

**MEETING MINUTES  
CITY OF ST. CHARLES  
BOARD OF FIRE & POLICE COMMISSIONERS  
Monday, June 10, 2013  
5:30 p.m.  
Fire Department Training Conference Room  
2<sup>nd</sup> Floor, Century Station**

Present: Chairman Haines, Secretary Livermore, Member Pacelli

Also Present: Acting Fire Chief Joe Schelstreet, Asst. Chief Kevin Christensen, Chief Jim Lamkin, Recording Secretary Nonda Anderson

**Call to Order**

Chairman Haines called the meeting to order at 5:01 p.m. 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 May 13, 2013 Regular Meeting as presented. Mr. Pacelli seconded. The motion passed by unanimous voice vote.

**Police Department Sergeant's Promotional Process – Continued Discussion**

Chairman Haines presented the response from the Board's attorney regarding the suggestions made for the promotion process.

Discussion continued regarding the request for requiring five years' experience with St. Charles Police Department. Chief Lamkin said five years' experience in law enforcement was his preference. Mr. Livermore, Mr. Pacelli and Chairman Haines agreed.

Mr. Livermore said including an essay component was fine, but it needed to be something similar to writing a report and needs to be in a classroom, controlled setting. Chairman Haines agreed. Chief Lamkin recommended including a written exam portion based on St. Charles policies and a leadership book chosen prior to the exam, rather than using a canned written exam. He felt it provided better results. Chief Schelstreet stated that was the way the Fire Department has conducted written exams recently and it worked well.

Mr. Pacelli asked if police reports go to the courts. Chief Lamkin replied they did. Mr. Pacelli stated it was important to be able to demonstrate proper writing skills and would favor including an essay portion.

The current process as written in the Rules and Regulations was reviewed as well as the weight of the scores of each component. Mr. Livermore asked if the Chief of Police participated in the oral interview process. Chief Lamkin replied yes; however felt the weight of 60% was too much for that component. Mr. Livermore asked if some type of written was desirable, but at a different weight. Chief Lamkin replied that would be appropriate. Mr. Livermore reviewed the

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components as an assessment or written test by a third party, an essay in a controlled environment with the required elements for the essay identified, oral interview and merit. All agreed. Mr. Livermore suggested components with weights as: oral interview 40%, written exam 30%, merit 20% and essay 10%. Mr. Pacelli said he was comfortable with those scoring weights and Chairman Haines said he was comfortable with those scoring weights as well as five years' experience as a certified police officer not necessarily with St. Charles. Mr. Pacelli asked how an officer is certified. Chief Lamkin explained that once an officer graduates from a law enforcement academy which is required by the State of Illinois they are certified. In response to a question, Chief Lamkin said campus police must graduate from academy as well and they are considered certified officers.

Mr. Livermore asked Chief Lamkin if these decisions would be discussed with the union representatives. Chief said he would, but it is the Board's decision on what would be the final process. Mr. Livermore said he appreciated the interest from the union representatives.

**Executive Session:** Mr. Pacelli made a motion to adjourn to Executive Session. Mr. Livermore seconded. The motion passed by unanimous voice vote. The meeting adjourned at 5:44 PM.

The meeting reconvened at 5:49 PM.

The next meeting is scheduled for Monday, July 8, 2013.

**Adjournment** - With no further business, Mr. Livermore moved to adjourn the meeting. Mr. Pacelli seconded. The meeting was adjourned at 5:53 PM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary