

*Sycamore Fire and Police Commission
Regular Meeting Minutes*

August 13, 2007

ROLL CALL

Chairman Petersen called the meeting to order at 1:11 p.m. Present at the meeting were Commissioner Samantha Dailey, Commissioner Ron Short, Police Chief Don Thomas, Fire Chief Bill Riddle, and City Attorney Kevin Buick.

APPROVAL OF AGENDA

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 – 0.

APPROVAL OF THE MINUTES

Motion

Commissioner Dailey moved to approve the minutes from the July 9, 2007 meeting, as written, and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 – 0.

COMMUNICATIONS

A. Authorization from the City Manager to hire a new Firefighter

Chairman Petersen read a letter from the City Manger to the Commissioners in which he authorizes them to hire a new firefighter effective September 3, 2007. Chief Riddle reported that the next candidate on the eligibility list is Andrew Powers, a Paid-on-Call Firefighter who participated in the department's intern program. Because he is a current employee, his background check has already been completed. Andrew will, however, need to complete a physical and psychological exam, as well as the physical agility test.

Motion

Commissioner Short moved to offer Firefighter Candidate Andrew Powers a letter of hire and forego his final interview with the Commissioners contingent upon his passing the physical, psychological, and physical agility exams. Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 – 0.

OLD BUSINESS

A. Follow-up Discussion on the testing process to establish a new entry-level Police Officer Eligibility List

Chief Thomas reported that there were 58 applicants, three of which were disqualified for not meeting the educational requirements. The written examination is scheduled to be given to applicants on Saturday, August 18, 2007. Check-in will begin at 8:30 a.m., with orientation beginning at 9:00 a.m. After the orientation program is completed, a proctor from I/O Solutions will administer the written examination. The scores from the written exam will be sent to the Human Resources Director via fax or e-mail on Monday or Tuesday.

Chairman Petersen suggested that the Commissioners hold a special meeting to review the written exam test scores in order to determine how many of the candidates will be eligible to take the oral examination. At that time, they would also determine the dates for the oral exams. The Commissioners all agreed to meet at 1:00 on August 24, 2007. Chairman Petersen thought that the Commissioners would need three to four days to complete all of the oral interviews.

Chairman Petersen stated that the Commissioners should look to interview 20 – 30 candidates. There should be no second tier of candidates this time; Commissioner Short agreed. City Attorney Buick recommended that the candidates be told that the passing score for the written examination is 70% and those candidates who pass will be considered for an oral interview.

Chief Thomas thanked the Commissioners for inviting him to participate in the oral examination process, but declined their offer, explaining that it would be best if the Commission remained independent of the Chief in the hiring process. He proposed that two of his Officers participate in the oral exams – Sgt. Mike Anderson and Lt. Darrell Johnson. The Human Resources Director will also continue to participate in the oral exam process.

Chief Thomas told the Commissioners that his Department was scheduled to hire another Police Officer on August 1, 2007. The next candidate on the current list was Jennifer Saam, who had previously been offered a position with the Department but had turned it down due to her pregnancy. Chief Thomas had recently spoken with Mrs. Saam to see if she was still interested in working for the Department. She told the Chief that she was interested, but has been disabled by her doctor and would be unable to start work until October. She asked the Chief if, in exchange for waiving any job offer that would be made to her before the current list expires on November 1st, she be allowed to take the written examination on August 18th. Chief Thomas thought that this was an equitable arrangement and asked the Commissioners to waive the July 31st application deadline and allow Mrs. Saam to take the exam. City Attorney Buick indicated that he believed there was latitude to allow for waiver of the deadline based upon unique circumstances that maintained an equitable and fair process.

Motion

Commissioner Short moved to waive the July 31, 2007 application deadline and allow Jennifer Saam to take the written examination for the position of Police Officer. The motion was seconded by Commissioner Dailey.

Vote

All Commissioners voted aye. Motion carried 3 – 0.

Chief Thomas stated that he is postponing the August hire until November 1st. He said that he anticipates hiring two Officers at that time, as Officer Marshall Flynn may be resigning in November or December of this year.

B. Follow-up Discussion on Revisions to the Sycamore Rules and Regulations

City Attorney Buick asked the Commissioners and both of the Chiefs to look over the draft of the proposed Rules and Regulations in order to find any deviations from the current version. He asked everyone to have this task completed by the next regular meeting of the Commission, scheduled for October 15, 2007. He pointed out that the 100-point scoring scale for the entry-level testing process is new and that the issue of preference points is not specific; it tracks back to the State Statutes. Recording Secretary Tritle identified the possibility that the City's current application of preference points would depart from the state statutes and Attorney Buick noted that any such deviations should be specifically reflected in the new Rules.

NEW BUSINESS

A. Fire Chief

No report.

B. Police Chief

No report.

CLOSED SESSION

Chairman Petersen reported that no issues had been reported to the Commissioners that required a closed session.

ADJOURNMENT

Motion

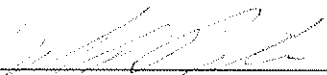
A motion to adjourn the meeting was made by Commissioner Short and was seconded by Commissioner Dailey.

Vote

All Commissioners voted aye. Motion carried 3 – 0.

The meeting was adjourned at 1:55 p.m.

Minutes accepted by:

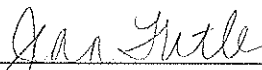


Jeff Petersen, Chairman

8/24/07

Date

Attest:



Jean Tritle, Recording Secretary

8/24/07

Date