

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 MAY 05, 2021 SEMI-MONTHLY MEETING of THE  
VILLAGE OF ROSCOE BOARD of FIRE AND POLICE COMMISSIONERS**

The May 05, 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 6:39 p.m. The roll was called for the record and a quorum was present.

**MINUTES**

The Minutes of the April 21, 2021 meeting were reviewed and discussed. Being as there were no suggested corrections, the Minutes were approved as drafted and distributed on motion by Commissioner Nytko, seconded by Commissioner Jacobson, and followed by a unanimous vote.

**CORRESPONDENCE**

NONE.

**PUBLIC COMMENTS**

None.

**UNFINISHED BUSINESS**

Attorney Kostantacos made name slips for the twelve Candidates that will be going through the oral interview process, so names could be drawn and assigned random interview times.

There was a brief discussion of how long the times slots should be to make sure there is enough time to ask eight questions and have all of them answered and to bring each Candidate in from outside. Attorney Kostantacos advised he emailed the list of potential interview questions to everyone for review, which were discussed.

Chairman Jones spoke with Anne at the Village and was informed either the larger room or a smaller conference room could be used for the interviews. Chairman Jones preferred the larger space because everyone could be socially distant. Attorney Kostantacos wanted to be certain that only one Candidate at a time would be inside. He could escort each person in and out of the Village Hall and would give each person a memo with information on preference points and the next phase of the process.

At the written exam, Attorney Kostantacos announced the two oral interview dates and no one mentioned having a conflict with them. Attorney Kostantacos requested Secretary Eggers send an email to each Candidate with their respective interview time and date and notify them to stay in their vehicle until someone comes to get them. Once drawing the names and assigning random interview times, the Candidates can notify the Commission and request an alternate time if there is a conflict. If possible, the Commission will accommodate the requests.

There was discussion regarding the lateral hire interview questions. Chairman Jones distributed lists of potential questions at the last meeting. She asked the Commissioners to review them. Chairman Jones recommends having fifteen questions to ask the applicants during the interviews. They would like to have enough questions so they can really get to know the candidates. Once the Commissioners select the questions, they will have Attorney Kostantacos review them. Chairman Jones will update the list of questions and distribute it.

Discussion moved to the promotional testing. Attorney Kostantacos has the tax exempt certificate to order the study material, and he will order the materials. Chairman Jones contacted Anne at the Village to reserve space for the testing. She requested testing space for August 16, 2021 and August 23, 2021, which are probable dates. Anne advised the space is available but the COVID status is unknown at this time. Chairman Jones would like the dates published and emails sent to the Officers as soon as possible, so they can plan for the dates. The time must be after 5:00 PM in the Village Hall, so it is after the building is closed for the day.

#### NEW BUSINESS

The Commission discussed voting on the Chairman and Secretary positions. Commissioner Nytko nominated LeAnn Jones to be the Chairman and Commissioner Jacobson seconded the motion, followed by a unanimous vote. Chairman Jones nominated Vicki Eggers to be the Secretary and Commissioner Nytko seconded the motion, followed by a unanimous vote.

#### BILLS

A bill came through; however, it had already been paid. Chairman Jones will clear it up.

#### ATTORNEY REPORT

None.

CLOSED SESSION

None.

ADJOURNMENT

Chairman Jones moved to adjourn the meeting at 7:55 PM on motion by Commissioner Nytko, second by Commissioner Jacobson, followed by unanimous vote.

Date: 5-19, 2021

Approved:

A handwritten signature in black ink, appearing to read "LeAnn Jones", written over a horizontal line.

LeAnn Jones, Chairman