

**MEETING MINUTES REGULAR MEETING  
CITY OF ST. CHARLES  
BOARD OF FIRE & POLICE COMMISSIONERS  
Monday, November 10, 2014  
5:00 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor, Century Station**

Present: Chairman Don Haines, Secretary Craig Livermore (arrived after roll-call), Mr. Cliff Carrigan, Ms. Dianne Kellett (arrived after roll call), Mr. Greg Pacelli

Also Present: Chief Joe Schelstreet, Chief James Keegan, Deputy Chief Dave Kintz, Kathy Lamkin, Recording Secretary Nonda Anderson

**1. Call to Order**

Chairman Haines called the meeting to order at 5:03 PM.

**2. Roll Call** - Roll was called with three members present.

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

**4. Acceptance of Minutes** – A motion was made by Mr. Carrigan and seconded by Mr. Pacelli to accept the minutes of the October 13, 2014 Regular Meeting, The motion passed by unanimous voice vote of those present.

**5. Discussion of Rules and Regulations** – Chief Keegan told the Board members that a question came up in regard to the application of educational points in the last promotional process. He said there was a conflict between the City's ordinance and the Board's Rules and Regulations. He suggested clarifying the Board's position and amending the City's ordinance to refer to the Rules and Regulations of the Board in order to remove any conflict. Chief Keegan said he continues to work with Ms. Lamkin and the City's labor attorney on language to present at the next meeting. Chief Schelstreet said there would be some clean-up required as well in regard to reference to paid on call firefighters. Chief Keegan said he would also like to suggest, based on comparable communities, that some level of secondary education be required for recruit applicants.

Mr. Haines noted that at the Fire & Police Commissioners recent conference there was mention of an amendment to the statute statutes that would allow a waiver of the educational requirements for recruits if a certain level of active military service had been reached. There was discussion as to how that would apply and whether a candidate could then apply for both the waiver and military points.

Mr. Livermore arrived at the meeting at 5:12 PM.

Mr. Haines said clarification would be needed prior to making a decision.

This discussion will be continued to the next regular meeting.

**6. Fire Department: Permanent Assignment for FF Chad Tinsley** – Chief Schelstreet told the Board that Firefighter Chad Tinsley has completed all requirements of his probationary period and is recommended for permanent assignment.

With no further discussion, Mr. Pacelli made a motion to approve the permanent assignment for Firefighter Chad Tinsley. Mr. Carrigan seconded. The motion passed by unanimous voice vote of those present.

**7. Fire Department: Lieutenant Promotion** – Chief Schelstreet reported to the Board that due to retirement a position has become open for promotion to the rank of Fire Lieutenant. He said approval has been given by the City Administrator to move forward. He said the next person on the list is Firefighter Tony Cavallo. With no further discussion, Mr. Carrigan made a motion to approve the promotion of Firefighter Tony Cavallo to Fire Lieutenant. Mr. Pacelli seconded. The motion was passed by unanimous voice vote of those present.

**8. Fire Department: New Hire** – Chief Schelstreet said that due to the promotion, there is the need to fill a firefighter position. He said the City Administrator has given approval to fill the position. With no further discussion, Mr. Carrigan made a motion to authorize the new hire process and continuing through the current candidate list as necessary. Mr. Pacelli seconded. The motion passed by unanimous voice vote of those present.

**8. Executive Session** – A motion was made by Mr. Pacelli and seconded by Mr. Carrigan to adjourn to Executive Session. The motion was approved by unanimous voice vote of those present. The meeting adjourned at 5:21 PM.

Ms. Kellett arrived at the meeting at 5:22 PM during Executive Session.

**9. Police Department: Hiring Process** – Mr. Carrigan made a motion to approve the background check for Candidate Joseph Eversole and to continue with the next steps of the hiring process. Ms. Kellett seconded. The motion passed by unanimous voice vote.

Mr. Carrigan made a motion to approve the background check for Candidate Justin Aliosio and to continue with the next steps of the hiring process. Ms. Kellett seconded. The motion passed by unanimous voice vote.

Mr. Carrigan made a motion to approve the background check for Candidate Kyle Niewold and to continue with the next steps of the hiring process. Ms. Kellett seconded. The motion passed by unanimous voice vote.

Ms. Lamkin reminded the Board that this is the stage where a conditional offer from City is made.

**Board of Fire & Police Commissioners**  
**Meeting Minutes – November 10, 2014**  
**Page 2**

**8. Other Business** – Mr. Haines brought a question to the Board from a candidate of the police recruitment process about obtaining the breakdown of the scoring on his oral interview in order to improve his results in future processes. It was the consensus of the Board to not release those scores as the candidate signed the waiver form.

Mr. Haines said a second question was posed from another candidate who had called and asked to cancel his oral interview and to pull his application because he was offered a position by another agency and is in the academy. The candidate made a second contact asking to have his application put on hold until after he finishes the academy. After discussion, it was the opinion of the Board that once you opt out of the process, the process ends.

Chief Keegan said he would prepare letters for the Chairman's signature to these two candidates.

Mr. Carrignan asked to set a date to conduct an after event discussion of the Police Department oral interview process. The Board decided on Monday, January 5, 2015 at 5:00 PM as the date for the discussion.

Mr. Livermore expressed his concern about the answers received during the discussion with the representative from Laser and Associates at the October meeting. The Chiefs and Ms. Lamkin stated that most of their dealings with this vendor have been with Dr. Laser and have been positive.

The next regular meeting is Monday, December 8, 2014 at 5:00 PM.

**Adjournment** - With no further business, Mr. Carrignan moved to adjourn the meeting. Mr. Pacelli seconded. The meeting was adjourned at 6:03 PM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary