

**MEETING MINUTES REGULAR MEETING
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, March 14, 2016
5:00 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

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

Absent: Mr. Cliff Carrignan, Mr. John Kennedy

Also Present: Fire Chief Joe Schelstreet; 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 5:05 PM.

2. Roll Call - Roll was called with three 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 February 8, 2016 Regular Meeting. The motion passed by unanimous voice vote of those members present.

5. Fire Department Promotional Opportunities – Chief Schelstreet announced a vacancy in the rank of Battalion Chief due to the announced retirement of Battalion Chief Nick McManus. He reported the first person on the current list asked to be passed and the second person is Lt. Brian Byrne. Chief said Lt. Byrne has performed well in his capacity of lieutenant and is confident he will succeed as a battalion chief. Mr. Livermore asked for background on Lt. Byrne. Chief Schelstreet reviewed Lt. Byrne's tenure with the Department. With no further discussion, Mr. Livermore made a motion to approve the promotion of Lt. Brian Byrne to the rank of Battalion Chief. Ms. Kellett seconded. The motion passed by voice vote of those members present.

Chief Schelstreet with the promotion of Lt. Byrne an opening is created in the rank of Lieutenant. He said the first person on the list is FF/Paramedic Jeff Tarro. Chief reviewed Jeff's background and tenure with the department stating he is confident in Jeff's ability to succeed as an officer. With no further discussion, Mr. Livermore made a motion to approve the promotion of FF/Paramedic Jeff Tarro to the rank of Fire Lieutenant. Ms. Kellett seconded. The motion passed by unanimous voice vote by those members present.

6. FD Hiring – Firefighter/Paramedic – Chief Schelstreet told the Board that with the approved promotions, an opening is created in the rank of Firefighter/Paramedic which is in addition to the vacancy created by an earlier retirement. He explained that according to state statute, he has the ability to choose from the top five candidates the one who best meets the

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needs of the Department. He said the first candidate on the current list requested to be passed over and the second candidate is the proceeding through the hiring process. Chief said that would allow him to choose from the next five candidates. He said he is requesting approval to skip to Candidate 7, Andrew Perry, explaining that he was a former POC firefighter with the St. Charles Fire Department and is a current PSI paramedic assigned to St. Charles. Chief Schelstreet stated that Mr. Perry did not quit the department, but was a POC member until the POC program ended. Chief said with Drew's experience with the Department as well as his military background make him the best candidate for the department at this time. Chief Schelstreet further explained that the candidates who are passed over are allowed due process and they will be invited to the next meeting, if they choose to comment on the process. Mr. Livermore said he had no issues with the process and made the motion to approve proceeding with the hiring process with Candidate 7, Andrew Perry. Ms. Kellett seconded. Ms. Brogan said they would begin the background check process with Mr. Perry, during the due process time frame. The motion passed by unanimous voice vote of those members present.

7. **Police Department application process** – Deputy Chief Kintz presented the Board a proposal from Stanard & Associates, the Police Department's examination process vendor, which includes a charge for the process that would cover the cost of the process. He said they are quoting a \$45 fee that would cover the entire process using the City's application. He said there is one issue regarding a pre-qualification exemption, but he is not sure if that applies and suggested it be reviewed by the Board's attorney. Mr. Haines said he would contact Mr. Brohier and have the opinion by the next Board meeting, which would still meet the posting deadline.

7. **Executive Session** – No Executive Session.

8. **Other Business** – The resume for Mr. Keith Rollins, Board candidate to fill Mr. Livermore's position on the Board, was presented.

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

Respectfully submitted,
Nonda Anderson, Recording Secretary