

**Meeting Minutes of the Special Meeting
City of St. Charles
Board of Fire & Police Commissioners
Tuesday, February 21, 2017
4:30 p.m.
Police Department Riverside Conference Room**

Present: Mr. John Kennedy, Mr. Keith Rollins, Ms. Diane Kellett
Absent: Chairman Don Haines, Mr. Cliff Carrignan
Also Present: Fire Chief Joe Schelstreet and Assistant Fire Chief Kevin Christensen;
Deputy Chief Dave Kintz – Police Department; Denice Brogan – Human
Resources; Sara Cass, Recording Secretary

1. Call to Order

Board member John Kennedy called the meeting to order at 4:36 p.m.

2. Roll Call

Roll was called with three members present.

3. Public Forum

No Report

4. Approval of Police Department Backgrounds

Deputy Chief Kintz presented background checks for two traditional list police officer applicants, Anthony Squillo and Matthew McGregor. Both backgrounds appeared to be thorough and were signed off by Chief Keegan. Deputy Chief Kintz asked for Board approval for both backgrounds. A motion was made by Mr. Keith Rollins and seconded by Ms. Dianne Kellett to approve both background checks. The motion was passed by a unanimous voice vote of all members present. Denice Brogan stated she would contact both candidates and ask them to make appointments for the next steps in the conditional offer process.

5. Certified Eligible Process for the Police Department

For information purposes only: Deputy Chief Kintz explained the anticipated posting date for the 2017 Certified Eligible Recruitment process will be March 20th. Applications will be due by April 14, 2017 and interviews are expected to take place the week of May 4th. The current list expires May 29th. The department expects no issues with the 2017 list being finalized by May 29, 2017. There are no changes to the process and steps that were followed for the 2016 process.

6. Firefighter Applicant Testing Date

Chief Schelstreet explained the current eligibility list expires in September 2017. Applications will be accepted beginning April 3, 2017. The orientation and written test have been scheduled for Saturday, June 24, 2017 at St. Charles North High School. All Board members are welcome to attend this orientation; however, if there will be more than two members present, please contact the Fire Department so the event can be properly posted. The exam will be conducted by the IPSP.

Interviews are expected to take place July 17 – 28, 2017; two days will be scheduled for interviews with approximately 10 interviews each day.

7. Executive Session

No Executive Session

8. Other Business

Denice Brogan explained that an RFP is currently being done for Police & Fire testing services. These are due next Friday, March 3, 2017. Human Resources anticipates making a recommendation to the Board from these results for the May Board of Fire and Police Commissioners regularly scheduled meeting. The current vendors for these services are the IPSP for Fire and Stanard for Police.

9. Adjournment

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

The meeting was adjourned at 4:51 p.m.

Respectfully submitted by Sara Cass; Recording Secretary