

Meeting Minutes of the Regular Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, May 8, 2017
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

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

Absent: *Ms. Diane Kellett*

Also Present: Ms. Jennifer McMahan; Human Resources, Fire Chief Joe Schelstreet,
Chief Keegan; Police Department, Carole Murphy; Recording Secretary

1. Call to Order

Chairman Don Haines called the meeting to order at 5:01 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. John Kennedy and seconded by Mr. Keith Rollins to accept the minutes of the April 10, 2017 regular meeting. The minutes were passed as presented by a unanimous voice vote of all members present.

5. Election of Board Officers

The Board nominated and accepted Mr. Keith Rollins as Chairman, and Mr. Steve Baginski as Secretary.

A motion was made by Mr. Don Haines to accept the appointment of officers. The motion passed by a unanimous voice vote of those members present.

6. Discussion Only, Firefighter Interview Scheduling

Carole Murphy has confirmed that the dates chosen for Firefighter Initial Hiring Interviews are July 18th and July 19, 2017. Ms. Kellett is not available until 11:30 making the start time for interviews at 12:00 per Ms. Denice Brogan.

Chief Schelstreet has asked the Board members to let Ms. Murphy know what the best means would be for contact would be. The Board was also reminded that the use of personal devices for communication is subject to FOIA.

The written test will take place on June 24, 2017 at St. Charles North High School.

Mr. Don Haines will be available for the written test.

7. Hiring of Two Lateral Police Officers

Chief Keegan stated the Police Department has instituted the lateral program a couple years ago. The hiring is approximately half lateral and half traditional. There are currently two openings. Chief Keegan has asked City Administrator; Mr. Mark Koenen for permission to utilize the lateral applicants, which Mr. Koenen has approved. Two backgrounds will be started when the final paperwork is signed by Mr. Koenen and Ms. McMahon; Human Resources Director. Lateral interviews were conducted on Thursday, May 4, 2017. Chief Keegan will seek approval of the Board once candidates are chosen.

8. Promotion of a Police Sergeant

Chief Keegan requested approval to promote Detective Lamela to rank of Sergeant. There has been advanced notice by Commander Gatlin that he will be retiring at the end of May which will necessitate a promotion of Commander and filling the rank of Sergeant. Due to staff shortage, Chief Keegan would like to move forward with filling the Sergeant position. (15:55)

9. Other Business

Chief Keegan stated 2 officers started the academy last week, and also received a letter of retirement from Officer Darin Lee.

10. Adjournment

With no further business, a motion was made to adjourn the meeting by Mr. Keith Rollins and seconded by Mr. John Kennedy. The motion was passed by a unanimous voice vote of all members present.

The meeting was adjourned at 5:15 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary