

**MEETING MINUTES  
CITY OF ST. CHARLES  
BOARD OF FIRE & POLICE COMMISSIONERS  
Monday, December 2, 2013  
5:00 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor, Century Station**

Present: Chairman Haines, Secretary Livermore, Member Pacelli

Also Present: Fire Chief Joe Schelstreet, Asst. Chief Kevin Christensen, Police Chief Jim Lamkin, Deputy Police Chief Dave Kintz, Deputy Police Chief Steve Huffman, Recording Secretary Nonda Anderson

**Call to Order**

Chairman Haines called the meeting to order at 5:00 p.m. Roll was called with all members present.

**Public Forum** – No public comments.

**Acceptance of Minutes**

Mr. Livermore made a motion to approve the minutes of the October 14, 2013, Regular Meeting as presented. Mr. Pacelli seconded. The motion passed by unanimous voice vote.

**Appointment of Acting Battalion Chief** – Chief Schelstreet told the Board that with the appointment of Scott Swanson to the position of Assistant Chief, an opening has occurred in the rank of Battalion Chief. He said currently there is not an active promotion list for Battalion Chief and it is necessary to appointment someone in an acting role. Chief said Captain Lance Maxwell has agreed to step into role. Chief also explained that the appointment is for 30 days until the end of the calendar year. He said due to state statute limiting appointments to a calendar year, he said he will be asking for another appointment at the first of the year, probably requiring a special meeting. He said he anticipates the vacancy being open for approximately 200 days. With no discussion, Mr. Pacelli moved to approve the 30 day appointment to Acting Battalion Chief for Captain Lance Maxwell. Mr. Livermore seconded. The motion was passed by unanimous voice vote.

**Permanent Appointment of Probationary Firefighter Brad Wilton** – Chief Schelstreet informed the Board that Firefighter Wilton had successfully completed his 12 month probationary period and recommends him for permanent appointment. Mr. Pacelli moved to approve the permanent appointment of Firefighter Brad Wilton. Mr. Livermore seconded. The motion passed by unanimous voice vote.

**BC/Captain Promotional Process** – Chief Schelstreet said, as mentioned earlier in the meeting, that the promotional lists for Captain and Battalion Chief have been exhausted. He said he would like to announce the beginning of the process on February 3, 2014 and that a contract has been signed with IPSP as the vendor who will be overseeing the process. Mr. Livermore made a

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motion to authorize the Captain and Battalion Chief promotional process. Mr. Pacelli seconded. The motion passed by unanimous voice vote.

**Update of Police Sergeant's Promotional Process – Essay Topic** – Chief Lamkin told the Board that 20 candidates have been identified for the sergeant's promotion process. He said the topic of the essay questions will need to be presented to the candidates. There was discussion among the members and Police Department representatives as to the questions. Discussion also included the time frame to have the essays submitted for review and the method of scoring the submittals. The deadline for submittal is December 20 and responses to the Board members by December 23 for review. Further discussion will be included on the agenda for the January 2014 meeting. After discussion, the topics for the essay questions are: How has your experience prepared yourself for promotion to the rank of sergeant, and What new ideas would you introduce to the Department in your role as police sergeant?

Chief Lamkin asked that the Board members send their schedules to Sara for coordination of oral interviews.

**Other Business** – Mr. Pacelli said Father David Peck would like to attend the next meeting to introduce himself to the Board.

**Executive Session:** None

The next meeting is scheduled for Monday, January 13, 2014.

**Adjournment** - With no further business, Mr. Livermore moved to adjourn the meeting. Mr. Pacelli seconded. The meeting was adjourned at 5:30 PM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary