

**MEETING MINUTES SPECIAL MEETING
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, January 5, 2015
5:00 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

Present: Chairman Don Haines, Mr. Cliff Carrignan, Ms. Dianne Kellett

Absent: Mr. Craig Livermore, Mr. Greg Pacelli

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

1. Call to Order

Chairman Haines called the meeting to order at 5:07 PM.

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

8. Executive Session (Personnel – Fire Department) – A motion was made by Mr. Carrignan and seconded by Ms. Kellett to adjourn to Executive Session. The motion was approved by unanimous voice vote of those present. The meeting adjourned at 5:08 PM.

The meeting reconvened at 5:12 PM.

A motion was made by Mr. Carrignan to approve the background check for Firefighter Candidate Steve Siwy and to proceed with a conditional offer. Ms. Kellett seconded. The motion passed by unanimous voice vote of those members present.

3. Discussion – Police Department Oral Interview Process – Chairman Haines stated there were questions from the panel that conducted the oral interviews for the Police Department about the process. The members would like to see input from the command staff in regard to the content of the questions and would like to have some time to ask follow-up questions based on the candidate's answers. Discussion continued as to the time frame of the interviews with the consensus being 30 minutes with 25 minutes for the interview questions and 5 minutes for follow-up.

Chief Keegan presented examples of possible interview questions and written exercises for the Board's review as well as a disqualification notice used to inform candidates of possible reasons for disqualification from the process. There was a question as to how to score a written exercise which was determined to score based on completeness, grammar, spelling and sentence structure rather than on content.

Ms. Kellett asked if there would be a possibility of conducting a second interview. It was determined that a second interview is a staff level function rather than a Board function.

**Board of Fire & Police Commissioners
Special Meeting Minutes – January 5, 2015
Page 2**

A question was posed as to whether an interview would be allowed to overrun the time frame. Discussion included the ability to manage time would be a consideration when scoring the candidate.

Discussion continued as to whether the same questions would be used for the next group of candidates to be interviewed. It was determined that if the attorney approves the use of different questions, then next group of candidates could be subject to the new process; however, those candidates who passed the first time would place higher in rank on the list than the next group of candidates. It was also stated that those who passed would not be considered for the original opening that was offered, but the next opening that comes along.

The time frame for the next group of interviews will be discussed at the next regular meeting. It may not be necessary to schedule immediately if the current opening is filled from the first group of candidates.

Discussion continued as to the requirement of city council approval of Rules changes. It was suggested that a preface on the Rules and Regulations document note that the approval of the City Council is required before any rule change takes effect.

4. Public Forum – No public comments.

5. Adjournment - With no further business, Mr. Carrigan moved to adjourn the meeting. Ms. Kellett seconded. The meeting was adjourned at 6:09 PM.

Respectfully submitted,
Nonda Anderson, Recording Secretary