

*Sycamore Fire and Police Commission
Regular Meeting Minutes*

May 3, 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

Open Session

Motion

Commissioner Jacobson moved to approve the minutes from the open session of the March 15, 2010 meeting, as written, and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed Session

Motion

Commissioner Dailey moved to approve the minutes from the closed session of the March 15, 2010 meeting, as written, and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

ELECTION OF OFFICERS

A. Chairman

Motion

Commissioner Dailey moved to nominate Commissioner Jeff Petersen as the Chairman of the Sycamore Fire and Police Commission for the period of May 1, 2010 – April 30, 2011, and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Secretary

Motion

Commissioner Jacobson moved to nominate Commissioner Samantha Dailey as the Secretary of the Sycamore Fire and Police Commission for the period of May 1, 2010 – April 30, 2011, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

COMMUNICATIONS

A. Letter from the City Manager

1. Promotion of the Next Firefighter on the Lieutenant's List

Due to the promotion of Lt. Marc Doty to Assistant Fire Chief, it is necessary to promote the next candidate on the Promotion Eligibility List to take his place. The next candidate on the list is Dan Marcinkowski. A letter informing him of his promotion was sent to Firefighter Marcinkowski on April 23, 2010 and he was sworn in this morning.

Motion

Commissioner Dailey moved to confirm the promotion of Firefighter Dan Marcinkowski to the rank of Lieutenant and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

2. Hiring of a Replacement Firefighter

Due to the promotion of Firefighter Dan Marcinkowski to the rank of Lieutenant, a Firefighter needs to be hired to take his place. The next candidate on the Firefighter eligibility list is Michael Hardesty, a POC Intern. He has passed his medical and psychological examinations, and a final hire letter was sent to him on April 23, 2010. He was also sworn in this morning.

Motion

Commissioner Jacobson moved to confirm the hiring of Michael Hardesty as a full-time Firefighter/Paramedic and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

3. Hiring of a Replacement Police Officer

Police Officer Douglas Martha retired effective May 2, 2010. He started his career with the Sycamore Police Department in September 1981. A congratulatory letter will be sent to Officer Martha on behalf of the Commissioners.

A new Police Officer will need to be hired to replace Officer Martha. Joel Vargas, a certified Police Officer, is the next candidate on the Eligibility List. A background examination was conducted on him as well as the candidates Ryan Scupin and Alexander Panvino, who is also a certified Police Officer. Chief Thomas recommended to the Commissioners that they pass over Candidate Vargas, as he failed to meet the standards of Chapter 2, Section 2, Paragraph C in the Rules and Regulations pertaining to "False Statements" in his application and inconsistencies in his background examination which exposed character issues. City Attorney Kevin Buick explained that, if Chapter 2, Section 3 of the Rules and Regulations is used to disqualify Candidate Vargas due to his failure to complete the application process, they must give the candidate the opportunity to be heard on this issue. Since Candidate Vargas also did not pass his background examination, he may be eliminated based upon Chapter 3, Section 7(H) of the Rules and Regulations, under which the Commissioners are not required to give the candidate an opportunity to respond to the notice.

Motion

Chairman Petersen moved to eliminate Joel Vargas as a candidate for the position of Police Officer due to his failure to pass Chapter 3, Section 7(H) of the Rules and Regulations and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Chief Thomas explained that, due to budgetary matters, he would like to skip over candidate Scupin and offer the position to Alexander Panvino; since he is already a certified Officer, this would save the cost of sending him to the Academy. The Rules and Regulations allow the Commissioners to skip to a certified Officer on the eligibility list, and they do not need to show that an emergency situation exists in order to do so. Chief Thomas reported that Mr. Panvino's background examination went well and he received good character references. He has also passed the polygraph examination. Contingent upon him passing his medical and psychological examinations, Chief Thomas would like Mr. Panvino to start his employment with the Department on July 6, 2010.

Motion

Commissioner Dailey moved to send a conditional offer of employment to candidate Alexander Panvino and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

NEW BUSINESS

A. Annual Report to the City Council

Chairman Petersen reported that Recording Secretary Tritle had compiled the Annual Report, which will be presented to the City Council on May 17, 2010. The Annual Report is a review of the Commissioners' activities for the past fiscal year.

Motion

Commissioner Jacobson moved to approve the Annual Report of the Fire and Police Commission for the period of May 1, 2009 – April 30, 2010, as written, and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Establishment of the Schedule of Regular Meetings of the Commission in FY08

The Commissioners set the following schedule for their regular meetings, to occur at 1:00 p.m. on each of the following dates: August 30, 2010, December 6, 2010, March 7, 2011, and May 9, 2011.

C. Payment of Bills

Chairman Petersen reported that the Commission had received three invoices totaling \$512.54 for the following services:

Shaw Suburban Media: publication of Notice to Amend the Rules and Regulations, \$41.04

Braden Counseling Center: psychological exam of Firefighter candidate, \$400.00

Kishwaukee Corporate Health: physical exam for Firefighter candidate, \$71.50

Motion

Commissioner Dailey moved to approve the payment of the three invoices totaling \$512.54 and Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

D. Discussion on Testing Dates to Establish a New Firefighter Eligibility List

The current list of Entry-level Firefighter/Paramedic candidates expires on September 10, 2010. In 2008, the written exam was administered in July, with the oral exams being completed in August. The Commissioners agreed on using this time frame again this year. Orientation and the written exam will be scheduled on the 10th or 17th of July, with the oral examinations taking place the first week of August, on the second through the fifth. Ms. Tritle will call I/O Solutions to find out which date they are available to administer the written examination and will call the Library to reserve their meeting room for the same date. The testing announcement will be advertised during the first week of June, with June 30, 2010 being the deadline for accepting applications.

Chief Kessler stated that one of the Fire Lieutenants is talking about possibly retiring this November, so there is the possibility of a candidate being hired off of the new list.

Recording Secretary Tritle will send the questions used for the oral exam in 2008 to the Commissioners and Chief Kessler to review.

E. Fire Chief

Chairman Petersen reported that a letter will be sent to Chief Bill Riddle on behalf of the Commissioners to congratulate him on his retirement and thank him for his years of service to the Sycamore Fire Department.

Chief Kessler advised the Commissioners that, pending the outcome of an independent medical examination, one of the Firefighters may be terminating his employment due to an injury he sustained on the job. If this happens, a replacement Firefighter would need to be hired.

F. Police Chief

Chief Thomas informed the Commissioners that his Department will be conducting an experiment for six months with 12-hour shifts starting in July. This change from a 10-hour to 12-hour shift may require the addition of a fourth Patrol Sergeant. He noted that, even if the Department returns to a 10-hour shift at the end of the 6 months, a fourth Sergeant is needed, as there are many shifts where there is no Sergeant on duty, resulting in 5,000 hours of Officer-in Charge pay differential being paid out. Chief Thomas is asking that this be brought to the City Council for approval at their May 17th meeting. Justin Kness is the next candidate on the Promotion Eligibility List. If approved, Chief Thomas asked that the Commissioners send Officer Kness notice of his promotion effective July 5, 2010, which they can ratify when they meet again in August.

CLOSED SESSION TO DISCUSS PERSONNEL MATTERS

Chairman Petersen reported that there were no personnel issues that needed to be discussed in closed session.

ADJOURNMENT

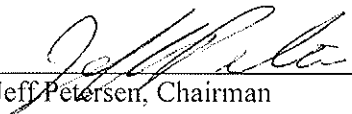
Motion

Commissioner Jacobson moved to adjourn the meeting at 2:05 p.m. and Commissioner Dailey seconded the motion.

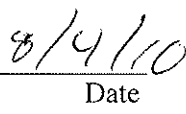
Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:




Jeff Petersen, Chairman




Date

Attest:



Jean Title, Recording Secretary



Date