

Meeting Minutes of the Special Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, April 22, 2019
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Mr. Don Haines, Mr. Keith Rollins, Mr. John Kennedy

Absent: Mr. Geoff Pretkelis, Dr. Steven Baginski

Also Present: Fire Chief Joe Schelstreet, Deputy Police Chief Steve Bedell, Ms. Denice Brogan; Human Resources, Carole Murphy; Recording Secretary

1. Call to Order

Mr. Don Haines called the meeting to order at 5:00 pm.

2. Roll Call

Roll was called with three members present.

3. Public Forum

No Report

4. Executive Session

N/A

5. Approval of Minutes

- a. The minutes of the March 18, 2019 regular meeting were reviewed.
A motion was made by Keith Rollins and seconded by John Kennedy to accept the minutes of the March 18, 2019 regular meeting. The minutes were passed as presented by a unanimous voice vote of all members present.

6. Approval to Start Police Department Hiring Process to Replace a Retirement

Deputy Chief Bedell explained there has been a recent retirement in the Police Department and needing to replace that Officer from the current traditional hiring list. Currently, candidate #9 is the next on the list, waiting for his response of acceptance. The list has a total of 12 people, with #11 asking to be removed from the list.

A motion was made by Keith Rollins and seconded by John Kennedy to approve the hiring of candidate #9 to replace the most recent Police Department retirement pending acceptance or to move onto the next candidate on the traditional hiring list.

The motion was passed by a unanimous voice vote of all members present.

7. Refresh List for Police Department New Hires

Ms. Brogan stated as a follow up to the Police Department new hire, interviews will need to be made for the next group of 20 candidates to refresh the traditional list. Ms. Brogan will reach out to Board Members once the newest member of the Board is sworn in to schedule interviews.

8. Litigation Hold Notice

Human Resources has sent a memo stating there is an EOC charge and a litigation hold notice on all records pertaining to that claim has been issued. To reiterate as stated in the memo, this includes all City email, personal email, text messages or anything that may pertain to that individual are considered records. Previous Board members have been contacted for notification as well. All documents pertaining to this issue are to be sent Ms. Denice Brogan.

9. Confirm Fire Interview Dates, (Mid July to Early August)

Ms. Brogan discussed tentative dates for Firefighter interviews with the Board stating a Saturday could be an option. The current list expires on September 18, 2019.

Mr. Haines expressed he would prefer the beginning of August.

Mr. Kennedy said he is not available July 19th – July 25th.

Ms. Brogan will email some suggested dates and needs to coordinate with IPSP once the dates are confirmed.

10. Approve Fire Department Battalion Chief Promotion

Chief Schelstreet revisited the vacant Battalion Chief position stating this has been vacant since last October. Chief Schelstreet stated the next three items on the agenda reflects that vacancy and will hold off on hiring a Firefighter until the next list is created as the current list is expiring. The Firefighter position will stay open until the new list takes effect, and then move forward to avoid an additional set of interviews.

Chief then presented the Board with the current Battalion Chief promotional list requesting to fill the vacancy with #1 candidate on the list, Captain Anthony Centimano.

A motion was made by John Kennedy and seconded by Keith Rollins to accept the request of promotion of Capt. Anthony Centimano to Battalion Chief.

The motion was passed as presented by a unanimous voice vote of all members present.

11. Approve Fire Department Captain Promotion

Chief Schelstreet distributed the current Captain promotional list and stated with the promotion of Captain Centimano he would like to ask the Board to fill the vacant position with the next candidate on the list, Lt. Tony Cavallo.

A motion was made by Keith Rollins and seconded by John Kennedy to accept the request of promotion of Lt. Tony Cavallo to Captain.

The motion was passed as presented by a unanimous voice vote of all members present.

12. Approve Fire Department Lieutenant Promotion

Chief Schelstreet explained there will now be a vacancy for a Lieutenant with the promotion of Lt. Cavallo and asked the Board permission to promote, FF Stephen Dries to the rank of Lieutenant.

A motion was made by Keith Rollins and seconded by John Kennedy to accept the request of promotion of Firefighter Stephen Dries to Lieutenant.

The motion was passed as presented by a unanimous voice vote of all members present.

Chief Schelstreet asked the Board if President Haines would be available on May 20, 2019 for the swearing in of the promotions at City Council. President Haines will confirm his availability and Mr. Rollins stated he is available as an alternate.

13. Other Business

Chief Schelstreet reminded the Board a Captain's promotional process will be needed to create a new list immediately following the promotion of Lt. Cavallo on May 20th, 2019.

A motion was made by John Kennedy and seconded by Keith Rollins to approve the start of the next Captain's promotional process upon the promotion of Lt. Tony Cavallo.

The motion was passed as presented by a unanimous voice vote of all members present.

14. Adjournment

With no further business, a motion was made to adjourn the meeting by Mr. Keith Rollins and seconded by Mr. John Kennedy. The motion was passed by a unanimous voice vote of all members present.

The meeting was adjourned at 5:15 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary