

*Sycamore Fire and Police Commission
Regular Meeting Minutes
November 13, 2006*

ROLL CALL

Chairman Dailey called the meeting to order. Present at the meeting were: Commissioner Ron Short, Commissioner Jeff Petersen, 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 Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

APPROVAL OF THE MINUTES

Open Session

Commissioner Petersen asked that the minutes be amended to reflect that he was not asking about changing the policy regarding the number of days a Firefighter or Police Officer has to appeal a suspension; he was merely repeating what he had heard from another individual at the Fire and Police Convention, who stated that the time period was two days.

Motion

Commissioner Short moved to approve the minutes from the open session of the October 30, 2006, as amended, and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed Session

Motion

Commissioner Petersen moved to approve the minutes from the closed session of the October 30, 2006, as written, and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

PRESENTATION OF COMMUNICATIONS AND BILLS

The Commission had received the following bills totaling \$829.94 for payment:

- \$43.61 for travel expenses for Commissioner Petersen to attend the Illinois Fire and Police Commission Convention on 10/27 – 10/28/06;
- \$242.33 from the Daily Chronicle for the Police Officer want ad;
- \$44.00 from the Illinois State Police for a fingerprint check on a Firefighter candidate;
- \$500.00 from Marv Fogel for the psychological examination of a Firefighter candidate

Motion

Commissioner Short moved to approve the payment of the bills totaling \$829.94 and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

OLD BUSINESS

A. Status on the Hiring of a Certified Police Officer

Chief Thomas reported that six applications had been received with one applicant being disqualified as she does not meet the educational requirements. The Commissioners decided to schedule the oral examinations to occur after the Thanksgiving holiday. Chief Thomas informed the Commissioners that, pursuant to their request, he had chosen Sgt. Rod Swartzendruber and Sgt. Mike Anderson to sit with them on the interview panel. Consensus of the Commission was that the active police officers would participate in the interviews and advise the Commission, but would not vote, and that Recording Secretary Tritle would participate in the interview process in an advisory capacity as has been done previously.

Commissioner Petersen stated that there was discussion at the Fire and Police Commission seminar that he'd attended to the effect that the interviews should be either audio- or video-taped to aid the commission if an unsuccessful candidate should sue, and raised inquiry as to whether it was legally necessary to audio or videotape such interviews in every instance. Commissioners Dailey and Short expressed opposition to the idea of videotaping the interviews. City Attorney Buick noted that any executive session of the Commission must be recorded by means of audio or video tape, but expressed the opinion that it was not necessary to videotape all interviews conducted by the Commission. Commissioner Petersen reminded the Board that John Broihier, the attorney for the Illinois Fire and Police Commissioners' Association, is available to be contacted by the Commission, without cost, if questions arise in this specific area of the law.

Chief Thomas said that he would put together a list of possible questions for the Commissioners to use in the interviews, along with a guide of positive responses for the Commissioners to use in their scoring.

A. Status on the Hiring of a New Firefighter

Chief Riddle reported that Erik Carlson had completed and passed both the physical and psychological examinations. The physical abilities test will be administered to him tomorrow morning. We are still waiting on the results of his background check, which should be completed by Friday. Barring any problems with the background, Chief Riddle asked the Commissioners to waive a final interview with Firefighter Carlson, which will allow him to tentatively start his employment with the City on December 4th.

Motion

Commissioner Petersen moved to approve the hiring of Erik Carlson for the position of Firefighter/Paramedic in the Sycamore Fire Department, pending the outcome of his physical abilities and background exams. Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

NEW BUSINESS

A. Fire Chief

Chief Riddle explained that the City of DeKalb joined a consortium through which the College of DuPage is hired to administer both the written exam and the physical agility test (CPAT) for participating municipalities to entry-level Firefighter applicants. He said that the cost to participate is minimal and this is something he would like to see our Board join. Chief Riddle said that he will schedule a time in the near future for a representative from the consortium to visit with the Commissioners to explain the program.

B. Police Chief

No new business

C. Disciplinary Issue

City Attorney Buick suggested that, due to his understanding that a pending disciplinary matter had been resolved by agreement, it would be appropriate for the Commission to invite both Chief Riddle and the IAFF member present at the meeting to participate in the discussion of the matter with the Commission in executive session.

CLOSED SESSION

Motion

Commissioner Petersen moved that the Commissioners go into closed session to discuss a personnel issue. Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Closed session began at 11:40 a.m.

Motion

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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Open session reconvened at 12:00 p.m.

ADJOURNMENT

Motion

Commissioner Short moved to adjourn the meeting at 12:01 p.m. and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:

Samantha Dailey 1-11-07
Samantha Dailey, Chairman Date

Attest:

Jean Tritle 1-11-07
Jean Tritle, Recording Secretary Date