

*Sycamore Fire and Police Commission
Regular Meeting Minutes*

May 4, 2007

ROLL CALL

Chairman Dailey called the meeting to order at 3:30 p.m. Present at the meeting were: Commissioner Ron Short, Commissioner Jeff Petersen, Fire Chief Bill Riddle, and Police Chief Don Thomas.

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

A. Open Session

Motion

Commissioner Short moved to approve the minutes from the open session of the April 2, 2007 meeting, as written, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Closed Session

Motion

Commissioner Short moved to approve the minutes from the closed session of the April 2, 2007 meeting, as written, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

ELECTION OF OFFICERS

A. Chairman

Motion

Commissioner Short moved to nominate Commissioner Jeff Petersen as the Chairman of the Sycamore Fire and Police Commission for the period of May 1, 2007 – April 30, 2008, and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Secretary

Motion

Commissioner Short moved to nominate Commissioner Samantha Dailey as the Secretary of the Sycamore Fire and Police Commission for the period of May 1, 2007 – April 30, 2008, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

COMMUNICATIONS

A. Approval of Bills

Chairman Dailey reported that the Commission had received a bill from TransUnion for \$40.91 to cover the cost of the credit checks for the next two Firefighter candidates.

Motion

Commissioner Petersen moved to approve the payment of the bill totaling \$40.91 and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Letter from the City Manager

1. Promotions

Chairman Dailey reported that the Commissioners had received a letter from the City Manager dated April 10, 2007 in which he asks them to appoint Firefighters Thomas Pritchett and Jack Spartz to the position of Fire Lieutenant effective May 1, 2007. The promotions are a part of the staffing plan for the new Fire Station.

Motion

Commissioner Petersen moved to approve the promotion of Firefighters Pritchett and Spartz to the position of Fire Lieutenant effective May 1, 2007, and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

2. Hiring of a New Firefighter

Chairman Dailey reported that the letter from the City Manager also contained a request that the Commissioners hire the next Firefighter candidate on the current Eligibility List. This is a new position that is included in the fiscal year 2007-2008 budget and was approved by the City Council. Recording Secretary Tritle reported that a contingent offer of employment was sent to Jacob Herrmann on April 10, 2007. Chief Riddle reported that Mr. Herrmann had completed and passed both his medical and psychological examinations; he would be taking the physical agility exam next week. If he passes this exam, Chief Riddle is hoping that Mr. Herrmann could begin his employment by June 1, 2007.

Motion

Commissioner Short moved to approve the hiring of Firefighter candidate Jacob Herrmann, contingent upon his passing the physical agility exam, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

C. Letter to Marv Fogel

Recording Secretary Tritle reported that she and Commissioner Short had composed a letter for the Commissioners to send to Marv Fogel to thank him for the years of service he provided to the

Commission in the administration of psychological exams to the Police and Fire Candidates. The Commissioners all agreed that this letter should be sent.

OLD BUSINESS

A. Follow-up Discussion on the Testing Procedure to Establish a New Entry-level Police Officer Eligibility List

Recording Secretary Tritle reported that she had talked to Karen Sloan at I/O Solutions about the fact that the Commissioners and Chief Thomas had agreed that they do not want a candidate who does not pass the polygraph exam to take the psychological examination. She said that Karen had indicated that, if this was the way that the Commissioners wanted it done, the candidate would need to have the testing done in two different appointments on two different days. She explained that they did not want to tie up the psychologist's appointment schedule with a candidate who may not need his services. Chief Thomas stated that he will continue to use his own provider for the polygraph exam to avoid this problem and ensure that only candidates who pass the polygraph move on to take the psychological exam. He said that he would be willing to pay for the polygraph exams out of his Department's budget if he can conduct them this way. The Commissioners concurred with the Chief's plan.

Recording Secretary Tritle showed the Commissioners the results of the psychological examination performed by I/O Solutions on the current Fire candidate. She asked the Commissioners if they were happy with the way I/O Solutions reported the results, as compared to the way that Marv Fogel did it when he performed the exams, since I/O Solution's report was not as extensive as was Mr. Fogel's. Chief Thomas stated that I/O Solutions was probably using an industry standard in their reporting format and, therefore, the amount of information that they supply should be enough for the Commissioners to make a determination. He added that I/O Solutions has a good reputation and he does not have a problem using any of the services they provide. Chief Riddle agreed. The Commissioners were in consensus.

Chief Thomas stated that he would like to see the Commissioners use I/O Solutions for the entire hiring process. Recording Secretary Tritle reported that Karen Sloan informed her that, if I/O Solutions did the advertising, they would charge a \$50 per ad service fee along with the cost of the ad. Also, the Commissioners have a \$4,500 budget for the year. If they use I/O Solutions for the application and written exam processes, they will charge a fee of \$35 per applicant. If they receive 60 applications as they did in the last testing process, it would cost the Commissioners \$2,100.00 plus the cost of the ads (approximately \$600). When the other expenses that the Commissioners will incur in the upcoming year (dues to the Illinois Fire and Police Commission Association, the cost of the polygraphs, fingerprint and credit checks, and psychological exams for at least 5 candidates) are factored in, this would put the Commissioners over budget. Therefore, they may want to consider charging an application fee of at least \$25 to help offset the cost. Chief Riddle stated that he thought charging an application fee is a good idea, as it is an incentive for the applicants to follow-through with the process. Chief Thomas stated he was neutral on the idea, but knew that many agencies do charge an application fee. Commissioner Short stated that application fees are becoming the norm in many areas; NIU is now charging students who apply to the university an application fee. He and Commissioner Petersen did not think a \$25 application fee was unreasonable. However, they both felt that the advertising could be handled at our end to avoid the \$50 per ad fee charged by I/O Solutions. The Commissioners all concurred with tailoring the testing process so that interested candidates would go to I/O Solutions during a specified period of time to take the written exam. Once the deadline date had passed, I/O Solutions would then compile a list of scores to send to the Commissioners. Chief Thomas pointed out that the Commissioners would need to decide whether or not I/O Solutions

should tell the candidates on the day they take the exam whether or not they passed, or if this information would be shared with them once the list was compiled.

Motion

Commissioner Short moved to outsource the hiring process to I/O Solutions and charge a \$25 application fee and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Commissioner Petersen suggested that the candidates be allowed to take the written exam during the month of August. They would then have a list by September 1st and could begin to schedule the oral exams. Chief Thomas stated that the Commissioners will need to decide on a passing score and, also, on how many candidates they will want to interview. He suggested that the Commissioners consult with I/O Solutions to see what the industry standard is to help in determining the passing score. He emphasized the Commissioners need to notify the candidates that they must pass *both* the written and oral exams in order to continue on in the process. Commissioner Petersen stated that he would contact I/O Solutions to ask these questions and make arrangements for the written examination.

Recording Secretary Tritle asked the Commissioners if they would conduct an orientation for the candidates before or after the administration of the written examination. The Commissioners all agreed that the orientation should take place after the written exams are completed, so that they can explain to those candidates who pass the exam how the remaining steps of the process will work.

NEW BUSINESS

A. Annual Report to the City Council

Chairman Dailey reported that Recording Secretary Tritle had compiled the Annual Report, which will be presented to the City Council on May 21st. The Annual Report is a review of the Commissioners' activities for the past year.

Motion

Commissioner Petersen moved to approve the Annual Report to the City Council, as written, and Commissioner Short 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 date: July 9, 2007, August 13, 2007, October 15, 2007, January 14, 2008, March 10, 2008, and May 5, 2008.

C. Fire Chief

Chief Riddle was pleased to report that the three Firefighters who are currently on probationary status are all doing well.

D. Police Chief

Chief Thomas reported that Police Officer Stacy Safranek had finished her first year with the Department, and is doing a good job. Her probation, which ends a year after the date she graduated from the Police Academy, will be completed in three months.

Chief Thomas asked the Commissioners if they knew when they would have a decision regarding the disciplinary hearing that was held this week. They reported that their attorney was drafting their response, which they will review on Monday or Tuesday of next week.

CLOSED SESSION

There were no personnel issues that required a closed session.

ADJOURNMENT

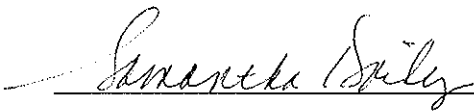
Motion

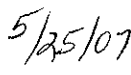
Commissioner Short moved to adjourn the meeting at 4:15 p.m. and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:


Samantha Dailey, Chairman


Date

Attest:


Jean Tritle, Recording Secretary


Date