

**City of Geneva
Board of Fire and Police Commission Meeting
Geneva Fire Department Training Room
200 East Side Drive, Geneva, IL
Minutes of the July 21, 2021 5:00 p.m. Meeting**

1. CALL TO ORDER

Chair Northrup called the meeting to order at 6:00 p.m.

PRESENT: Chair Arnold Northrup, Commissioner Ernie Belmonte, and
Commissioner Jennifer McMahon

ABSENT: None

ALSO PRESENT: Mera Johnson, HR Generalist

2. ITEMS OF BUSINESS

A. Approval of Minutes from June 16, 2021, and October 26, 2020, meeting
Commissioner McMahon moved to approve the June 16, 2021, and October 26, 2020, meeting minutes. Commissioner Belmonte seconded, which was unanimously passed by those present.

B. Public Commentary
None

C. Correspondences
Chair Northrup said that he received or sent emails regarding meeting dates and times and the COPS and FIRE agreement. He said that he corresponded with Police Chief Passarelli regarding the sergeant promotional exam announcement and waiver. He said that he sent a group email regarding the upcoming meeting and agenda posting to the Board and City staff. He corresponded with FD Administrative Assistant Jennifer Helmrich regarding firefighter candidates on the current list. He said that he corresponded with HR Generalist Mera Johnson regarding the sergeant promotional exam announcement and waiver, the COPS and FIRE agreement, and the orientation at the Firefighter exam day.

3. UNFINISHED BUSINESS

A. Update on All Testing Cycles
Northrup said that he wanted to review all upcoming testing dates. All agreed on the dates. He said that the Board will conduct Fire Lieutenant interviews on the evenings of both August 10 and 11, 2021, at 5 p.m. at Fire Station 1.

- B. Review Testing Service Agreement with COPS and FIRE
HR Generalist Johnson distributed the agreements from COPS and FIRE to process applications and conduct testing. She noted that the test would be held at Geneva Middle School.

Commissioner McMahon moved to approve the service agreement for application verification plan as presented by COPS and FIRE Personnel Testing Service dated July 6, 2021. Commissioner Belmonte seconded, which was unanimously passed by those present.

Commissioner McMahon moved to approve the service agreement for public safety pre-employment testing as presented by COPS and FIRE Personnel Testing Service dated July 6, 2021. Commissioner Belmonte seconded, which was unanimously passed by those present.

4. NEW BUSINESS

- A. Call for Firefighter Examination
Northrup said that applications for the position of firefighter, City of Geneva, can be downloaded and submitted at jobsources.copsandfiretesting.com beginning August 9, 2021. All application must be returned/submitted by 5:00 p.m., August 25, 2021. A written examination will be administered on September 18, 2021, at Geneva Middle School South located at 1415 Viking Drive, Geneva. Registration will start at 7:30 a.m. with the exam beginning at 8:00 a.m. The posting will also be featured on The Blue Line at www.theblueline.com and the City of Geneva's homepage.
- B. Review Ad Make-up for Firefighter Examination Announcement
HR Generalist Johnson distributed a rough draft of the ad for review by the Board. She noted that it will be posted in the *Daily Herald* on August 9, 2021, for ten days. She also reviewed The Blue Line ad that COPS and FIRE will use.

Northrup called for a motion.

Commissioner McMahon moved to approve the draft ad presented with the noted correction of changing "police officers" to "firefighters" and pending Chief Antenore's review. Commissioner Belmonte seconded, which was unanimously passed by those present.

- C. Set Fee for Firefighter Applicants
Chair Northrup proposed a \$35 application fee, as in previous years.

Commissioner McMahon moved to set the non-refundable fee for Firefighter employment applications downloaded from COPS and FIRE website at \$35.00 per application. Commissioner Belmonte seconded, which was unanimously passed by those present.

3. ADJOURNMENT

Commissioner McMahon moved to adjourn the meeting, seconded by Commissioner Belmonte and unanimously passed by those present.

The meeting adjourned at 6:19 p.m.

Prepared By:
Jennifer McMahon, Secretary