

*Sycamore Fire and Police Commission  
Regular Meeting Minutes*

*May 9, 2011*

**ROLL CALL**

Chairman Petersen called the meeting to order at 1:05 p.m. Present at the meeting were: Commissioner Samantha Dailey, Commissioner Teresa Jacobson, Fire Chief Mark Kessler, Police Chief Don Thomas, and City Attorney Kevin Buick

**APPROVAL OF AGENDA**

**Motion**

Commissioner Jacobson moved to approve the agenda and Commissioner Dailey 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 March 30, 2011 meeting, as written, and Commissioner Jacobson seconded the motion.

**Vote**

All Commissioners voted aye. Motion carried 3 - 0.

**ELECTION OF OFFICERS**

**A. Chairman**

**Motion**

Commissioner Dailey moved to nominate Commissioner Jeff Petersen as the Chairman of the Sycamore Fire and Police Commission for the period of May 1, 2011 – April 30, 2012, and Commissioner Jacobson seconded the motion.

**Vote**

All Commissioners voted aye. Motion carried 3 - 0.

**B. Secretary**

**Motion**

Commissioner Dailey moved to nominate Commissioner Teresa Jacobson as the Secretary of the Sycamore Fire and Police Commission for the period of May 1, 2011 – April 30, 2012, and Commissioner Petersen seconded the motion.

**Vote**

All Commissioners voted aye. Motion carried 3 - 0.

**OLD BUSINESS**

**A. Discussion on Amending the Rules and Regulations**

City Attorney Kevin Buick reviewed the changes he made to the Rules and Regulations, based upon the items that were agreed upon by the Commissioners at their March 30<sup>th</sup> meeting:

1. Passing score on the written exam for Police Officer and Firefighter candidates will be raised to 80%; the passing score on the oral exam will remain at 70%.  
Commissioner Jacobson agreed that this will help to eliminate the second tier of

candidates by reducing the pool of applicants who will be eligible to move onto the oral exam. Chief Thomas agreed, stating that he saw no reason to change the passing score for the oral exam.

2. Regarding preference points, Mr. Buick stated that these points do not need to be inclusive in the 100% total score from the written and oral exams; they should remain separate and apart from these two elements, especially since Home Rule allows the Commission to deviate from State statutes concerning scoring. Also, by changing the number of preference points awarded to Firefighter interns, the chances of a candidate scoring above 100% have lessened.
3. Mr. Buick stated that the requirement “authorized to work in the United States” will remain in the Rules and Regulations as a “threshold step”, since a person who is not able to submit proof of this would not progress to the next step in the hiring process. Commissioner Jacobson asked that this wording be consistent throughout all documents used in the hiring process.
4. Chief Thomas asked that the language regarding residency requirements for Police Officers be changed to match the language used for Firefighters, which states residency requirements “according to the Employee Handbook”. If this language is used, then the Rules and Regs would not have to be amended if the requirements change in the future. Mr. Buick said that he would incorporate this change into the amended Rules and Regs.
5. The appendix will be amended to reflect that lateral entry Police Officers are required to have 60 college credits in order to apply for a position with the Sycamore Police Department.

Mr. Buick stated that the amended Rules and Regulations will become effective on June 1, 2011. This should be stated in the legal notice to be published in the *Chronicle*, which should be done by May 19<sup>th</sup> as the notice must be published at least 10 days prior to the effective date.

### **Motion**

Commissioner Jacobson moved to approve the amendments to the Rules and Regulations effective June 1, 2011 pursuant to the draft written by Mr. Buick and Commissioner Dailey seconded the motion.

### **Vote**

All Commissioners voted aye. Motion carried 3 - 0.

### **B. Discussion on Testing Dates to Establish a new Police Officer Eligibility Lists– Entry-Level and Lateral Entry**

Chairman Petersen reported that applications are being accepted during the period of May 1 – May 31 for both entry-level and certified Police Officers. Orientation and the written exam are scheduled to take place on June 11, 2011 at the Sycamore Library. Candidates who are certified Police Officers may opt out of taking the written exam; their oral score will count as 100% of their preliminary score. The Commissioners agreed that the oral exams should be given August 1 – August 4 from 12:30 – 4:30. Chairman Petersen suggested that the oral exam for certified Police Officers be scheduled on a separate date; the same questions will be used for both entry-level and certified Officers.

Chief Thomas said that he will assign two members from the Police Department to participate on the interview panel.

### **C. Discussion on Promotional Examination Testing Dates**

Chairman Petersen reported that I/O Solutions has been retained to administer the written examination for Fire Lieutenants and Police Sergeants at 11:00 a.m. on October 13, 2011 and they will score the tests on-site as required by the Firefighter’s contract. Chief

Thomas said that there are 18 potential candidates for Police Sergeant; Chief Kessler stated there may be 8 for Fire Lieutenant. Recording Secretary Tritle reminded the Commissioners that, per the Firefighters contract, they will need to have an observer for all elements of the testing process. She said that she would send the Fire union a reminder that they must also have an observer present.

Chief Thomas confirmed that he has already ordered two copies of the required study materials for his department. Chief Kessler said that he would order one set for each Fire station and a third set to be placed at the Sycamore Library.

The Commissioners agreed that the oral exams for the Fire Lieutenant candidates will be held on September 13, 2011 and the oral exams for the Police Sergeant candidates on September 28 and 29, 2011.

## **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 16, 2011. The Annual Report is a review of the Commissioners' activities for the past fiscal year.

#### **Motion**

Commissioner Dailey moved to approve the Annual Report of the Fire and Police Commission for the period of May 1, 2010 – April 30, 2011, as written, and Commissioner Jacobson seconded the motion.

#### **Vote**

All Commissioners voted aye. Motion carried 3 - 0.

### **B. Establishment of the Schedule of Regular Meetings of the Commission in FY12**

The Commissioners set the following schedule for their regular meetings, to occur at 1:00 p.m. on each of the following dates: August 29, 2011, December 5, 2011, March 5, 2012, and May 7, 2012.

### **C. End of Probationary Period for Firefighter Michael Hardesty**

Chief Kessler reported Firefighter Hardesty's probationary period ended on May 3, 2011 and that he is a welcome addition to the department. The Commissioners will send a congratulatory letter to him.

### **D. Fire Chief**

Chief Kessler informed the Commissioners that he had attended a seminar hosted by I/O Solutions in which the testing process was discussed. He explained that the testing process is relatively statistical in nature. Since the requirements for entry-level Firefighters have been raised, he feels that the entry-level written exam should be tailored to test for these requirements; the current exam is general knowledge. He would like to check with I/O Solutions to see if the written exam can be tailored to meet the Department's needs. Mr. Buick felt that I/O Solutions would be able to vet this properly, as they are aware of the parameters within which they must work in order to keep the test free of bias. The Commissioners agreed with the Chief's recommendation.

### **F. Police Chief**

Chief Thomas had no additional topics to discuss.

**CLOSED SESSION TO DISCUSS PERSONNEL MATTERS**

Chairman Petersen reported that there were no personnel issues that needed to be discussed in closed session.

**ADJOURNMENT**


**Motion**

Commissioner Jacobson moved to adjourn the meeting at 2:10 p.m. and Commissioner Dailey seconded the motion.


**Vote**

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:

 10-24-11  
\_\_\_\_\_  
Jeff Petersen, Chairman Date

Attest:

 10/24/11  
\_\_\_\_\_  
Susan Willey, Recording Secretary Date