

*Sycamore Fire and Police Commission
Minutes*

June 1, 2006

The meeting was called to order at 11:10 a.m.

In attendance were Chairman Samantha Dailey, Commissioner Ronald Short, Police Chief Don Thomas, and Fire Chief Bill Riddle. Commissioner Andrew Larson and City Attorney Keith Foster were absent.

APPROVAL OF AGENDA

Motion

A motion to approve the agenda, as written, was made by Commissioner Short and was seconded by Chairman Dailey.

Vote

Ayes: 2
Nays: 0
Abstain: 0

APPROVAL OF THE MINUTES

Motion

A motion to approve the minutes from the May 3, 2006 meeting of the Commission, as written, was made by Commissioner Short and was seconded by Chairman Dailey.

Vote

Ayes: 2
Nays: 0
Abstain: 0

COMMUNICATIONS

- **Approval Of Bills**

Recording Secretary Tritle reported that two bills had been received: one from Marv Fogel for \$500.00 for the psychological examination of the current Police Officer Candidate, and one from OffiServe for \$20.49 for office supplies.

Motion

A motion to approve the payment of the bills totaling \$520.49 was made by Commissioner Short and was seconded by Chairman Dailey.

Vote

Ayes: 2
Nays: 0
Abstain: 0

- Recording Secretary Tritle said that she had put together a letter from the Commission to Sgt. Scott Mayeda which congratulated him on his retirement and thanked him for his years of service to the City. She asked the Commissioners to sign it after the meeting.

OLD BUSINESS

- **Status on the Hiring of a New Police Officer**

Chairman Dailey reported that Corinne Calame had passed all of her pre-employment examinations and had her final interview with the Commissioners prior to the start of this meeting. Chairman Dailey questioned whether or not a final interview was necessary, and suggested that the question be posed to City Attorney Foster. Chief Thomas stated that City Attorney Foster can tell them officially, but he knows from experience that a final interview is not legally necessary, unless the background or psychological examinations bring up questions that need clarification from the candidate. All the Commissioners really need to do is approve or disapprove the final hiring of the candidate. Chairman Dailey recalled that they had discussed this at the last meeting of the Commission, and City Attorney Foster had said at that time that the Commissioners needed to be consistent – if they did it for one candidate, they should do it for all. Recording Secretary Tritle observed that, while Chairman Dailey had already met the candidate through the oral exam process, Commissioner Short had not, since he is new to the Board. Therefore, the final interview is a good opportunity for Commissioner Short to get acquainted with the candidates.

Commissioner Short asked who checks the results of the psychological exam. Chief Thomas answered that he does not officially review the report; however, he does ask the psychologist what he will be reporting back to the Commission about the candidate, as the Board has traditionally allowed the psychologist to do this. He and Chief Riddle are not the official receivers of the report – the Board is. Chief Riddle stated that the psychological and medical exams are covered under HIPAA privacy laws and, therefore, cannot be shared with anyone outside of the Commission. He added that he receives the same information from the psychologist the Chief Thomas does, which includes advice on areas of development they can work on with the candidates.

Chief Thomas reminded the Commissioners that, at the point when a final interview occurs, the candidate has already been offered a job; the reports just serve to confirm that the candidate has met the hiring requirements. Therefore, many Boards do not conduct a final interview of the candidate if these reports do not reveal any impediments to hiring. If the reports did contain some red flags, they would be brought to the meeting, and the Commissioners would call for a closed session to discuss the matter (since it is a personnel issue, it must be discussed in close session). He added that some Boards do re-interview the candidate, possibly due to the lapse of time between the establishment of the eligibility list and the hiring of the candidate.

Motion

A motion to approve the hiring of Corinne Calame as a Police Officer for the Sycamore Police Department was made by Commissioner Short and was seconded by Chairman Dailey.

Vote

Ayes: 2
Nays: 0
Abstain: 0

Recording Secretary Tritle reported that she had put together the final hiring letter for Ms. Calame which indicates that she will be hired on June 12, 2006 at Step 1 of the FOP contract, at a salary of \$40,250.00. Chief Thomas indicated that this is a very competitive salary.

NEW BUSINESS

- **Establishment of the testing schedule for entry-level Firefighters**

Chief Riddle reported that the testing process must be completed by September 10, 2006, as that is when the current list expires. Chairman Dailey asked if Chief Riddle thought the written exam should take place in June. Chief Riddle thought that there should be a 30-day notice prior to the date of the exam. Recording Secretary Tritle said that she would place an ad in the newspapers in mid-June, to test at the end of June. Chief Riddle said that the written exam could be held either on July 1st or July 8th. Recording Secretary Tritle wondered if July 1st was a bad choice, because of the Independence Day holiday. She said that she would check with I/O Solutions to see if they were available to administer the exam on July 8th, with July 15th as an alternate date.

Chairman Dailey explained that at least one of the Commissioners should be available the day of the written exam to welcome the candidates. She asked what time the test usually starts. Recording Secretary Tritle answered that the candidates usually check-in between 8:30 – 9:00 a.m. A short orientation is then held, with the written exam being administered after that. She asked Chief Riddle if he still wanted to hold orientation on the same day as the test. He answered that he did. Chairman Dailey asked what they went over during orientation. Chief Riddle explained that they talk about the community and their departmental philosophy. Recording Secretary Tritle added that the Commissioners usually talk about the testing process, including how they determine which candidates will go on to the oral interviews. Chairman Dailey indicated that she would be available to do this and asked where it would be held. Recording Secretary Tritle answered that she would check with the Library to see if they can use their community room, as they have in the past.

Recording Secretary Tritle stated that the written test results are usually received from I/O Solutions on the Monday or Tuesday after the test is given. She asked the Commissioners when they wanted to conduct the oral interviews. Chairman Dailey suggested that they tentatively be scheduled for the beginning of August, on the 1st, 2nd, and 3rd from 1:00 – 4:30 in the afternoon. Recording Secretary Tritle commented that this would give the candidates plenty of time to apply for their preference points, as they have ten days after the oral exam scores are released in which to do this. Chairman Dailey asked where the interviews would take place. Recording Secretary Tritle answered that they could use the Community Room in the Sycamore Center, unless the Training room at the Public Safety Building was available. Chief Riddle said that he thought it would be available. Recording Secretary Tritle stated that it was probably better to conduct the interviews in the Public Safety Building, since that would give the candidates a chance to visit the Fire Department while they were there. Chief Riddle agreed. Recording Secretary Tritle asked if the Commissioners would use the same format for the interview panel as they had in the past, which consisted of the three Commissioners, a Fire Lieutenant, a Fire union member, and the Human Resources Director. The Commissioners answered that they would use the same interview panel. Chief Riddle said that he would supply them with five questions to use for the oral interviews. Chairman Dailey explained to Commissioner Short that the oral interviews have traditionally been very structured. She asked Chief Riddle if he thought the current interview format worked the best. He said that it did, adding that each applicant is asked the same questions. Chairman Dailey asked if the candidates could each be asked different follow-up questions, if their answers needed clarification. Chief Riddle did not think that would be a problem.

Recording Secretary Tritle stated that there could be a problem with the oral interview schedule if Commissioner Larson is still a Board member at the time they occur. Since he is a Firefighter, he would probably not be available three days in a row. As they get closer to the time the interviews will be done, they will need to check and see which days he will be available. Chief Riddle stated that he is pretty sure that Commissioner Larson will have resigned from the Board by then, since he had received an offer on his house.

Recording Secretary Tritle said that, in the past, the Commission had charged the candidates a \$25 application fee, which covered the cost of a Study Guide. Chief Riddle explained that the candidates can now purchase a Study Guide and practice exam on I/O Solutions' web site, so he did not think the application fee was necessary. The Commissioners agreed.

- **Fire Chief**

Chief Riddle reported that City Attorney Foster had completed the draft of the resolution to amend the Rules and the Regulations, as discussed at the last meeting of the Commission. Recording Secretary Tritle indicated that she had a copy for the Commissioners to sign. She noted that the public notice concerning the amendment had appeared in the Saturday, May 27th edition of *The Chronicle* and will become effective on June 8th; the amendment was on display in the Clerk's Office. Chairman Dailey asked if any comments had been received concerning the amendment. Recording Secretary Tritle answered that she had not received any to date.

- **Police Chief**

Chief Thomas reported that new Police Officer Corinne Calame will start the Academy on June 18th and that she will be gone for three months. He said that Stacy Safranek, the new Police Officer who was hired on May 1st, has been at the Academy for the past two weeks and is doing well. He added that the last five hires have made it through training and are doing great; he said that they are very pleased with all of them.

CLOSED SESSION

Chairman Dailey reported that there were no personnel issues that required the Commissioners to go into a closed session.

ADJOURNMENT

Motion

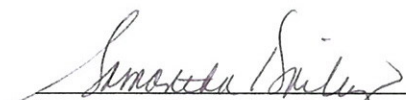
A motion to adjourn the meeting was made by Commissioner Short and was seconded by Chairman Dailey.

Vote

Ayes: 2
Nays: 0
Abstain: 0

The meeting was adjourned at 11:30 a.m.

Minutes accepted by:


Samantha Dailey, Chairman

6-27-06
Date

Attest:


Jean Tritle, Recording Secretary

6/29/06
Date