

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

Present: Chairman Don Haines, Mr. Cliff Carrignan, Ms. Dianne Kellett

Absent: 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 5:00 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 Ms. Kellett and seconded by Mr. Carrignan to accept the minutes of the March 14, 2016 Regular Meeting. The motion passed by unanimous voice vote of those members present.

5. Consideration of Firefighter Candidates – Chief Schelstreet reviewed the discussion at the previous Board meeting in regard to his request to choose a candidate that was not the next on the list. He reviewed the language in the Firefighter’s Hiring Act that allows him to choose from the top 5% of the candidate pool or the top five candidates on the list if there is a candidate that better suits the needs of the Department. Chief reviewed the qualifications of his recommended candidate. He emphasized that the candidates that would be skipped did not fail to meet the requirements and would not lose their place on the list that it was that Candidate Perry best meets the needs of the Department at this time. Candidates Huneke and MacDonald made presentations to the Board for their consideration.

6. Police Department application process and approval of testing vendor – Deputy Chief Kintz updated the Board on the current lateral application process. He said there are 23 complete applications so far, with the deadline being April 15.

Deputy Chief Kintz said the City has a proposed service agreement with Stanard and Associates to handle the entire entry level testing process, then turning over to HR. He said the rules state that the application fee could be \$20, but the Stanard fee is \$45. Chief Kintz said that this process would be a fee per candidate with Stanard invoicing the applicant \$25 and invoicing the City the remaining \$20. He said the application fee language in the rules could then be looked at for future testing processes.

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With no further discussion, Mr. Carrigan made a motion to approve the service agreement with Stanard and Associates to handle the police entry level testing process. Ms. Kellett seconded. The motion passed by unanimous voice vote of those members present.

7. **New PD Recruitment Process** – Deputy Chief Kintz told the Board that due to an upcoming retirement of the Field Training Officer, Sgt. Roger Anderson, the Department has assigned Sgt. Erik Majewski as Field Training Officer to work with Sgt. Anderson as his replacement. As part of that assignment, Chief Kintz said Sgt. Majewski has suggested a new recruiting process that would reach out to college All American Athletes who are also All American in Academics and who have a career interest in law enforcement. He said the Department would provide an incentive to the candidates of waiving all applicant fees for the process. He said it is something the Department is interested in trying. Ms. Kellett asked how many candidates would there be. Chief Kintz said they are looking at probably 20 and said with that number the process could be cost neutral with the proposed application fees. The Board members expressed interest in the suggested process.

Mr. Carrigan made a motion to proceed with the proposed recruitment plan for the next entry level testing process. Ms. Kellett seconded. The motion passed by unanimous voice vote of those members present.

8. **Board Oath of Office requirements** – Chairman Haines reminded the Board that Mr. Livermore resigned his position on the Board and that Mr. Keith Rollins would be sworn in at the April 18 City Council meeting. Mr. Haines suggested that all Board members be present to be administered the oath of office at the same time. Mr. Carrigan indicated he would not be present, but would be available for the next City Council meeting.

7. **Executive Session** – A motion was made by Ms. Kellett and seconded by Mr. Carrigan to adjourn to Executive Session for discussion of personnel. The motion passed by unanimous voice vote of those members present and the meeting was adjourned at 5:22 PM.

The meeting reconvened at 5:32 PM.

Ms. Kellett made a motion to move ahead with the Chief's recommendation to approve the background check and to proceed with the hiring process for Candidate Perry. Mr. Carrigan seconded. The motion passed by unanimous voice vote of those members present.

Chairman Haines thanked the candidates for their attendance at the meeting.

8. **Adjournment** – With no further business, a motion was made by Mr. Carrigan and seconded by Ms. Kellett to adjourn the meeting. The meeting was adjourned at 5:35 PM.

Respectfully submitted,
Nonda Anderson, Recording Secretary