

Meeting Minutes of the Regular Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, August 14, 2017
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Chairman Keith Rollins, Mr. John Kennedy, Ms. Diane Kellett,
Mr. Steve Baginski

Also Present: Ms. Denice Brogan, Human Resources; Police Chief Jim Keegan;
Fire Chief Joe Schelstreet; Sara Cass, Recording Secretary;
Derek Ward, Gilbane Building Company and Ernie Spina, Gilbane Building
Company

1. Call to Order

Chairman Keith Rollins called the meeting to order at 5:01 p.m.

2. Roll Call

Roll was called with three members present. Mr. Rollins welcomed guests Derek Ward and Ernie Spina from Gilbane Building Company. Mr. Steven Baginski entered the meeting at 5:09 p.m.

3. Public Forum

No Report

4. Approval of Minutes

A motion was made by Ms. Dianne Kellett and seconded by Mr. John Kennedy to continue the approval of all three sets of minutes (July 10, 2017 Regular Meeting; July 18, 2017 Executive Session; and July 19, 2017 Executive Session) to the next Board meeting. This motion was passed as presented by a unanimous voice vote of all members present.

5. Approval of Police Department Permanent Appointment of two Police Officers

Chief Keegan explained the department has two probationary Police Officers, Michael Redmann and Meghan Kelly, and their 18-month probation periods expire at the end of August. Throughout their probation period, both officers have proven to be a great addition to the department. The Chief requested they be appointed as full-time Police Officers for the City of St. Charles, effective August 29, 2017.

A motion was made by Mr. John Kennedy and seconded by Ms. Diane Kellett to accept and approve the appointment of Officers Redmann and Kelly to the Police Department, effective August 29, 2017. This motion was passed as presented by a unanimous voice vote of all members present.

6. Fire Department Promotions and Hiring Process

Chief Schelstreet announced that Battalion Chief Brian Byrne has submitted his retirement request and his last day will be September 9, 2017. He explained this will leave an opening in the department and that the next person in line for the position of Battalion Chief is

Lt. John Kessler. Upon approval from the City to fill this position, John has agreed to accept this promotion. Chief Schelstreet went on to explain the trickle-down effect this will cause throughout the department structure and stated that FF Rainier Galliano is prepared to accept the promotion to Lieutenant. This will then leave an opening for a fire fighter position. Due to the timing of this request and the need to wait until this position is approved by the City, the fire fighter position will be selected off of the new hiring list that is scheduled to be effective September 16, 2017. Chief Schelstreet requested the Board approve this hiring request contingent upon the approval from the City to fill this position. A motion was made by Ms. Dianne Kellett and seconded by Mr. Steve Baginski to fill the pending fire fighter position from the new hiring list once approvals are received from the City. This motion was passed as presented by a unanimous voice vote of all members present.

Chief Schelstreet provided an update on the upcoming testing needed for the Captain and Battalion Chief testing process. He explained this testing is currently slated for the 2017-18 budget; however, due to the latest retirement notice, this process will need to take place during the current fiscal year budget. The cost to conduct this testing is approximately \$12,500. Chief Schelstreet stated he will provide an update on this situation at next month's meeting.

7. Acceptance of Fire Department Final Eligibility List and Publishing of List

Chief Schelstreet passed out the preliminary Fire Department final eligibility list to those present and explained it is complete and includes all requested preference points. He thanked the Board for their time and commitment to getting this list completed well ahead of schedule. Chief Schelstreet requested the Board accept this list and allow the Chief the discretion to post this list effective September 16, 2017.

A motion was made by Ms. Dianne Kellett and seconded by Mr. John Kennedy to post this final eligibility list on September 16, 2017. This motion was passed as presented by a unanimous voice vote of all members present.

8. Executive Session

N/A

9. Other Business

Chief Keegan provided a Police Department Field Training update to the Board and explained there are currently three officers in field training. An additional officer is scheduled to start with the City on August 21st, for a total of four officers in field training. He thanked the Board for their diligent efforts in getting all of these positions filled.

10. Adjournment

With no further business, a motion was made to adjourn the meeting by Mr. John Kennedy and seconded by Ms. Diane Kellett. This motion was passed as presented by a unanimous voice vote of all members present.

The meeting was adjourned at 5:12 p.m.

Respectfully Submitted by Sara Cass; Recording Secretary