

**City of Geneva  
Board of Fire and Police Commission Meeting  
Geneva Police Department Conference Room  
20 Police Plaza, Geneva, IL  
Minutes of the August 23, 2018 Meeting**

**1. CALL TO ORDER**

Chair Northrup called the meeting to order at 7:00 p.m.

PRESENT: Chair Arnold Northrup, Commissioner Brian Jones, and  
Commissioner Jennifer McMahon

ABSENT: None

ALSO PRESENT: Ben McCready, Assistant City Administrator

**2. ITEMS OF BUSINESS**

**a. Approval of Minutes: June 5, 2018 and June 6, 2018 Meetings**

*Commissioner McMahon moved to approve June 5, 2018 and June 6, 2018, meeting minutes. Seconded by Commissioner Jones and unanimously passed by those present.*

**b. Public Commentary**

ACA McCready introduced himself and gave some background on his professional history. He described his role as covering the City's HR functions. He asked the Commission how he could be of service. Chair Northrup shared his concerns on keeping track of the work that he does on behalf of the Commission. ACA McCready asked Chair Northrup to share the timelines and current lists with him. ACA McCready said that he could provide the Commission coordination and administrative support functions.

**c. Correspondences**

Chair Northrup said that exchanged emails with Board members regarding the Police Officer list, police promotional schedules, meeting minutes, and meeting dates and agendas. He said that he had correspondence with IOS regarding the final Police Officer list. He also had exchanges with Steve Hale regarding test dates for the position of Fire Lieutenant. He said that he exchanged emails with Fire Chief Antenore regarding the written exam and promotional interviews for Fire Lieutenant. He also exchanged emails with Police Chief Passarelli regarding the Sergeant promotional schedule and offers. He said that he had corresponded with Fire and Police administrative staff regarding upcoming meetings and agenda as well as the final Police Officer list. He said that he exchanged emails with City Administrator Stephanie Dawkins regarding Fire Lieutenant promotions and state statute regarding the promotional process.

### **3. UNFINISHED BUSINESS**

#### **a. Police Officer Testing Fee**

Chair Northrup said that IOS billed the Board only \$900 for the entire Police Officer application process despite the Board budgeting about \$7,000. Commissioner McMahon noted that between the NIPSA card, utilizing IOS, and raising the application fee, the City has saved a significant amount of money.

#### **b. Review Fire Department Lieutenant Promotional Schedule**

Chair Northrup noted that the Board had to change the order of the testing process for Fire Lieutenant because state statute requires that the oral interview be administered prior to the written exam. He said that the oral interviews would still be conducted on September 14, 2018, but that the written exam has been rescheduled to September 21. He said that following those steps, candidates can apply for preference points and the Board will then publish the new list.

#### **c. Review Police Department Sergeant Promotional Schedule**

Chair Northrup said that he issued an announcement letter and the study list for the Sergeant promotional process. He noted that the written exam is scheduled for October 24, 2018 with the oral interviews being on November 8. He said that the Board would post the final list by November 30, 2018.

### **4. NEW BUSINESS**

#### **a. Police Department Personnel Changes**

##### **• Retirements**

Chair Northrup noted that Commander Julie Nash will retire on September 7 and that Sgt. D. Kott will retire September 8. He said that the Police Chief expects two more retirements by the end of 2018.

##### **• Promotions**

*Commissioner McMahon moved to approve the promotion of Police Sergeant Mike Frieders to the position of Police Commander, effective September 10, 2018. Seconded by Commissioner Jones and unanimously passed by those present.*

*Commissioner McMahon moved to approve the promotion of Police Officer Robert Kenders to the position of Police Sergeant, effective September 10, 2018. Seconded by Commissioner Jones and unanimously passed by those present.*

*Commissioner McMahon moved to approve the promotion of Police Detective Clint Montgomery to the position of Police Sergeant, effective September 10, 2018. Seconded by Commissioner Jones and unanimously passed by those present.*

- **New Hires**

*Commissioner McMahon moved to approve Chief Passarelli's conditional offer of employment to Andrew Blum dated July 19, 2018. Seconded by Commissioner Jones and unanimously passed by those present.*

*Commissioner McMahon moved to approve Chief Passarelli's conditional offer of employment to Xavier Perez dated July 30, 2018. Seconded by Commissioner Jones and unanimously passed by those present.*

Chair Northrup said that Blum has successfully passed the remaining steps in the hiring process and his start date is August 27, 2018. He said that Perez has successfully passed the polygraph and had his psychological scheduled on August 21, 2018.

- b. Next meeting date**

Chair Northrup said that the next meeting date is the date of the Fire Lieutenant interviews on September 13, 2018.

## **5. ADJOURNMENT**

*Commissioner McMahon moved to adjourn the meeting. Seconded by Commissioner Jones and unanimously passed by those present.*

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Jennifer McMahon, Secretary