

**MEETING MINUTES REGULAR MEETING
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, May 9, 2016
5:00 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

Present: Chairman Don Haines, Mr. Keith Rollins, Mr. John Kennedy

Absent: Mr. Cliff Carrignan, Ms. Dianne Kellett

Also Present: Fire Chief Joe Schelstreet; Deputy Chief David Kintz; Police Chief Jim Keegan; Denice Brogan, Human Resources; Jenn McMahon, Human Resources Director; Recording Secretary Nonda Anderson; Carole Murphy, FD Administrative Assistant

1. Call to Order

Chairman Haines called the meeting to order at 5:02 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. Rollins and seconded by Mr. Kennedy to accept the minutes of the April 11, 2016 Regular Meeting. The motion passed by unanimous voice vote of those members present.

5. Election of Board Officers – Mr. Kennedy offered to accept the position of Board Secretary and Mr. Haines agreed to continue as Board Chairman. A motion was made by Mr. Rollins to accept the slate of officers and Mr. Kennedy seconded. The motion passed by unanimous voice vote of those members present.

6. Update of Fire Department Captain/Battalion Chief promotional process – Chief Schelstreet updated the Board stating the written test is scheduled for May 13. He said after the written results are posted, the ascertain merit scores and seniority points awarded, then the military and education points are applied. He said the final list should be posted by the end of the month.

7. Update of Police Department Hiring Lists – Lateral and Traditional – Chief Keegan told the Board that 50 applications were received for the lateral hiring list and 12 have been selected for interviews which are to be held later in the week. He said the interview panel will consist of Mr. Kennedy, Denice Brogan, Commander Bedell and the two union presidents. He said they would continue providing a community and police station tour to prospective candidates.

Deputy Chief Kintz updated the Board on the traditional hiring process. He said 83 applications have been received and the entire process is being handled by Stanard. He said the dates for the

**Board of Fire & Police Commissioners
Regular Meeting Minutes – May 9, 2016
Page 2**

oral interviews are August 17, 19, 22 and 23 with four hours each day. Chief Kintz said they would follow the same process as previously, with approximately 30 candidates being interviewed, based on the written scores. He reminded the Board that the written test is June 18 at St. Charles North High School. Mr. Haines reminded the members that if three or more Board members are present at the written test it would have to be posted as a special meeting.

Mr. Haines reported he had received an email from one of the lateral candidates who had a question in regard to a letter he received about his application. Chief Keegan said he would follow-up.

Chief Kintz told the Chairman that he would like to again use email notification of the status of the lateral candidates, with formal action at the next meeting, in order to have the list in place due to a number of potential openings and the fact that they do not have a traditional list in place. Chairman Haines agreed.

8. Executive Session – A motion was made by Mr. Kennedy and seconded by Mr. Rollins to adjourn to Executive Session for approval of execution session minutes. The motion passed by unanimous voice vote of those members present and the meeting was adjourned at 5:20 PM.

The meeting reconvened at 5:23 PM.

Mr. Rollins made a motion approve the minutes of the June 1, 2015 Executive Session and to have the minutes remain sealed. Mr. Kennedy seconded. The motion passed by unanimous voice vote of those members present.

9. Other Business – Ms. Brogan reported that June 1 was a tentative start date for FF Candidate Perry.

Mr. Haines told the Board he may not be present for the May 16 swearing-in ceremony. Mr. Kennedy and Mr. Rollins said they would be present.

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

Respectfully submitted,
Nonda Anderson, Recording Secretary