

*Sycamore Fire and Police Commission
Regular Meeting Minutes*

October 15, 2007

ROLL CALL

Chairman Petersen called the meeting to order at 1:05 p.m. Present at the meeting were Commissioner Samantha Dailey, Police Chief Don Thomas, Fire Chief Bill Riddle, and City Attorney Kevin Buick. Commissioner Ron Short arrived at 1:10 p.m.

APPROVAL OF AGENDA

Motion

Commissioner Dailey moved to approve the agenda and Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 – 0.

APPROVAL OF THE MINUTES

Motion

Commissioner Dailey moved to approve the minutes from the August 24, 2007 meeting, as written, and Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 – 0.

COMMUNICATIONS

A. Payment of Bills

Chairman Petersen reported that two bills had been received:

- I/O Solutions invoiced \$1,211.00 for the administration of the entry-level Police Officer written exam and travel expenses;
- Illinois State Police invoiced \$39.25 for fingerprint processing for a Police Officer candidate.

Motion

Commissioner Dailey moved to approve the payment of the bills totaling \$1,250.25 and Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 – 0.

B. End of Probationary Period for Firefighters Gustafson and Honiotes and Police Officers Safranek and Senne

Chairman Petersen reported that letters had been received from Chief Riddle acknowledging that Firefighters Ryan Gustafson and Adam Honiotes had successfully completed their probationary periods. A letter was also received from Chief Thomas in which he acknowledged that Police Officers Stacy

Safranek and Cheryl Senne had also successfully completed their probationary periods.

Motion

Commissioner Dailey moved to acknowledge the successful completion of the probationary period for Firefighters Gustafson and Honiotes and Police Officers Safranek and Senne and to approve their status as certified Firefighters and Police Officers with the City of Sycamore. Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 – 0.

Chairman Petersen requested that congratulatory letters be sent to these four individuals.

C. Letter from the City Manager Authorizing the Hiring of a Police Officer

Chairman Petersen reported that the City Manager had sent a letter to the Commission in which he authorizes them to begin the process of hiring a new Police Officer, whose official date of hire will be December 3, 2007. Chief Thomas explained that they had originally planned to hire a new Officer on November 1, 2007. However, if the new Officer is not certified and needs to attend the Academy, there is no class available until January 6th and, therefore, it would be impractical to hire someone two months ahead of time. Hiring the candidate one month before the Academy begins will allow the Department to outfit the new Officer and to begin the orientation process. Chairman Petersen asked how often classes are scheduled at the Academy. Chief Thomas answered that, besides the January session, classes will be offered in March and May.

OLD BUSINESS

A. Discussion on the Hiring Process for Police Officer Candidates

Chief Thomas asked the Commission to consider changing the hiring process so that, if the first candidate on the eligibility list turns down the contingent offer of employment for the December 3, 2007 hire date, a contingent offer of employment can automatically - without the Commissioners meeting to vote on this - be sent to the next candidate on the list, and so on. The Commissioners would only need to meet if some impediment to the hiring of the candidate was found during the employment testing process. The Commissioners all agreed to this suggestion.

Motion

Commissioner Short moved to approve extending a contingent offer of employment for the position of Police Officer to the highest scoring candidate on the eligibility list in effect as of December 3, 2007 and, if the highest ranked candidate declines acceptance of the offer, to then extend a contingent offer of employment to the next highest candidate on this same list until acceptance occurs. In the event that a candidate accepts a contingent offer but does not pass subsequent pre-employment testing, a special meeting of the Commissioners would be scheduled to review adverse testing information. Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 – 0.

Chairman Petersen asked if there were plans to hire a second Police Officer this fiscal year. Chief Thomas answered that there may be a second hire if Officer Marshall Flynn retires; he had indicated to the Chief that he may do this by the end of the year but said he would be willing to wait until Officer Ann Carlson returns from her military leave. Chief Thomas said that there may also be three other Officers retiring from the Department next year.

B. Follow-up Discussion on Revising the Rules and Regulations of the Commission

City Attorney Buick reported that he had shared a draft of the new Rules and Regulations of the Commission with the Chiefs and was waiting for additional feedback from them prior to formal review with the Commissioners. He explained that he is hoping to create a framework of uniform standards that can be applied to both Police and Fire and would like to have the new document completed by February 2008. Commissioner Dailey expressed hope that the new Rules and Regulations will be written in a way that will make them more user-friendly.

NEW BUSINESS

A. Fire Chief

Chief Riddle requested that the Sycamore Fire Department Rules and Regulations which were recently agreed upon by both management and the Firefighters' union be entered into the Commission records. Chief Riddle explained that these Rules and Regulations are separate from those of the Fire and Police Commission as they relate more to discipline and employment policy. Though they were reviewed by City Attorney Keith Foster, Mr. Buick stated that he will also review them to insure that there are no conflicts between the two.

B. Police Chief

Chief Thomas asked the Commissioners to consider allowing the extension of an offer of employment to a Police or Fire candidate when authorization is received from the City Manager without them first having to meet to vote on the action. Mr. Buick stated that this is acceptable, but cautioned the Commissioners to employ discernment if issues arise that require their discussion. If there are no impediments to the hiring of a candidate, the Commissioners can then ratify their action at the next meeting. The Commissioners were all in agreement to this process.

CLOSED SESSION

Chairman Petersen reported that no issues had been reported to the Commissioners that required a closed session.

