

# MINUTES

## BOARD OF FIRE AND POLICE COMMISSIONERS

Tuesday, August 14, 2012

### PRESENT

COMMISSIONERS: Robert Schwieder, Chairman  
Scott Lohman  
Gary Koeller

STAFF: Kim Hankins, Interim Public Safety Director  
Alison Fleming, HR Manager

- 1. Meeting Called to Order**  
Chairman Schwieder called the meeting to order at 4:30 p.m.
- 2. Roll Call of Members** – Chairman Schwieder and Commissioners Lohman and Koeller present.
- 3. Approval of Minutes**  
Commissioner Lohman made a motion to approve the minutes of the May 9, 2012 regular meeting; Commissioner Koeller seconded; motion unanimously carried. Commissioner Koeller made a motion to approve the minutes of the May 14, 2012 special meeting; Commissioner Lohman seconded; motion unanimously carried. Commissioner Lohman made a motion to approve the minutes of the June 6, 2012 special meeting; Commissioner Koeller seconded; motion unanimously carried. Commissioner Koeller made a motion to approve the minutes of the June 11, 2012 special meeting; Commissioner Lohman seconded; motion unanimously carried. Commissioner Lohman made a motion to approve the minutes of the June 26, 2012 special meeting; Commissioner Koeller seconded; motion unanimously carried.
- 4. Notice of Intent to Retire**  
The board was provided with a copy of Police Sergeant Keith Charvat's letter of intent to retire on September 10, 2012. He will retire with 29 years of service. Commissioner Koeller made a motion to accept Keith Charvat's letter of intent to retire effective September 10, 2012; Commissioner Lohman seconded; motion unanimously carried.
- 5. Police Promotion – Sergeant**  
In a letter to the board, Chief Hankins recommended that the top candidate from the police sergeant eligibility register be promoted to the vacancy created by the September retirement of Sergeant Charvat. Commissioner Lohman made a motion to promote Kevin K. Cox to the rank of Police Sergeant effective September 11, 2012; Commissioner Koeller seconded; motion unanimously carried.
- 6. Position Vacancy – Police Officer**  
In a letter to the board, Chief Hankins requested that the most qualified of the top three candidates on the current Police Officer Eligibility Register be appointed to fill the vacancy that will occur upon the aforesaid retirement and promotion. Commissioner Koeller made a motion to approve the hire; Commissioner Lohman seconded; motion unanimously carried. The start date for the new hire will be September 24, 2012.
- 7. Interview Schedules – Fire Promotional and Police Officer Candidates**  
After consulting the individual schedules of the commissioners and staff, the following dates are to be scheduled for the upcoming interviews:

Police Officer Candidates – October 9, 10 and 11, 2012; commencing at 4:00 p.m. each day.

Fire Lieutenant Candidates – October 29 and 30, 2012; commencing at 4:00 p.m. each day.

Fire Captain Candidates – November 5, 2012, commencing at 3:00 p.m.

Chairman Schwieder complimented HR Manager Fleming on her preparedness in bringing information from past interviews to assist in scheduling, and expressed appreciation for her proficiency.

8. **Other** – None.

9. **Public Comment** – None.

10. **Executive Session**

Commissioner Lohman made a motion to adjourn into executive session pursuant to 5 ILCS 120/2c(1), Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Commissioner Koeller seconded; roll call vote – Chairman Schwieder, aye; Commissioner Lohman, aye; Commissioner Koeller, aye; meeting adjourned at 4:46 p.m.

Meeting reconvened in open session at 4:58 p.m.

11. **Adjournment**

After a short discussion regarding procedural issues for the upcoming police officer candidate interviews, Commissioner Lohman made a motion to adjourn; second by Commissioner Lohman; meeting adjourned at 5:07 p.m.

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Jody C. Walker, Recording Secretary  
Board of Fire & Police Commissioners