

Minutes  
St. Charles Board of Fire and Police Commissioners  
Meeting  
Thursday, January 26, 2012

Members Present: Chairman Pro-tem Don Haines, Greg Pacelli, Craig Livermore

Members Absent: James Urhausen

Also Present: Chief James Lamkin; Chief Patrick Mullen; John Broihier, Attorney for the Board; Brian Townsend; Mayor DeWitte; Recording Secretary Nonda Anderson.

Chairman Pro-tem Haines called the meeting to order at 3:40 PM. Roll was called with three members present and a quorum determined.

**Discuss City Roles and Responsibilities for the Board of Fire & Police Commissioners**

Mr. Broihier outlined the responsibilities of Fire and Police Commissioners. He noted that the Board is responsible for conducting the examination process for non-exempt firefighters and police officers. He explained the Board's participation in the hiring and promotional processes. He reminded the Board that all records are to be maintained by the Board and all test results must be addressed to the Board. Mr. Broihier told the members that the Board has the option to hire a vendor to conduct examinations of the Board's behalf. He said the Board is required to have an eligibility list for every rank.

Mr. Broihier suggested that a regular meeting schedule be established. He said all meetings are subject to the Open Meetings Act and the agenda must include an open forum. He said the open forum must be limited to the areas of responsibility of the Board. He said all meetings require minutes and closed sessions require minutes and are to be recorded. Mr. Broihier said all actions taken by the Board are to be in open session. He said that closed session minutes are subject to FOIA, but the recordings are not. He said the Board is required to review the minutes of closed sessions every six months and the recordings every 18 months. He said oral interviews should be in closed session and should be recorded.

Mr. Broihier said the Board must have its own office space and should determine who will provide clerical support. He suggested that the members attend a Fire and Police Commission Association training session.

Mr. Townsend said the City and the Board will discuss updates to the Rules and Regulations, a regular meeting schedule, and ways to provide greater efficiencies for hiring and promotion.

Mayor DeWitte said it had been considered changing the Board back to three members, which would require an ordinance.

Chief Lamkin asked if the application that has been used which had been purchased from a testing agency is appropriate. Mr. Broihier said the Board can determine which application to use and an outside vendor, if utilized, might have their own applications.

Mr. Broihier offered draft of updated Rules & Regulations that address fire and police separately. Mr. Townsend said he would like to see the Board have the ability not to have to interview all candidates. Mayor DeWitte asked about the residency requirements. Mr. Broihier said the City Council would approve any residency requirements.

It was suggested that City Staff and Chairman Pro-tem Haines discuss the draft rules and bring any changes back to the Board.

A motion was made by Mr. Livermore and seconded by Mr. Pacelli to adjourn the meeting. The motion passed by unanimous voice vote. The meeting adjourned at 4:45 PM.

Respectfully submitted,  
Nonda Anderson