

Meeting Minutes of the Regular Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, July 12, 2021
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Keith Rollins, Anthony Stancati, Cliff Carrignan

Absent: Patrick Reed, Geoff Pretkelis

Also Present: Fire Chief Scott Swanson, Deputy Chief Eric Mahan; Police Department, Denice Brogan; Human Resources, Carole Murphy; Recording Secretary

1. Call to Order

Keith Rollins called the meeting to order at 5:02 pm.

2. Roll Call

Roll was called with three members present.

3. Public Forum

N/A

4. Review/Approve Minutes

a. June 14, 2021 Regular Meeting

A motion was made by Cliff Carrignan and seconded by Tony Stancati to approve the minutes of the June 14, 2021 regular meeting as presented.

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

5. Executive Session

A motion was made by Cliff Carrignan and seconded by Tony Stancati to move into executive session at 5:03 pm.

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

A motion was made by Cliff Carrignan and seconded by Tony Stancati to come out of executive session at 5:08 PM.

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

6. Approval of New Police Officer Conditional Offer

After Deputy Chief Eric Mahan's review in executive session, a motion was made by Cliff Carrignan and seconded by Tony Stancati to move forward with the Police Department lateral hiring process of Kyle Popp.

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

7. Approval for Fire Department Lieutenant List Process

Chief Swanson explained to the Board the current Fire Department Lieutenant's Promotional List will expire on December 20, 2021 and there will be no extension for that list by decision of the union. Chief Swanson would like to have a new list finalized by Thanksgiving to avoid the dates around the holidays.

A motion was made by Cliff Carrignan and seconded by Tony Stancati to approve the promotional process for a new Lieutenants list.

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

Ms. Brogan added she will reach out to the Board to schedule interview dates once the timeline is completed.

8. Other Business

- Cliff Carrignan advised he will not attend the August meeting, but will be here for interviews.
- Denice Brogan reminded everyone the new hire Firefighter written test is taking place at St. Charles North High School this coming Saturday. She also discussed the application process.
- Tony Stancati confirm he will be available for the Police Department orientation on August 21, 2021.
- Chief Swanson projects there is a possibility of 3 Fire Department retirements within the next three to four years.
- Chief Swanson confirmed that Mr. Rollins will swear in the newest Firefighter the next day, Tuesday, July 13th at 9:00 am on the apparatus floor.

9. Adjournment

With no further business, a motion was made to adjourn the meeting by Cliff Carrignan and seconded by Tony Stancati.

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

The meeting was adjourned at 5:19 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary