

*Sycamore Fire and Police Commission
Special Meeting Minutes*

January 11, 2007

ROLL CALL

Chairman Dailey called the meeting to order. Present at the meeting were: Commissioner Ron Short, Commissioner Jeff Petersen, Fire Chief Bill Riddle, Police Chief Don Thomas, and City Attorney Kevin Buick.

APPROVAL OF AGENDA

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

APPROVAL OF THE MINUTES

Open Session

Motion

Commissioner Petersen moved to approve the minutes from the open session of the November 13, 2006 meeting, as written, and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed Session

Motion

Commissioner Petersen moved to approve the minutes from the closed session of the November 13, 2006, meeting, as written, and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

COMMUNICATIONS

A. End of Probationary Period for Police Officer Tiffany O'Neill

Chairman Dailey read a letter from Chief Thomas in which he officially notified the Commission that Police Officer Tiffany O'Neill had fulfilled all of the requirements of her probationary period effective December 1, 2006. Chief Thomas stated that Officer O'Neill has proven to be an excellent addition to the Sycamore Police Department.

Motion

Commissioner Short moved to recognize Police Officer Tiffany O'Neill's certification of regular non-probationary employment status with the City of Sycamore. Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Recording Secretary Tritle told the Commissioners that she will send a congratulatory letter to Officer O'Neill from the Commissioners.

B. Information about the I/O Solutions Police and Fire Testing Summit

Recording Secretary Tritle passed out information concerning the Summit, which will be held on Friday, January 26, 2007. The three Commissioners and the Chiefs all confirmed that they are planning to attend the Summit.

OLD BUSINESS

A. Status on the Hiring of a Certified Police Officer

Chairman Dailey stated that several of the items pertaining to this topic contained materials of a personal nature and, therefore, needed to be discussed in closed session.

Motion

Commissioner Short moved that the Commissioners go into closed session to discuss personnel issues. Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed session began at 2:35 p.m.

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Open session reconvened at 2:40 p.m.

Motion

Chief Thomas having presented the results of the polygraph and background examination of Candidates Ronald Boris and Brian Mitchell, Commissioner Short moved that, based upon these results, these two candidates be classified as having failed the polygraph/background test components and both candidates no longer be considered as candidates for employment by the Sycamore Police Department. Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Chief Thomas reported that William Honiotes and Matthew Smith, the other two certified officer candidates remaining on the current eligibility list, have notified him that they no longer wish to have their applications considered for employment with the Sycamore Police Department. City Attorney Buick stated that the five certified officer candidates recently given oral exams could be integrated into the list provided that the candidates were ranked using the same process that was used to rank the candidates on the current eligibility list. Therefore, the scores of all six interviewers should be used to calculate the candidates' oral exam scores and preference points should be requested from and applied to the candidates' scores as has been previously done with other candidates. The City's rules permit excusing certified officers from having to take the written test, but City Attorney Buick noted that under the current scoring system that would place these five candidates at the very bottom of the current list. Since they are certified officers, they may be preferred over non-certified candidates if that is the desire of the Commission. Further discussion ensued regarding modifying the scoring system in the future and regarding the possibility that as many as three officers may need to be hired before the

end of the year. Chief Thomas noted that it is likely, because of training considerations, that these candidates will need to be certified officers.

Motion

Chairman Dailey moved to integrate the names of the five certified Police Officers into the current eligibility list for entry level Police Officers. Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Chief Thomas stated that three of the five certified Police Officer candidates had verbally indicated to him that they wish to have any preference points for which they are eligible applied to their oral exam score. City Attorney Buick suggested that a letter be sent to the candidates in which the oral requests of the first three candidates are acknowledged and asking the other two candidates if they also wished to have any applicable preference points applied to their scores.

Chairman Dailey stated that, based upon the tentative scores, with or without preference points, candidate Michael Eide would rank first among the five certified officer candidates on the eligibility list.

Motion

Commissioner Short moved to extend an offer of employment to Michael Eide based upon his excellence ranking and taking into consideration his status as a certified officer. Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

City Attorney Buick suggested that, going forward, the Commissioners consider implementing a more intuitive formula for determining the written and oral exam scores. For example, the written exam could be assigned a value of 0 - 60 points and the oral exam a value of 0 - 40 points instead of factoring test scores by a percentage amount.

B. Testing Sequence

Recording Secretary Tritle asked the Commissioners to specify what order they would like the pre-employment examinations to be administered to Police and Fire candidates. She explained that there have been several occasions recently in which the medical exam was completed before the results of the background and psychological exams were obtained. If the candidates in question do not pass the background or psychological exams, the City would be paying for an unnecessary medical exam, which costs approximately \$650. The consensus amongst the Commissioners was that the background and polygraph examinations should be administered to candidates prior to job offer and the medical and psychological examinations will be performed after the job offer is given.

Chief Thomas reminded the Commissioners that the current list will expire on November 1, 2007 and the Commissioners should plan on starting the testing process this summer.

NEW BUSINESS

A. Fire Chief

Chief Riddle informed the Commissioners the three probationary Firefighters were all performing well. He added that the next new Firefighter is scheduled to be hired on May 1, 2007.

C. Police Chief

No new business

ADJOURNMENT

Recording Secretary Tritle reminded the Commissioners that their next regular meeting is schedule to take place on February 5, 2007.

Motion

Commissioner Short moved to adjourn the meeting at 3:15 p.m. and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:



Samantha Dailey, Chairman

2.5.07

Date

Attest:



Jean Tritle, Recording Secretary

2/5/07

Date