



**BOARD OF FIRE AND POLICE COMMISSIONERS**  
**Tuesday, February 26, 2019, at 9:30 am**  
**Carbondale Civic Center Room 103**  
**200 South Illinois Avenue**  
**Meeting Minutes**

**1. Call to Order / Roll Call**

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Tuesday, February 26, 2019, in Carbondale Civic Center Room 103, 200 South Illinois Avenue. Chairman Kerry Braswell called the meeting to order at 9:30 a.m.

**Roll Call**

Present: Kerry Braswell, Randy Burnside, Gerald Edwards, and Herman Williams

Absent: Harvey Welch

**Acknowledgement of Guests**

Also present were Deputy City Clerk Clinette Hayes, Police Chief Jeff Grubbs, Deputy Police Chief Stan Reno, Fire Chief Mike Hertz, Human Resources Manager Tara Brown, and Diversity and Compliance Officer Alicia Jackson.

**2. Approval of meeting minutes from November 8, 2018**

MOTION: G. Edwards moved, H. Williams seconded, to approve the meeting minutes from November 8, 2018. VOTE: All voted Aye. No Nays. Motion declared carried.

**3. Approval of Closed Meeting Minutes**

MOTION: R. Burnside moved, G. Edwards seconded, to approve the closed meeting minutes from May 9, June 29, and August 31, 2017, April 12, May 10, September 10, and November 8, 2018. VOTE: All voted Aye. No Nays. Motion declared carried.

**4. Approval of the Annual Report for Calendar Year 2018**

MOTION: H. Williams moved, R. Burnside seconded, to approve the Board of Fire Police Commissioners Annual Report for calendar year 2018. VOTE: All voted Aye. No Nays. Motion declared carried.

**5. Update Regarding Changes to the Entry-Level Firefighter Eligibility List**

The Board was apprised of an eligible firefighter candidate who declined twice to be interviewed for an open position. According to Statute 65 ILCS 5/10-2.1-6.3 “any candidate may pass on an appointment once without losing his or her position on the register of eligibles. Any candidate who passes a second time may be removed from the list by the appointing authority”. A notification letter was mailed to the candidate informing him of the Statute and his removal from the current firefighter eligibility list. The notice also gave the candidate the opportunity to appeal to the Board if he felt that his removal was incorrect. This item was for the Board’s information only. No action was needed.

**6. Removal of the \$15 Application Fee from the Police and Fire Examination Process**

The implementation of a \$15 application fee for police and fire examinations was originally established at the Board of Fire and Police Commissioners meeting held on August 27, 2015. The fee was established to help offset some of the costs incurred from the exams.

However, unbeknownst to the Board, Statute 65 ILCS 5/10-2.1-6 states that “the municipality may not charge or collect any fee from an applicant who has met all prequalification standards established by the municipality for any such position.”

Therefore, Police Chief Jeff Grubbs brought this matter to the attention of the Board and requested the removal of the \$15 application fee based on the State Statute.

MOTION: G. Edwards moved, R. Burnside seconded, to remove the \$15 application fee from the police and fire examination process. VOTE: All voted Aye. No Nays. Motion declared carried.

*Fire Chief Mike Hertz exited the meeting at 9:40 a.m.*

**7. Closed Meeting to Conduct Oral Interviews for Lateral-Entry Police Officer**

MOTION: G. Edwards moved, H. Williams seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct oral interviews for Lateral-Entry Police Officer. VOTE: All voted Aye. No Nays. Motion declared carried. Open session recessed at 9:40 a.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, G. Edwards moved, R. Burnside seconded, that the Board return to open session. VOTE: All voted Aye. No nays. Motion declared carried. Open session resumed at 10:17 a.m.

**8. Board Comments**

Commissioner Edwards inquired about the recruitment incentive program where a Carbondale Police Officer is awarded a certain amount of money if they refer a viable police candidate. Police Chief Jeff Grubbs clarified by stating that the incentive is \$500 for an entry-level recruit and \$750 for a lateral-entry recruit after they have completed their probationary period. Commissioner Edwards asked if there is a written policy that he can have access to. Grubbs offered to get a copy to him.

Commissioner Burnside commented that the Lateral-Entry candidate that was interviewed could potentially save the City money because of the candidate’s experience and training.

**9. Citizens’ Comments**

None

**10. Adjournment**

Meeting adjourned at 10:25 a.m.

---

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on \_\_\_\_\_