

*Sycamore Fire and Police Commission  
Regular Meeting Minutes*

*August 24, 2007*

**ROLL CALL**

Chairman Petersen called the meeting to order at 1:10 p.m. Present at the meeting were Commissioner Samantha Dailey, Commissioner Ron Short, and Police Chief Don Thomas

**APPROVAL OF AGENDA**

**Motion**

Commissioner Dailey moved to approve the agenda and Commissioner Short seconded the motion.

**Vote**

All Commissioners voted aye. Motion carried 3 – 0.

**APPROVAL OF THE MINUTES**

**Motion**

Commissioner Short moved to approve the minutes from the August 13, 2007 meeting, as written, and Commissioner Dailey seconded the motion.

**Vote**

All Commissioners voted aye. Motion carried 3 – 0.

**COMMUNICATIONS**

**A. I/O Solutions Contract**

Recording Secretary Tritle reported that City Manger Bill Nicklas had signed the contract with I/O Solutions for their testing services.

Chairman Petersen reported that 57 people had applied to take the written examination; 55 actually took it. At the orientation he told the applicants that they would need to score a 70% or better in order to pass the written examination; he did not indicate, however, how many of those passing would move on to the oral interviews.

Recording Secretary Trite told the Commissioners that she had put together a letter to the Library staff to thank them for allowing the Commissioners to use their facility for orientation and the administration of the written examination.

## OLD BUSINESS

### A. Follow-up Discussion on the testing process to establish a new entry-level Police Officer Eligibility List

In reviewing the written examination scores, Chief Thomas observed that there was only an 8 point difference between the top score of 88.17 and the 25<sup>th</sup> score of 80.16. He commented that he did not understand why there were fractions in the scores, since they are based on a scale of 100% and suggested that I/O Solutions be asked to explain how the scoring is done. Chief Thomas asked the Commissioners to consider using a cut-off score of 79.0%, which would mean that 30 candidates would be interviewed. He explained that he hopes to hire at least five candidates from this list and knows that some of them will accept jobs from other agencies before the Sycamore Police Department would be able to offer them a position. For this reason, he would like to have a list comprised of as many candidates as possible.

Chief Thomas pointed out that there is a “trap” with the oral exam. Since the candidates are judged on a scale of 1 – 10 and 70% is the passing score, candidates who are average cannot be given a score of 5 or 6; only a 7, 8, 9, or 10 can be considered a passing score. Using a score of 5 or 6 in the past resulted in the scores for the oral examination being low. He suggested that the Commissioners may want to lower the passing score for the oral exam to 60% for this reason. Commissioner Short stated that a candidate should be required to receive a 7 or above in order to pass the written examination, as the Commissioners would not want to hire candidates who only moderately meet expectations.

The Commissioners agreed to use 70.0% as the cut-off score for determining which candidates will move on to the oral examination. They agreed that the interviews should each last 30 minutes and will be scheduled to take place on September 10, 11, 13, and 14 starting at 1:00 p.m.; the last interview each day would be scheduled for 4:30 p.m. The candidates’ exam times will be scheduled by last name in alphabetical order. Chief Thomas said that he will appoint two Officers from his Department to participate in the interviews.

Recording Secretary Tritle asked the Commissioners which documents from the application packets they would like to have copied for use during the oral examinations. They all agreed that the first three pages of the application gave them enough information; the rest of the packet would be used to conduct the background examinations of the candidates who pass the oral examination.

Recording Secretary Tritle asked what information should be sent to the candidates who scored between 70.0 – 78.0% on the written exam. The Commissioners all agreed that these candidates should be a part of a second tier and, therefore, should be informed that they will be given the oral examination if the list of first tier candidates were to be exhausted before November 1, 2009. Commissioner Dailey suggested that City Attorney Kevin Buick review the letters to the candidates before they are sent out. The other Commissioners agreed.

Commissioner Short offered to compile the questions for the oral examination, which will be behaviorally anchored. He will send them on to the other Commissioners and to the Chief to review before they are finalized. The Commissioners all agreed.

**NEW BUSINESS**

**A. Fire Chief**

Did not attend the meeting.

**B. Police Chief**

No report.

**CLOSED SESSION**

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

**ADJOURNMENT**

**Motion**

A motion to adjourn the meeting was made by Commissioner Short and was seconded by Commissioner Dailey.

**Vote**

All Commissioners voted aye. Motion carried 3 – 0.

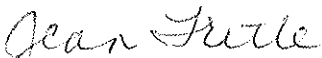
The meeting was adjourned at 2:07 p.m.

Minutes accepted by:

  
Jeff Petersen, Chairman

10/15/07  
Date

Attest:

  
Jean Tritle, Recording Secretary

10/15/07  
Date