was called for the record and a quorum was present.

**MINUTES**

The Minutes of the March 17, 2021 meeting were reviewed and discussed. There being no suggested corrections, the Minutes were approved as drafted and distributed on motion by Chairman Jones and second by Commissioner Jacobson, followed by unanimous vote with Commissioner Nytko abstaining.

The Minutes of the April 7, 2021 meeting were reviewed and discussed. There being no suggested corrections, the Minutes were approved as drafted and distributed on motion by Commissioner Nytko and second by Chairman Jones, followed by unanimous vote with Commissioner Jacobson abstaining.

**CORRESPONDENCE**

Attorney Kostantacos is waiting for correspondence from I/O Solutions. He should have it by Friday, April 23, 2021. He will email the Commissioners when he receives the information.

**PUBLIC COMMENTS**

None.

### UNFINISHED BUSINESS

Attorney Kostantacos is waiting to hear from I/O Solutions how many applicants meet the requirements to take the exam on May 1, 2021. Those eligible will get a letter that invites them to take the test. The Fire Department is available to be the test site.

On May 1, 2021, there will be an orientation that goes over the process including the testing and possible oral interviews, if the candidates pass the exam. Deputy Chief Hawley will be available to answer questions about the Roscoe Police Department. The tentative dates for the oral interviews are May 15, 2021 and May 17, 2021. I/O Solutions will provide the Commission with the results of the tests by the next meeting on May 5, 2021. Candidates will be notified after the next meeting if they passed and if they will have an interview. Chairman Jones will contact Anne to reserve a space for the interviews. Interview times will be scheduled randomly. Continued discussion to finalize details is deferred until the next meeting.

There was discussion in reference to the lateral hire list. Chairman Jones distributed lists of potential questions that could be used in the interviews. She asked the Commissioners to review them so they can select several for consideration. Chairman Jones recommends having (15) questions to ask the applicants during the interviews. They would like to have enough questions so they can get to know the candidates. Once the Commissioners select the questions, they will have Attorney Kostantacos review them.

There was discussion about who and how many people will sit in on the interviews. Chairman Jones would like representation from the Police Department to be part of the interview panel along with the Commissioners. It was made clear that the Commissioners make the final decisions. There was also discussion on the interview process, who would ask the questions and how to score the answers. Attorney Kostantacos suggested that part of the discussion should be done in closed session. Chairman Jones agreed.

Chairman Jones would like the Commissioners to review potential interview questions by the May 5, 2021 meeting and narrow them down to about fifteen so they can be given to Attorney Kostantacos. By May 5, 2021, the written exam will be done and interviews scheduled. She would like to get the ad up and going and be open for a few weeks and the newspaper done for the lateral list. Chairman Jones requested that the ad for the initial hire exam be removed from the Village website. Attorney Kostantacos will email the list of questions for the initial hire interviews to the Commissioners before the next meeting, so it can be discussed. Chairman Jones would like to have the ad written and posted and have the application put on the website. The applications will be returned to the Roscoe Police Department.

Discussion moved to the promotional list. Attorney Kostantacos set up the publisher as a vendor with Anne so we can pay for the study materials. He is waiting to hear from the publisher. There will be two test dates and the exam for Lieutenants and the exam for Sergeants will be given on each date. Tentative dates for the written exams are August 16 and August 23. Chairman Jones will check with Anne to reserve space for the testing. Oral

interviews will be set up after the written exam. There must be three months of study time. Once the study materials arrive and testing space/room is reserved, the test dates can be published. Attorney Kostantacos and Secretary Eggers will send an email to the officers informing them of test dates and confirming a test date for each of them.

NEW BUSINESS

A new part-time officer has been hired.

BILLS

Attorney Kostantacos submitted an invoice for March charges for \$568.75. Commissioner Nytko made a motion to approve the invoice and second by Commissioner Jacobson, followed by a unanimous vote.

Adams Publishing Group sent a statement and invoice for a newspaper ad for Roscoe Police Officers for \$316.00. There was a \$12.50 credit, which left a balance of \$303.50. Commissioner Jacobson made a motion to approve the invoice and second by Commissioner Nytko, followed by a unanimous vote.

ATTORNEY REPORT

During the first meeting of May, the Commission shall elect a Chairman and Secretary.

CLOSED SESSION

None.

ADJOURNMENT

The meeting was adjourned at 7:08 p.m. until 8:30 a.m. on May 1, 2021 at the Fire Station for written exams on motion by Commissioner Nytko, second by Commissioner Jacobson, followed by unanimous vote.

Date: 6-2, 2021

Approved:

  
LeAnn Jones, Chairman