

**MEETING MINUTES  
CITY OF ST. CHARLES  
BOARD OF FIRE & POLICE COMMISSIONERS  
Monday, May 12, 2014  
5:00 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor, Century Station**

Present: Chairman Don Haines, Secretary Craig Livermore, Member Dianne Kellett

Absent: Member Greg Pacelli, Member Cliff Carrignan

Also Present: Chief Joe Schelstreet, Interim Police Chief Steve Huffman, Recording Secretary Nonda Anderson

**Call to Order**

Chairman Haines called the meeting to order at 5:04 PM. Roll was called with three members present.

**Public Forum** – No public comments.

**Acceptance of Minutes**

Mr. Livermore made a motion to approve the minutes of the February 10, 2014 Regular Meeting as presented. Ms. Kellett seconded. The motion passed by unanimous voice vote of those present. Mr. Livermore made a motion to approve the minutes of the April 14, 2014 Regular Meeting as presented. Ms. Kellett seconded. The motion passed by unanimous voice vote of those present. Mr. Livermore made a motion to approve the minutes of the April 28, 2014 Special Meeting as presented. Ms. Kellett seconded. The motion passed by unanimous voice vote of those present.

**Update on Police Department Recruitment Process** – Chief Huffman said applications were made available on May 11 with 60 received so far. He said they will limit applications to 300 and the schedule is on track to have the orientation, physical agility test and written exam on July 19. Chief said they anticipate making two appointments from this list. Ms. Kellett asked if the candidate pool is narrowed from 300. Chief Huffman explained the pool generally gets narrowed down with no shows for the process and those who do not pass either the physical agility or written exam.

**Update on Battalion Chief and Captain Promotional Process** – Chief Schelstreet told the board that the written test was completed on May 9 and the Ascertained Merit and Seniority points have been calculated and will be posted after the scores of the written exam are received. He is anticipating being able to swear in the new Battalion Chief the first week of June. He said depending on who is promoted to Battalion Chief, there could be an opening in ranks of Captain and Lieutenant as well as an opening for firefighter. If an Lieutenant were promoted to Battalion Chief, then the openings would be in the rank of Lieutenant and firefighter.

**Executive Session** – None

**Board of Fire & Police Commissioners**

**Meeting Minutes – May 12, 2014**

**Page 2**

**Other Business**

Chief Schelstreet reminded the Board that each member is required to complete the Open Meetings Act training through the Illinois Attorney General's website. The link will be sent to each member.

**Adjournment** - With no further business, Mr. Livermore moved to adjourn the meeting. Ms. Kellett seconded. The meeting was adjourned at 5:21 PM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary