

**MEETING MINUTES REGULAR MEETING
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, April 13, 2015
5:00 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

Present: Chairman Don Haines, Mr. Cliff Carrignan (after roll call), Mr. Greg Pacelli, Mr. Craig Livermore, Ms. Dianne Kellett

Also Present: Chief Joe Schelstreet, Chief James Keegan, Deputy Chief Dave Kintz, Kathy Lamkin, Denice Brogan, John Kennedy (Member to be appointed April 20, 2015), Recording Secretary Nonda Anderson

1. Call to Order

Chairman Haines called the meeting to order at 5:06 PM.

2. Roll Call - Roll was called with four members present.

3. Public Forum – no report

4. Approval of Minutes- A motion was made by Mr. Livermore to accept the minutes of the March 2, 2015, Rescheduled Regular Meeting. Ms. Kellett seconded. The motion passed by unanimous voice vote of those present.

5. Police Department Hiring Process/Eligibility List – Chief Keegan told the Board that due a resignation the Department has one opening. He said the position has been approved to be filled. He said there are four candidates left on the original list all of which have passed once, with three of the four active police officers. Chief Keegan explained that there will be no other chance to pass on the position. Chief requested permission to begin background checks on all four candidates. With no further discussion, Mr. Pacelli made a motion to authorize background checks on the remaining four candidates of the original hiring list.

Chief Keegan reminded the Board that the final interview dates for the second tier eligibility list are scheduled for May 4, 6 and 8. He said there would be between 14 and 16 candidates to interview and the interviews would be held in the Riverside Conference Room at the Police Department.

6. Police Department Lateral Application Packets and Interview Discussion – Chief Keegan presented application packets for the lateral candidates for review. He said the intention is to conduct this process annually after May 1. He said the applications would be available for 45 days, then they will be vetted by HR and Command Staff with the initial interview process to be determined. Chief Keegan suggested a combined comprehensive interview panel consisting of the PD command Staff, HR and 2 or less Board members. Ms. Kellett asked how many candidates are anticipated. Chief said he is not sure of the numbers.

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Mr. Carrignan arrived at the meeting at 5:20PM.

Mr. Haines confirmed his desire to have the Board members involved in the interview process. Ms. Lamkin said the Board would continue to have the opportunity to review and approve the results of the background checks. Mr. Carrignan asked if there was a written component to the process. Chief said not in the lateral procedure. Chief said there would be no ranking for the pool of candidates, but the list of candidates would be posted. Mr. Livermore asked if the combined team interview approach is used with other positions. Ms. Lamkin said interviews are always held as one team. Mr. Pacelli wanted to be sure this process did not usurp the authority of the Board. Ms. Lamkin assured the members that they would still review the same paperwork as with initial hire candidates. She reminded the Board that all participants must be the same throughout the process, but others may be present as observers. Chief Keegan said as it stands if the posting is approved the applications would be due May 22 with interviews the end of June or early July. Mr. Kennedy asked if the academy funding has been cut by the Governor. Chief said he was told that everything is on the table, but no decisions have been made. Ms. Kellett asked what would determine which list would be used to fill vacancies. Chief said the immediate need of the Department would be considered, if the Department needs a specific skill set and a lateral candidate meets those needs, then that would be the way they would go. Mr. Haines said he would not want to see the eligibility list be the last resort. Chief Keegan told the members that the City Administrator must approve the use of the lateral candidates based on his justification. Mr. Haines said he would like the Board members to have a chance to review the packets for the meeting in May. Chief asked if they could approve the posting of the applications in order to start the process and to continue the discussion of the interview process at the next meeting.

Mr. Carrignan moved to authorize the posting of the application process for lateral candidates with a due date of May 22, 2015 and to continue the interview discussion at the next Board meeting. Ms. Kellett seconded. The motion passed by unanimous voice vote.

7. Update to Rules and Regulations – Defective Applications and Oath of Office – Chief Schelstreet brought attention to Section 4, page 8 that allows for defective applications to be returned to the applicant for correction. He said with the application process being electronic it is not possible to do this any longer. He suggested removing the Section from the Rules. Mr. Carrignan made a motion to amend the Rules and Regulations to remove Section 4, page 8 from the Rules. Mr. Livermore seconded. The motion passed by unanimous voice vote.

Chief Schelstreet stated that the Oath that is included in the current Rules and Regulations omitted the statement to support the Rules and Regulations of the Board of Fire and Police Commissioners. He suggested that he and the Police Chief work on an oath of office that is consistent and will bring it to the next meeting.

8. Executive Session –no session needed.

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With no further business, Mr. Carrigan moved to adjourn the meeting. Mr. Livermore seconded. The meeting was adjourned at 5:47 PM.

Respectfully submitted,
Nonda Anderson, Recording Secretary