

Minutes of the Regular Meeting  
Board of Fire & Police Commissioners  
Monday, June 13, 2016

Meeting Minutes of the Regular Meeting  
City of St. Charles  
Board of Fire & Police Commissioners  
Monday, June 13, 2016  
5:00 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor Century Station

Present: Chairman Don Haines, Mr. Keith Rollins, Mr. John Kennedy, Mr. Cliff Carrignan,  
Ms. Diane Kellett

Absent: N/A

Also Present: Fire Chief Joe Schelstreet, Jenn McMahon, Human Resources Director,  
Deputy Chief Dave Kintz, Police Department,  
Carole Murphy, Recording Secretary

**1. Call to Order**

Chairman Don Haines called the meeting to order at 5:00 pm.

**2. Roll Call**

Roll was called with five members present.

**3. Public Forum**

No Report

**4. Approval of Minutes**

A motion was made by Mr. Carrignan and seconded by Mr. Rollins to accept the minutes of the May 9, 2016 Regular Meeting. The minutes were passed as presented by a unanimous voice vote of all members present.

**5. RFP Regarding Police and Fire Testing Services**

Ms. McMahon discussed issuing an RFP for an organization to do the testing process for Police and Fire Departments. They would collect applications, run exams and assessments for promotions and new hires. Possibly have one vendor for both Police and Fire. May structure proposal responses to include both departments together as well as separately. Police Department currently uses Stanard, all testing fees are currently covered by the applicant.

**6. Request for Rick Murawski to be released from his 18 month probation.**

The board reviewed the letter of approval from Police Chief James Keegan, which stated Mr. Murawski probation period ends as of June 29, 2016. Chief Keegan recommends The Board certify Officer Murawski be granted permanent appointment as a police officer for St. Charles Police Department.

A motion was to take Officer Murawski off of his probation and move him to full time status as of June 29, 2016 was made by Mr. John Kennedy and seconded by Mr. Cliff Carrignan.

The motion was passed by a unanimous voice vote of all members present.

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**7. Update on three backgrounds recently conducted for three lateral candidates for Police Department.**

Deputy Chief Kintz reviewed 3 certified lateral applicants backgrounds and requested permission to proceed with a conditional offer and to go through the rest of the process with an anticipated start date of July 11, 2016.

A motion to proceed with the next steps in the process was made by Mr. Keith Rollins and seconded Mr. Cliff Carrigan.

The motion was passed by a unanimous voice vote of all members present.

**8. Confirm a member of the BOFPC will be present for the Police Departments written exam on Saturday, June 18, 2016 at North High School.**

Chairman Don Haines confirmed he will be at the testing and will be making opening remarks that will include stating the top 30 scoring candidates will be taken.

Check in will begin at 9:00, testing will begin at 10:00.

Mr. Keith Rollins stated he will also be present.

**9. Informal swearing in for Rich Clark (promotion to Sergeant) and three new lateral candidates on Monday, July 11, 2016.**

**10. Formal swearing in for Rich Clark (promotion to Sergeant) and three new lateral candidates at the July 18<sup>th</sup>, 2016 City Council meeting.**

Time has not be determined as of yet.

- Mr. Cliff Carrigan will be formally sworn in at the July 5, 2016 City Council meeting.

**11. Reminder for participants of Police Department Traditional Candidate Interviews:**

- August 17, 19, 22 & 23, 2016

Interviews will be in four hour blocks. Times will be announced at a later date.

Chairman Don Haines, Mr. John Kennedy, and Mr. Keith Rollins will be present for interviews.

**12. No Executive Session**

**13. Other Business**

None

**14. Adjournment**

With no further business, a motion was made by Mr. Cliff Carrigan and seconded by Ms. Diane Kellett to adjourn the meeting.

The meeting was adjourned at 5:18 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary