

**MEETING MINUTES RESCHEDULED REGULAR MEETING  
CITY OF ST. CHARLES  
BOARD OF FIRE & POLICE COMMISSIONERS  
Monday, June 16, 2014  
5:00 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor, Century Station**

Present: Chairman Don Haines, Secretary Craig Livermore, Mr. Greg Pacelli, Ms. Dianne Kellett, Mr. Cliff Carrigan

Also Present: Chief Joe Schelstreet, Commander Jerry Gatlin, Recording Secretary Nonda Anderson

**1. Call to Order**

Chairman Haines called the meeting to order at 5:00 PM. Roll was called with five members present.

**2. Public Forum** – No public comments.

**3. Acceptance of Minutes**

Mr. Carrigan made a motion to approve the minutes of the May 12, 2014 Regular Meeting as presented. Mr. Livermore seconded. The motion passed by unanimous voice vote.

**4. Update on Police Department Recruitment Process** – Commander Gatlin reported 312 verified applications were received and they are on track for the orientation, physical agility test and written exam on July 19. He said there are 36 department volunteers to assist with the physical agility portion which is held first, followed by the written exam. Chairman Haines distributed a legal update on the process of using physical agility tests in the police testing process. Commander Gatlin said they have not received any change in directive from the Illinois Law Enforcement Training Board in regard to the power test that is given to candidates and they would continue with the current testing process, until notified otherwise. Chairman Haines, Ms. Kellett, and Mr. Carrigan expressed interest in attending the process. A question was raised as to Open Meeting issues if three or more members attended. Follow-up with the City Attorney will be made to clarify.

**5. Approval for Fire Department Promotions** – Chief Schelstreet reminded the Board that a vacancy at Battalion Chief existed since the promotion of Scott Swanson to Assistant Chief. Chief explained that the promotion to Battalion Chief will create vacancies in the rank of Captain and Lieutenant as well which will also need the Board's approval. He said he has received approval of the positions from the City and is looking for approval from the Board to promote from the established lists. He said the start date for the new positions would be July 7 with a swearing-in ceremony held later. Mr. Pacelli made a motion for the Board to approve the promotions from the established lists to Battalion Chief, Captain and Lieutenant. Mr. Carrigan seconded. The motion passed by unanimous voice vote.

**6. Approval to begin hiring process for Firefighter** – Chief Schelstreet explained that with the promotions, a vacancy is created in the firefighter rank. Mr. Carrigan moved to

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approve the beginning of the hiring process for firefighter. Ms. Kellett seconded. The motion passed by unanimous voice vote.

Mr. Carrigan asked if there was an orientation for those in new positions. Chief said there is nothing formal and he is working toward creating a structured process.

**Executive Session** – None

**Other Business** - None

**Adjournment** - With no further business, Mr. Carrigan moved to adjourn the meeting. Ms. Kellett seconded. The meeting was adjourned at 5:20 PM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary