

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

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10631 Main Street, Roscoe, Illinois 61073

Commissioners

LeAnn Jones, Chairman  
Mark Nytko  
David Jacobson

Secretary to the Board

Victoria Eggers

Attorney

Charles P. Kostantacos

**MINUTES of SPECIAL MEETING of JULY 5, 2023**

The July 5, 2023 Special Meeting of the Village of Roscoe Board of Fire and Police Commissioners convened at 5:30 p.m. Chairman LeAnn Jones, Commissioner David Jacobson, Attorney Chuck Kostantacos, Deputy Chief Thomas Farone and Secretary Victoria Eggers were present. Commissioner Mark Nytko was not able to attend.

Chairman LeAnn Jones called the meeting to order at 5:30 p.m. The roll was called for the record: Chairman LeAnn Jones and Commissioner David Jacobson were present. Commissioner Mark Nytko was not in attendance. There was a quorum.

MINUTES

The Minutes from the Special Meeting of July 5, 2023 were reviewed and discussed. Being as there were no suggested corrections, the Minutes were approved as drafted and distributed on motion by Chairman Jones. The motion was seconded by Commissioner Jacobson, followed by a unanimous vote to approve the Minutes.

CORRESPONDENCE

None.

PUBLIC COMMENTS

None.

UNFINISHED BUSINESS

There was a lengthy discussion regarding Stanard Associates and I/O Solutions and the testing processes.

Attorney Kostantacos reported that for entry level testing, Stanard will process routine items, such as:

- Handling application packages online;
- Creating a landing page online;
- Screening the applications;
- Contacting individuals who are eligible to participate on the written exam;
- Contacting people who are ineligible to proceed in the process;
- Proctoring the written exam for \$1,250.00; however, the Commissioners plan on proctoring themselves;
- The Commissioners can score the entry level exams themselves for no additional charge.

Stanard charges a \$1,500.00 minimum for the preparation and management of the online application process. There is a minimum number of tests required.

Attorney Kostantacos reported that I/O Solution's scope of service includes the following:

- Proctoring fee is \$1,500.00; however, the Commissioners plan on proctoring the written exam themselves;
- I/O Solution has a 50 applicant minimum at \$35.00 per unit cost for a total of \$1,750.00;
- I/O Solution charges \$25.00 per exam for scoring, and they do not allow the Commissioners to score the exams;
- I/O Solution charges a shipping fee to return the unused tests and the exams to be scored.

Deputy Chief Farone said the application link could be put on the Village's website, and they could collect the applications at the Police Department. He has spoken with Chief Hawley, who approved of this process.

Chairman Jones moved to strike Brian Freeman and Ania Podgorney from the eligibility list due to each of them being offered conditional employment. Commissioner Jacobson seconded the motion, followed by unanimous vote to strike each of them from the list.

Commissioner Jacobson moved to strike Muhammad Ali L Alasadi from the eligibility list due to the expiration of the allowable time on the list. Chairman Jones seconded the motion, followed by unanimous vote to strike him from the list.

Deputy Chief Farone reported that he canceled the two spots at the police academy for September. The next openings are in the beginning of January.

Discussion moved back to the entry level hiring process. The Commissioners talked about whether or not to hire a company to process the applications, proctor exams and score exams. Chairman Jones asked what the process would be to review and screen applications 'in-house'. Attorney Kostantacos informed the Commissioners that if only one Commissioner meets with Deputy Chief Farone, it is not a meeting. If two or more Commissioners meet, there would be a quorum and a meeting has to be called.

Commissioner Jacobson made a motion to initiate an entry level application process to be administered by the Roscoe Police Department. Chairman Jones seconded the motion, followed by unanimous vote to approve.

Chairman Jones made a motion to obtain written, entry level testing materials from Stanard and Associates for the Commission to proctor and score at a later date. Commissioner Jacobson seconded the motion, followed by unanimous vote to approve.

Chairman Jones asked Attorney Kostantacos to order thirty tests from Stanard and Associates for entry level exams and invoice the Police and Fire Commission.

Deputy Chief Farone will contact the web designer to set up an application link for the website. Once the timeline is in place, an ad will be published on Blue Line and the local newspaper. Attorney Kostantacos wants to be sure all the minimum requirements are also included online and in the ads.

There was a brief discussion regarding canceling the August 2 meeting. If all the information requested at this meeting is available for discussion and possible action on July 19, the following meeting will be canceled.

There is one person left on the Promotional Eligibility List. Until the list is exhausted, the promotional hiring will be put on hold.

NEW BUSINESS

None.

BILLS

Attorney Kostantacos submitted an invoice for \$500.00 for his June charges. Commissioner Jacobson made a motion to approve paying the \$500.00. Chairman Jones seconded the motion, followed by unanimous vote to approve paying Chuck's invoice.

ATTORNEY REPORT

None.

CLOSED SESSION

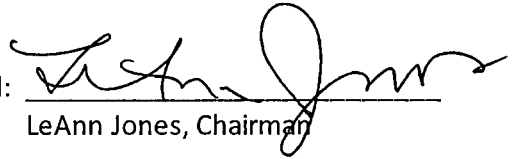
None.

ADJOURNMENT

There being no further business coming before the Commission, Commissioner Jacobson made a motion to adjourn the meeting at 6:11 p.m. Chairman Jones seconded the motion, followed by a unanimous vote to adjourn.

Date: July 18, 2023

Approved: \_\_\_\_\_

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

LeAnn Jones, Chairman