

**City of Geneva
Board of Fire and Police Commission Meeting
Geneva Fire Department Conference Room
200 East Side Drive, Geneva, IL
Minutes of the June 21, 2019 at 11:00 a.m. Meeting**

1. CALL TO ORDER

Chair Arnold Northrup called the meeting to order at 12:40 p.m.

PRESENT: Chair Arnold Northrup and Commissioner Jennifer McMahon

ALSO PRESENT: Ben McCready, Assistant City Administrator

ABSENT: Commissioner Brian Jones

1. ITEMS OF BUSINESS

a. Approval of Minutes from May 9, 2019 Meeting

Commissioner McMahon made a motion to approve the May 9, 2019, meeting minutes. Seconded by Chair Northrup and unanimous approved by all those present.

b. Public Commentary

None.

c. Correspondences

Chair Northrup said that he received or sent emails regarding meeting dates, Police Officer candidate testing, Police Officer candidate interviews, Board minutes, and meeting agenda to the BOFPC members. He stated that he received an email from Commissioner McMahon regarding follow-up for Police Officer candidate testing and interviews. He corresponded with Police Chief Passarelli regarding police officer candidate orientation on the exam date and the number of police officer candidates to interview. He corresponded with Administrative Assistant Jeanne Fornari and others regarding an upcoming meeting and posting the Board's agenda. Chair Northrup stated that he sent and received emails to and from Linda St. John regarding commission cards, the police officer final eligibility list, and questions from applicants. He corresponded with Assistant City Administrator Ben McCready regarding police officer applications, the police officer exam, results, questions about the exam, preference points, the initial and final lists of applicants, the interview schedule, and the Firefighter application timeline. Chair Northrup corresponded with Fire Chief Antenore regarding Firefighter conditional offers, a withdrawal letter, and updates to the eligibility list. He corresponded with four police officer applicants regarding questions on the interview schedule and that one accepted another job offer.

2. UNFINISHED BUSINESS

a. Update on Firefighter Application Process Timeline

McCready said that he spoke with IOS and they suggested going live by July 8, 2019. Testing date of September 14, 2019. High School not available, McCready will check with Middle School. Alternative date is September 21, 2019. McMahan said she could not be there, but that was fine. Application posted in July with application deadline August 12. McCready will place the required ads in the newspaper and The Blueline.

McCready reviewed the police officer candidate application process so as to identify areas for improvement and efficiencies. We identified the roles of the Commissioners, City staff, and IOS.

b. Set dates for Firefighter Exam and Interviews

Exam is tentatively for September 14, 2019. Tentatively schedule October 3 and 4.

3. NEW BUSINESS

a. Firefighter Conditional Offers

Commissioner McMahan made a motion to approve the conditional offer of employment made to Ryan Thomas by Fire Chief Antenore, dated May 28, 2019. Chair Northrup seconded the motion, which was unanimously passed by those present.

b. Set date for Police Officer Applicant Interviews

Chair Northrup said we would not be doing this at this meeting. This item was tabled until next meeting.

c. BOFPC Officer Elections

Commissioner McMahan moved to appoint Northrup as Chair and McMahan as Secretary. Chair Northrup seconded the motion, which was unanimously passed by those present.

4. ADJOURNMENT

Commissioner McMahan moved to adjourn the meeting. Seconded by Chair Northrup and unanimously passed by those present.

The meeting adjourned at 1:26 p.m.

Respectfully submitted,

Jennifer McMahan, Secretary