Board of Fire and Police Commission City of Geneva 22 South First Street Geneva, IL 60134

Minutes of the March 12, 2013 Meeting Conference Room - Geneva Police Department

Commissioners in Attendance: Jim Kautz, Arnold Northrup, Suanne Tompkinson, and Brad Koontz. Others in Attendance: None. Meeting was called to order at 7:05 p.m. by Commissioner Kautz.

A) APPROVAL OF MINUTES

<u>Motion:</u> A motion was made by Commissioner Kautz that the minutes from the February 5, 2013 meeting be approved as presented. Seconded by Commissioner Tompkinson. All Aye, motion passed.

- B) PUBLIC COMMENTARY None
- C) COMMUNICATIONS None

D) UNFINISHED BUSINESS

The Primary Eligibility List consisting of 10 Police Officer candidates is almost exhausted. Since this list does not expire until June 18, 2014 it is necessary to repopulate this list with more candidates who are presently on the Initial Eligibility List. 20 names were presented to the Commission. Commissioners Koontz, Tompkinson and Northrup will make contact with these candidates by phone and find out if they are still available for consideration. For those who are available, a formal letter notifying them of time and place they need to appear for oral interviews will be mailed. Interviews have been tentatively scheduled for the first two weeks in April. The Primary Eligibility List should be repopulated by the end of April. Retiring Commissioner Kautz has volunteered to assist the Commission through this process as needed.

E) NEW BUSINESS

- Retiring Commissioner Kautz gave newly appointed Commission member Brad Koontz a binder containing Rules and Regulations of the Commission, the Commissions Procedural Manual, and State Statutes regulating Commissions. The contents were briefly reviewed with Commissioner Koontz as was the Firefighter Recruiting Schedule.
- Election of Commission Chair and Secretary.

<u>Motion:</u> A motion was made by Commissioner Kautz to elect Commissioner Northrup as Chair of the Commission. Second by Commissioner Koontz. All Aye.

<u>Motion:</u> A motion was made by Commissioner Kautz to elect Commissioner Tompkinson as Secretary of the Commission. Second by Commissioner Koontz. All Aye.

F) ADJOURNMENT

<u>Motion:</u> A motion was made by Commissioner Tompkinson that the meeting be adjourned. Second by Commissioner Koontz. All Aye.

The meeting adjourned at 8:10 p.m..

Respectfully submitted,

Commissioner Arnold Northrup