

**MEETING MINUTES REGULAR MEETING
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, January 12, 2015
5:00 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

Present: Chairman Don Haines, Ms. Dianne Kellett, Mr. Craig, Livermore, Mr. Greg Pacelli

Absent: Mr. Cliff Carrigan

Also Present: Chief Joe Schelstreet, Chief James Keegan, Deputy Chief Dave Kintz, Kathy Lamkin, Recording Secretary Nonda Anderson

1. Call to Order

Chairman Haines called the meeting to order at 5:07 PM.

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

3. Approval of Minutes- A motion was made by Ms. Kellett to accept the minutes of the December 8, 2014 Regular Meeting. Mr. Livermore seconded. The motion passed by unanimous voice vote of those present.

A motion was made by Ms. Kellett to accept the minutes of the January 5, 2015 Special Meeting. Mr. Livermore seconded. The motion passed by unanimous voice vote of those present.

4. Rules and Regulations Discussion – Chief Keegan reviewed previous discussion on the update of the Rules and Regulations. He presented the current update dated January 12 and reviewed the changes that are proposed. The Source of Authority will be updated to include the home rule authority of the City of St. Charles and the amendments section is updated to provide for approval and adoption by the City Council.

Chief Keegan reviewed the changes to the Police Department hiring and promotional sections of the rules allowing for educational points to be awarded in the initial hiring process as well as promotions. He said there was a conflict between the city code and the Rules previously, and these changes will address that issue. Chief Keegan reviewed the disqualification section noting that it is proposed to include language that states if a candidate has been disqualified as an eligible candidate previously either by the Board or by not successfully completing background or medical testing; they are disqualified from for any future consideration.

Chief Schelstreet reiterated that the Firemen's Hiring Act and Firemen's Promotional Act define the policies that guide the fire department's processes.

Chief Keegan said the updates propose using a 75% passing grade throughout all testing processes in order to provide consistency. Also proposed would be the requirement that police officer candidates must possess a valid Police Officer Wellness Evaluation Report (POWER)

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prior to the last day of filing applications. Chief Keegan explained this is similar to what the Fire Department requires and would eliminate the need to hold a physical ability test.

Chief Keegan said an additional requirement for military preference points would be to provide a Copy 4 of the DD214 document. He said this provides further information as to a candidate's military service.

Chief Keegan pointed out the proposed changes to the oral interview process for police candidates noting the desire to have a panel of at least three members of the Board, a member of the Police Department Command Staff and representative of the Human Resources Department as the interviewers. All panel members must be the same throughout an individual interview process to provide consistency. The Staff members would not be considered part of the Board's quorum and would only have scoring power. Chief Keegan noted the proposed recommendation to determine a percentage of the candidates to be interviewed and that if all candidates are not to be interviewed it must be stated during the orientation in order to provide consistency throughout the testing process. Ms. Kellett asked if there could be a not to exceed number as well. Ms. Lamkin noted that was a very good idea. After discussion the not to exceed number was determined to be 30 candidates.

Chief Keegan noted that an addition to the rules would be the provision to provide a list of certified eligible police officers that would supplement the traditional eligibility list. He said this list would include officers that are certified, have been off of probation for a least a year and works for a comparable community to St. Charles. He said this would allow for recruitment of candidates with desired skill sets. He said these candidates would bypass the written examination portion of the traditional hiring process and would participate in a pass/fail oral interview with the same panel as the traditional process. He said a pool would be created with the successful candidates. Chief explained this would not supplant the traditional list but would provide an option when looking to fill positions. He said the City Administrator would make the ultimate decision as to when to use the pool candidates. Chief Keegan said this method has been used successfully by other communities in the area. Mr. Livermore asked how an equivalent city is determined. Ms. Lamkin said the City maintains a list of comparable communities that meet several areas of criteria. Mr. Livermore said he was comfortable with that. Ms. Kellett asked if these candidates would still be subject to probation and if the pool would have an expiration. Chief Keegan said they would be subject to probation and a background check. He said the clause is not written with an expiration date and would probably not need one, due to the nature of the candidates in the pool either deciding to leave where they are or making the decision to move on. The consensus of the Board members was to approve of this pool of candidates, but to also maintain the traditional hiring process.

Chief Keegan reviewed a paragraph that is in the current version of the rules, but that has not been used recently. He said the Board has the ability to bypass candidates on the hiring list in favor of a certified police officer candidate. He also noted that promotional police candidates

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would serve a probationary period similar to new hires. Chief Schelstreet said the Fire Department does not have that provision and reminded the members that the Department hiring and promotions are governed by the Firemen's Hiring and Promotional Acts.

It was noted the proposed changes and updates to the oath of office. Chief Keegan also noted the changes in the demotion section for the police officers to include required bargaining agreement language.

It was noted that the collective bargaining agreements take precedence over the Rules.

Chief Keegan said the cover page would include that dates the rules are adopted by the Board, the City Council and the published date.

With no further discussion, Mr. Livermore made a motion to approve and adopt changes to the Rules and Regulations as presented and amended on January 12, 2015 and to recommend approval of the Rules and Regulations of the Board of Fire and Police Commissioners to the City Council. Mr. Pacelli seconded. The motion was passed by unanimous voice vote of those members present.

5. Other Business – There was discussion as the need for additional interviews for police officer candidates. Board members were asked to review proposed interview documents **prior to the next meeting. Ms. Lamkin said the Board may choose to proceed with** different interview questions for the next group of candidates.

6. Public Forum – there were no public comments.

7. Adjournment - With no further business, Mr. Livermore moved to adjourn the meeting. Ms. Kellett seconded. The meeting was adjourned at 6:12 PM.

Respectfully submitted,
Nonda Anderson, Recording Secretary