

*Sycamore Fire and Police Commission
Regular Meeting Minutes*

December 6, 2010

ROLL CALL

Chairman Petersen called the meeting to order at 1:05 p.m. Present at the meeting were: Commissioner Samantha Dailey, Commissioner Teresa Jacobson, Fire Chief Mark Kessler, Police Chief Don Thomas, and City Attorney Kevin Buick

APPROVAL OF AGENDA

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

APPROVAL OF THE MINUTES

Regular Meeting, August 30, 2010

Motion

Commissioner Jacobson moved to approve the minutes from the regular meeting of the Commission on August 30, 2010, as written, and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Special Meeting, November 9, 2010

Motion

Commissioner Dailey moved to approve the minutes from the special meeting of the Commission on November 9, 2010, as written, and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

COMMUNICATIONS

There were no communications to review.

OLD BUSINESS

A. Update on the Status of Establishing a Register of Certified Police Officers

Chief Thomas reported that his Department had conducted three background exams. Based upon the information gathered, he is recommending the Board fail candidates Ryan Scupin and Michael Emmer and remove them, respectively, from the eligibility list for Entry-level Police Officers and Certified Police Officers.

Regarding candidate Scupin, the Chief informed the Commissioners that one of the references he listed on his application stated that he did not know Mr. Scupin personally; he had only one conversation with him concerning police work. When asked to give other references, Mr. Scupin refused. He also admitted that he had not passed the psychological and polygraph exams given to him by other Police Departments to which he had applied. Based upon these facts, Chief Thomas feels that this candidate is risky and could be problematic if hired.

Regarding candidate Emmer, Chief Thomas said that he probably should not have been granted an oral interview as he did not meet the requirement of having worked as a Patrol Officer for at least two years. He explained that Mr. Emmer currently works for DeKalb County as a Corrections Officer. He was sent to PTI to become a Patrol Officer and passed the Academy. However, he did not pass his Field Training Program due to his inability to multitask and was returned to his former position as a jailer. Chief Thomas said that Mr. Emmer does not meet the criteria for employment by the Sycamore Police Department.

If the Board does reject both of these candidates, the next candidate on the eligibility list is Sadie Pristave. Her background examination has been completed and Chief Thomas feels she is an excellent candidate. She is currently attending the Academy as she has been hired by the University of Illinois Police Department. Chief Thomas recommends that the Board send her a contingent offer of employment with a starting date of December 30, 2010.

City Attorney Buick reminded the Commissioners that the Register of Certified Police Officers was created this past August and that the Commissioners can choose from the top candidate on each list. In either case, the candidate must proceed through each step of the selection process as outlined in Chapter III, Sections 6 and 7 of the Rules and Regulations. In the case of candidates Scupin and Emmer, the Board must determine if they have passed Element H, Background Investigation, based upon the information given to them by Chief Thomas. He cautioned the Commissioners to make their determination based solely on this information, and not on whether the candidate will be a "good fit" for the Department.

Motion

Commissioner Dailey moved to remove Police Officer candidate Ryan Scupin from the Eligibility List due to his failure to pass the background examination, based upon the information presented by Chief Thomas to the Commission. Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Motion

Commissioner Jacobson moved to remove Police Officer candidate Michael Emmer from the Eligibility List due to his failure to pass the background examination, based upon the information presented by Chief Thomas to the Commission. Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Motion

Commissioner Dailey moved to remove extend a conditional offer of employment to Police Officer candidate Sadie Pristave, as she passed the background examination based upon the information presented by Chief Thomas to the Commission. Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Chief Thomas explained that Ms. Pristave can accept or reject the offer, or she can choose to defer her selection for 90 days. Chairman Petersen asked if Chief Thomas would offer to reimburse the University of Illinois for her training costs. Chief Thomas answered that they will offer the University a limited reimbursement package.

B. Amendment to the Rules and Regulations

Mr. Buick explained that, the process for establishing a Register of Certified Police Officers that was implemented by the Board included modifying the Appendix of the Rules and Regulations, which lists the eligibility requirements for candidates, in order to waive the age, written examination, and 60 college credits educational requirements as voted on by the Board. Mr. Buick said that the City Manager did not agree with removing the educational requirement for certified candidates and wished to see it reinstated. For that reason, we did post the position to include the educational requirement. It is now necessary to re-modify the Appendix to include the requirement of 60 college credits, which will entail amending the Rules and Regulations again. Chief Kessler stated that the Fire Department has some modifications to the Rules and Regulations that they would like to make as well; he was going to bring these to the Commissioners at their meeting in March. Chairman Petersen recommended that all of the proposed changes be discussed at the March meeting and the Rules and Regulations amended after that meeting. Mr. Buick said it will be okay to wait, but reminded the Commissioners that the changes cannot take effect until 10 days after the Public Notice is published announcing the amendment.

C. Approval of the Hiring of Firefighter Matthew Anderson

Chief Kessler reported that Firefighter Anderson began his full-time employment with the Fire Department on September 13, 2010; he started out in their intern program. Firefighter Anderson is doing a great job; he is a hard worker who takes direction well and is a good fit with the department.

Motion

Commissioner Jacobson moved to ratify the hiring of Firefighter candidate Matthew Anderson and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

NEW BUSINESS

A. Approval of the Bills

Chairman Petersen reported that the Commission had received five invoices totaling \$1,173.32 for the following services:

Shaw Suburban Media: publication of Notice to Amend the Rules and Regulations, \$40.07
Shaw Suburban Media: publication of job ad for Certified Police Officers, \$319.00
Illinois State Police: fingerprint check for Firefighter candidate, \$39.25
Braden Counseling Center: psychological exam of Firefighter candidate, \$400.00
Illinois Fire and Police Commissioners Association: annual dues, \$375.00

Motion

Commissioner Dailey moved to approve the payment of the five invoices totaling \$1,173.32 and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Approval of the Application for Records Disposal

Recording Secretary Tritle explained that, per State guidelines, the Commission must obtain approval from the Local Records Commission to destroy administrative correspondences Certification of Meeting Notices and Agendas from 2008 and applicant files from 2005.

Motion

Commissioner Jacobson moved to approve the Application for Records Disposal, as detailed, and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

C. Fire Chief

Chief Kessler stated that, before the March meeting of the Board, he will send Mr. Buick the changes to the Rules and Regulations that he will be recommending. Mr. Buick can then examine them and send them to the Commissioners to review prior to the meeting so they can be discussed at that time. If more time is needed to review the proposed changes, Mr. Buick said the Commissioners can call a Special Meeting at a later date. He added that March 31st is a good date to use for amending the Rules and Regulations, as they have been revised several times on that date in the past.

D. Police Chief

Chief Thomas reminded the Board that they will be testing to establish a new list of entry-level Police Officer candidates in 2011, as the current list expires on November 1, 2011. He would like the written examination to take place in June. Ms. Tritle said that she would contact I/O Solutions to see which Saturdays they have open in June.

Chief Thomas related that, in the past, the Board has interviewed many candidates and passed only a few, which has turned out to be a good decision on their part. He will give the Commissioners his recommendation at their March meeting regarding what he feels is a good passing grade threshold. He explained that some of the questions on the written exam are specific to determining the candidate's aptitude for Police work; the rest of the questions are cognitive. Mr. Buick explained that the passing grade norm amongst the Boards he has surveyed is 70%. He said that the Board is not required to use 70% as its threshold; if common sense is used in order to determine the passing threshold and this threshold serves the City's goals, then whatever number they use will be supported. Chief Thomas explained that there definitely is a difference in quality between those candidates who score 95% on the exam versus those who score 75%. Chairman Petersen stated that he would like to increase the passing threshold and Commissioner Jacobson agreed. Chairman Petersen suggested that past test scores be reviewed at the March meeting in order to determine a new threshold.

Chief Thomas said that he will also give the Commissioners a recommendation at the March meeting concerning the use of a physical fitness test for Police Officer candidates.

Mr. Buick left the meeting at this point.

CLOSED SESSION TO DISCUSS PERSONNEL MATTERS AND TO CONDUCT THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES AND THE DISPOSAL OF CLOSED SESSION AUDIO TAPES

Motion

Commissioner Dailey moved that the Commissioners go into closed session to discuss personnel issues and to conduct the semi-annual review of closed session minutes and the disposal of closed session audio tapes. Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed session began at 2:00 p.m.

Commissioner Dailey left the meeting at this point.

Motion

Commissioner Jacobson moved that the Commissioners return to open session and Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 - 0.

Open session reconvened at 2:10 p.m.

OPEN SESSION

Motion

Chairman Petersen moved to keep all closed session minutes closed and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 - 0.

Motion

Commissioner Jacobson moved to destroy the audio recordings of the closed session meetings from March 10, 2008, May 5, 2008, October 1, 2008, October 22, 2008, and January 12, 2009 and Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 - 0.

ADJOURNMENT

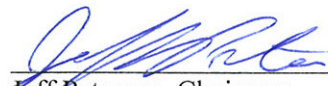

Motion

Commissioner Jacobson moved to adjourn the meeting at 2:11 p.m. and Chairman Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 2 - 0.

Minutes accepted by:

	
_____ Jeff Petersen, Chairman	_____ Date

Attest:

	
_____ Jean Tritle, Recording Secretary	_____ Date