

**MEETING MINUTES
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, July 8, 2013
5:30 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

Present: Chairman Haines, Secretary Livermore (arrived during Executive Session), Member Pacelli

Also Present: Fire Chief Joe Schelstreet, Asst. Chief Kevin Christensen, Chief Jim Lamkin, Recording Secretary Nonda Anderson

Call to Order

Chairman Haines called the meeting to order at 5:08 p.m. Roll was called with two members present.

Public Forum – No public comments.

Acceptance of Minutes

Mr. Pacelli made a motion to approve the minutes of the June 10, 2013 Regular Meeting as presented. Mr. Haines seconded. The motion passed by unanimous voice vote of members present.

Police Department Sergeant's Promotional Process – Continued Discussion

Chief Lamkin reported he conveyed the discussion from the last Board meeting with a written essay portion of the process counting for 10 points, written exam customized to the St. Charles Police Department worth 30 points, interview with the Board for 40 points and merit and efficiency for 20 points. Chief said representatives took the discussion to the membership and all points were accepted. He stated a change in the rules to incorporate the agreed upon changes would be necessary. Chairman Haines stated he would start the process to coordinate the change in the rules.

Chairman Haines reiterated that the question regarding residency is not a Board decision, per the Board's attorney and should be decided by the City Council. Chief Lamkin said he had discussed that issue with the City Administrator who felt it would be best handled as part of the City's Personnel Policy Manual. He said his suggestion was 40 road miles which will become part of the personnel policy.

Entry Level Firefighter Exam Process – Chief Schelstreet said the written test went very well with 34 of 62 candidates achieving a passing score. Chairman Haines explained to the Board members that it was announced to the candidates prior to the written exam that the top 20 candidates would sit for an interview. He reminded the members that the passing score was based on the median score. Chairman Haines also reminded the Board that July 25 was the date determined for the interviews and a schedule would be provided to each member.

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Executive Session: Mr. Pacelli made a motion to adjourn to Executive Session. Mr. Haines seconded. The motion passed by unanimous voice vote of those present. The meeting adjourned at 5:19 PM.

The meeting reconvened at 5:33 PM. Mr. Livermore arrived at 5:23 PM during the Executive Session.

Other Business – Lotus Notes Training – Chairman Haines explained that beginning immediately all Board correspondence would be sent to the members' Lotus Notes email address. Ms. Anderson presented usernames and passwords and went over the procedure of signing in.

The next meeting is scheduled for Monday, August 12, 2013.

Adjournment - With no further business, Mr. Pacelli moved to adjourn the meeting. Mr. Livermore seconded. The meeting was adjourned at 5:43 PM.

Respectfully submitted,
Nonda Anderson, Recording Secretary