

*Sycamore Fire and Police Commission
Special Meeting Minutes*

March 30, 2011

ROLL CALL

Chairman Petersen called the meeting to order at 1:00 p.m. Present at the meeting were: Commissioner Samantha Dailey, Commissioner Teresa Jacobson, Fire Chief Mark Kessler, Assistant Fire Chief Pete Polarek, Police Lieutenant Darrell Johnson and City Attorney Kevin Buick

APPROVAL OF AGENDA

Motion

Commissioner Dailey moved to approve the agenda as written. Commissioner Jacobson seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

APPROVAL OF THE MINUTES

Motion

Commissioner Jacobson moved to approve the minutes from the regular Commission meeting on March 7, 2011, as written, and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

OLD BUSINESS

A. Amendment of the Rules and Regulations

1. Firefighter Qualifications and Testing

The changes proposed by Fire Chief that were discussed at the last meeting of the Commission were reviewed and the following additional changes were discussed:

- a) The definition of a "current" CPAT card for Firefighter applicants
- b) The clarification of "minimum passing grade" on each element of the examination process
- c) Preference points that apply to Firefighter applicants, including those enrolled in the Department's intern program
- d) The addition of a polygraph for Firefighter candidates as a component of the pre-employment examination process
- e) Changes to the appendix of the Rules and Regulations regarding the minimum qualifications of Firefighter candidates, required documents to be submitted at time of application, and required certifications needed at time of application for Firefighter candidates

City Attorney Kevin Buick said that he would make the agreed upon changes to the Rules and Regulations and have them ready for the Commissioners to vote on at their May meeting. He reminded them that they would not go into effect for at least 10 days after a Notice of an Amendment to the Rules and Regulations is published in the local newspaper.

2. Police Officer Testing

Recording Secretary Tritle reported that I/O Solutions has been contacted and retained to administer the written exam to Police Officer candidates on June 11, 2011; the Community Room at the Library has been reserved for that day. Ms. Tritle asked if that would also be an appropriate time to advertise for certified Police Officers in order to

establish a separate eligibility list, since the current one has been exhausted. Lt. Johnson thought that this would be a good time to do this as well. City Attorney Buick stated that this could be done as long as the two processes were kept separate, since certified Police Officer candidates are not required to take the written exam. The Commissioners all agreed that the oral examination should take place in August and will set the dates for it at their next meeting.

B Discussion on the Promotional Testing Schedule for Fire Lieutenants and Police Sergeants

Recording Secretary Tritle refreshed the Commissioners concerning the promotional testing schedule used in 2008, which was the last time this testing was done. The letters announcing the testing process were sent to all Firefighters and Police Officers on June 16, 2008; State statute requires that Firefighters be informed 120 days prior to the examination. Study materials must be available to the candidates 90 days prior to the exam. The announcement of the examination process must be published two weeks prior to the examination; this was done on September 5, 2008. The Firefighter oral exams were held on September 25, 2008, and those for Police Officers on September 22-24, 2008. The written exam for both positions was held on October 14, 2008. Ms. Tritle reminded the Commissioners that the Firefighter Promotions Act requires that an independent monitor chosen by the Firefighters and another chosen by the City be present during the oral and written exams as well as during the scoring of the written exam. Therefore, the written exams will be scored by I/O Solutions on-site at the completion of the exam.

The Commissioners concurred that they should follow the same timeframe for the promotional testing process this year. Ms. Tritle said she would contact I/O Solutions to set a date for the written exam and to find out about the cost of the study materials.

NEW BUSINESS

A. End of Probationary Period for Police Officer Jonathan Miller

Chairman Petersen reported that the Commission had received a letter from Chief Thomas in which he reported that Police Officer Jonathan Miller had successfully completed his probationary period effective March 25, 2011. Lt. Johnson stated that Officer Miller has been a good addition to the Department. Chairman Petersen said that a letter would be sent to both employees to congratulate them on their accomplishment.

B. Fire Chief

Chief Kessler had no report.

C. Police Chief

Lt. Johnson had no report.

ADJOURNMENT

Motion

Commissioner Jacobson moved to adjourn the meeting at 2:25 p.m. and Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

