

**MEETING MINUTES REGULAR MEETING  
CITY OF ST. CHARLES  
BOARD OF FIRE & POLICE COMMISSIONERS  
Monday, January 11, 2016  
5:00 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor, Century Station**

Present: Chairman Don Haines, Mr. John Kennedy, Ms. Dianne Kellett, Mr. Craig Livermore

Absent: Mr. Cliff Carrigan

Also Present: Fire Chief Joe Schelstreet; Police Chief James Keegan, Deputy Chief David Kintz; Denice Brogan, Acting Human Resources Director; Recording Secretary Nonda Anderson

**1. Call to Order**

Chairman Haines called the meeting to order at 5:04 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 and seconded by Ms. Kellett to accept the minutes of the November 9, 2015 Regular Meeting. The motion passed by unanimous voice vote of those members present.

**5. Permanent appointment of Firefighter Steven Siwy** – Chief Schelstreet told the Board Firefighter Siwy has received successful evaluations and recommends him for permanent appointment as of February 9, 2016. A motion was made by Mr. Livermore and seconded by Mr. Kennedy to approve the permanent appointment of Firefighter Steven Siwy effective February 9, 2016. The motion passed by unanimous voice vote of those members present.

**6. Fire Department Capt./BC Promotional Process** – Chief Schelstreet the Department is ready to post the announcement for the upcoming Capt./BC Promotional Process. He reviewed the timeline for the process and asked which Board members would be available for oral interviews on March 10. Ms. Kellett and Mr. Kennedy indicated that would be available. Chief said the list would be posted by June 5. Chief told the Board that the Lieutenant Promotional Process is complete and the final list is effective January 16.

**7. Update on Police Department Hiring** –Chief Keegan updated the Board on the certified eligible candidates process. He said two are working on their own, one is in field training and the Department is looking to bring one more on board. He said the process has worked very well. For second pool of candidates on the traditional list, Chief Keegan said two did not complete field training, one is currently in field training and one is in the academy which still leaves an opening. He said of the three candidates left in the pool, one is not interested in the position and another one is currently a certified police officer. Chief cited the current rules that allow him to move ahead on the list if there is a candidate that is already an officer. He said he would like to

**Board of Fire & Police Commissioners  
Regular Meeting Minutes – January 11, 2016  
Page 2**

move forward with the background check of candidate Megan Kelly. He said if the remaining candidates do not pass the background check the next pool of candidates would need to be interviewed or wait until the new list is established. Ms. Kellett moved to authorize proceeding with the background check of candidate Megan Kelly. Mr. Kennedy seconded. The motion passed by unanimous voice vote of those members present. Chief Keegan said they would delay the start date of the next certified eligible candidate to coincide with the start date of the new candidate if all tests are successful.

**8. Discussion of upcoming entry level and certified eligible processes** – Ms. Brogan said she was working on timelines for the next entry level and certified eligible testing processes for the Police Department. She said the posting for certified eligible candidates would be March 28 with oral interviews in May. She said only one Board member is required and is looking for availability. She said the traditional process posting would be April 18, the written exam on June 18 and oral interviews would be in August. She said this would allow for the posting of the final register in October. The Board members indicated they would provide availability for the interviews by the next meeting. Ms. Brogan said there have been some updates and refinement of the application for certified eligible candidates and she will have those for the Board's review at the next meeting. Chief Keegan said this timeline will put the Department in good shape when considering the possible upcoming openings.

**8. Executive Session** – No Executive Session.

**9. Other Business** – None

With no further business, a motion was made by Ms. Kellett and seconded by Mr. Kennedy to adjourn the meeting. The meeting was adjourned at 5:30 PM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary