

*Sycamore Fire and Police Commission
Regular Meeting Minutes*

May 5, 2008

ROLL CALL

Chairman Petersen called the meeting to order at 1:00 p.m. Present at the meeting were: Commissioner Ron Short, Commissioner Samantha Dailey, 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 Dailey 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 March 10, 2008 meeting, as written, and Commissioner Dailey 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 March 10, 2008 meeting, as written, and Commissioner Dailey 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, 2009 – April 30, 2009, 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, 2008 – April 30, 2009, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

COMMUNICATIONS

A. Approval of Bills

Chairman Petersen reported that the Commission had received three bills from I/O Solutions totaling \$1,890.00 for the polygraph and psychological examinations given to the last four Police Officer Candidates who were hired.

Motion

Commissioner Short moved to approve the payment of the bills totaling \$1,890.00 and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Letter from the City Manager authorizing the hiring of a Police Officer on May 1, 2008

Chief Thomas had informed the Commissioners at their last meeting that the Sycamore School Board may provide funding for a School Resource Officer for the 2008-2009 school year. Since the Officer chosen for this position would need to attend training this summer, Chief Thomas asked the City Manager to consider hiring a new Police Officer on May 1, 2008. The Commissioners had authorized proceeding with this if the City Manager agreed. The City Manager sent a letter to the Commissioners on April 9th authorizing the hiring of a new Police Officer. Bridget VanderVinne, the next candidate on the list, successfully completed all of her pre-employment examinations and was sworn in on May 5th.

C. Letter from a Police Officer Candidate requesting that she no longer be considered for a position with the Sycamore Police Department

Jessica Oehler sent a request to the Commission that her name be removed from the current Police Officer Eligibility List as she had accepted a position with the DeKalb Police Department. The Commissioners agreed and will send a letter to Ms. Oehler acknowledging her request.

OLD BUSINESS

A. Follow-up Discussion on requiring a Pre-employment Physical Agility Test for Police Officer Candidates

Chief Thomas reported he had found that 25% of the Police Departments in the state use the Power Test as the basis for a physical agility test in their hiring processes. The other 75% use a test that is geared more toward the actual job duties of a Police Officer, which, he added, is done against the advice of John Broihier, the attorney for the Illinois Fire and Police Commissioners Association. Chief Thomas suggested the Commissioners might want to consider adding the Power Test as a post-offer examination that a candidate must pass as a condition of employment.

City Attorney Buick informed the Commissioners that he had spoken with Mr. Broihier regarding why he recommends that the power test not be used as a pre-screening examination, since a candidate is required to pass it when attending the Police Academy. He said Mr. Broihier explained that this test has separate norms based on gender and age and these standards risk running afoul of the ADA and the Age Discrimination Act, thus raising the potential for candidates who do not pass the exam to sue the municipality. Mr. Buick stated that Mr. Broihier's analysis is sound and he agrees with it.

Chief Thomas stated that the current practice of his Department is to inform the candidates that they will be required to pass the power test when attending the Police Academy and to provide them with information about what the test entails. Upon job offer and after the medical

examination is taken and passed, the candidate is then taken to an agency in Rockford that administers (at no cost to the Department) the Power Test and certifies that the candidate has passed it; the Academy recognizes this certification. If the candidate does not pass the Power Test, the only way that they can be eliminated from being considered for the job is if they do not pass the exam at the Academy. Mr. Buick agreed that this is the best process to follow.

Chief Thomas recommended that the Commissioners consider requiring a candidate to take the power test as a part of the post-offer employment process, along with the psychological and medical examinations. If a candidate does not pass the power test, he or she can practice before going the Academy or they can decide not to go on in the process. Mr. Buick stated that this would require an amendment to the Rules and Regulations. Chief Thomas asked the Commissioners to consider this so that it can be discussed again at their next meeting.

B. Discussion regarding a Testing Schedule to establish a new Eligibility List for Firefighters and new Promotional Lists for the Positions of Police Sergeant and Fire Lieutenant

Chief Riddle reported that the current Firefighter eligibility list expires in September and the current promotional lists expire in November. Chairman Petersen asked how many candidates the Chief thought there would be for the promotional examinations. Chief Riddle answered that there would be approximately 6 candidates applying to take the Fire Lieutenant exam and Chief Thomas said that approximately 12 would apply to take the Police Sergeant examination.

The Commissioners agreed that the Firefighter entry-level orientation and written examination should be scheduled to take place on either July 19th or July 26th and the oral examinations should be scheduled for the week of August 4th. Regarding the promotional examinations, the Police Sergeant oral exams will be scheduled to be given on September 22, 23, and 24, and the Fire Lieutenant oral examination on September 25th. The written exam for both positions can be given on the same day, sometime during the week of September 29th. All oral examinations will begin at 1:00 p.m. A panel consisting of the 3 Commissioners, 2 representatives from the Fire Department, and the Human Resources Director will administer the entry-level Firefighter interviews. The three Commissioners will administer the oral promotional exams. Recording Secretary Tritle said that she would check with I/O Solutions to see when they would be available to administer the written examinations and also to obtain the list of study materials for the promotional exams.

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 19th. The Annual Report is a review of the Commissioners' activities for the past year. The Commissioners all approved the report as written.

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: July 10, 2008, October 1, 2008, January 12, 2009, March 9, 2009, and May 11, 2009.

C Fire Chief

Chief Riddle had no report.

D. Police Chief

Chief Thomas reported that there are 12 names on the current Police Officer Eligibility List, and the Commissioners had just hired the candidate who was fifth on the list. The candidates in the sixth and seventh places have accepted positions with other agencies; therefore the next candidate, for a possible August 2008 hire date, will be Christie Haas. Chief Thomas said that three of his Officers are still talking about retiring as well.

CLOSED SESSION

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed session began at 2:03 p.m.

RETURN TO OPEN SESSION

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Open session reconvened at 2:21 p.m.

ADJOURNMENT


Motion

Commissioner Short moved to adjourn the meeting at 2:22 p.m. and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:

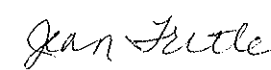


Jeff Petersen, Chairman

7/10/08

Date

Attest:



Jean Tritle, Recording Secretary

7/10/08

Date