

**MEETING MINUTES REGULAR MEETING
CITY OF ST. CHARLES
BOARD OF FIRE & POLICE COMMISSIONERS
Monday, May 11, 2015
5:00 p.m.
Fire Department Training Conference Room
2nd Floor, Century Station**

Present: Chairman Don Haines, Mr. Cliff Carrignan, Mr. John Kennedy, Mr. Craig Livermore, Ms. Dianne Kellett

Also Present: Chief Joe Schelstreet, Chief James Keegan, Recording Secretary Nonda Anderson

1. Call to Order

Chairman Haines called the meeting to order at 5:01 PM.

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

3. Public Forum – no report

4. Approval of Minutes- A motion was made by Mr. Carrignan to accept the minutes of the April 13, 2015 Regular Meeting. Mr. Kennedy seconded. The motion passed by unanimous voice vote.

5. Follow-up Discussion re: Certified Eligible Candidates (Lateral Transfer) – Chief Keegan reported that since the posting for applications was made 30 applications have been completed with eight full packets returned. He said there has been much interest in the process. As a follow-up on the interview process for police officer there were five that did not respond to the request for interview schedule, three that were no shows for the interview, two did not meet the criteria, one that dropped out of the process at the last minute and nine that were successful with the process. He said the final list will be available for signature by May 13. Chief Keegan said they are still in the background process for the last eligible candidate from the first tier of candidates for the one current opening.

6. Update on Firefighter entry level application process – Chief Schelstreet reported that 102 applications were received with three turned away for not meeting the process criteria. He told the Board that the orientation and written test will be June 20 at North High School. He said the number of candidates that will be interviewed will be announced that day as well. Chief reminded the Board that they must determine that number prior to the test date. After discussion it was determined to interview the top 20 candidates. Mr. Carrignan asked if three Board members would be required for the interview process as was the case with the Police Department. Chairman Haines said only one was required to attend, but others may attend if interested, but the interviewers must be consistent throughout the process. Chief Schelstreet told the Board that the week of July 13 was the tentative schedule for the oral interviews. Members Kenney, Haines, Livermore and Kellett said they would be available. After discussion, July 13 and July 14 were chosen for the interview days.

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7. Fire Department promotions and new hire – Chief Schelstreet said he had received a notice of retirement from Battalion Chief Joel Meeter. He said this could cause a domino effect in vacancies in the ranks eligible for promotion to the rank of Battalion Chief. He reported he has submitted his request for approval to the City Administrator and will have a final decision by the next meeting.

8. Executive Session –no session needed.

With no further business, Mr. Carrigan moved to adjourn the meeting. Ms. Kellett seconded. The meeting was adjourned at 5:25 PM.

Respectfully submitted,
Nonda Anderson, Recording Secretary