

*Sycamore Fire and Police Commission
Special Meeting Minutes*

September 24, 2008

ROLL CALL

Chairman Petersen called the meeting to order at 12:34 p.m. Present at the meeting were: Commissioner Samantha Dailey, Commissioner Ronald Short, Assistant Fire Chief Mark Kessler, 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

Motion

Commissioner Dailey moved to approve the minutes from the August 13, 2008, meeting, as written, and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

NEW BUSINESS

A. Appeal Letter from Entry-level Firefighter Candidate

The Commissioners had received a letter from David Miller, who had taken and passed the written exam for the position of entry-level Firefighter on July 19, 2008. Mr. Miller did not show up for his oral exam, which was scheduled to take place on August 5, 2008. Mr. Miller was sent three letters over the course of the testing process: one to let him know that his application was accepted and that he needed to attend orientation and the written exam on July 19th; the second to let him know the score he received on the written exam and to advise him of the date for his oral interview and the third was sent to inform him that he would no longer be eligible to remain in the testing process since he did not attend the oral interview. Mr. Miller called and spoke with Human Resources Director Jean Tritle on September 5th; he told her that he never received any of the letters from the Commission, even though he did confirm that we have his correct address. In his letter, he appealed to the Commissioners to allow him to continue in the testing process. To date, none of the three letters sent to him have been returned to the City as undeliverable.

City Attorney Kevin Buick explained to the Commissioners that they needed to decide whether or not to halt, restructure, or vacate the testing process in order to accommodate Mr. Miller's request. He cautioned that, if they did decide to accommodate Mr. Miller's request, they would be obligated to do the same for any other candidate who did not show up for his or her scheduled oral exam, even though there is no evidence that other candidates also did not receive the letters sent to them by the Commission. Mr. Buick also pointed out that the Commission is not required by statute to send these letters via certified mail, adding that, if they did, it could potentially delay the process if the signed receipts were not returned in a timely fashion.

Chairman Petersen stated that the argument received from Mr. Miller was insufficient. The candidates were told at orientation that the oral exams were tentatively scheduled to take place the week of August 4, 2008; this information was also included in a checklist in the application packet. Assistant Fire Chief Kessler agreed, stating that the applicant must assume some of the responsibility in this process.

Commissioner Short suggested that, in the future, candidates should be instructed to RSVP for their oral exam appointment. Mr. Buick stated that this could present a problem if all the candidates did not RSVP. It was suggested, instead, that the candidates be instructed to call Human Resources if they have not received any communication concerning their oral exam by a specified date.

City Attorney Buick had composed a letter to send to Mr. Miller if the Commissioners agreed that they would not accommodate his request.

Motion

Commissioner Dailey moved to approve the content of the letter composed by the City Attorney informing Mr. Miller that they are rejecting his request to continue on in the testing process for the position of entry-level Firefighter. Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

B. Authorization from the City Manager to Hire a Replacement Firefighter

City Manager Bill Nicklas sent a letter to the Commissioners in which he authorizes them to hire a Firefighter to replace Kurt Mathey, who was recently promoted to the rank of Lieutenant.

Motion

Commissioner Short moved to extend a contingent offer of employment for the position of Firefighter/Paramedic to Ian Wheeler, the next candidate on the eligibility list. Commissioner Dailey seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Assistant Fire Chief Kessler informed the Commissioners that there would be an open house at the new Fire Station on October 4th and 5th.

Recording Secretary Tritle reminded the Commissioners that they are scheduled to meet again on October 1, 2008 for a regular meeting of the Commission.

ADJOURNMENT


Motion

Commissioner Dailey moved to adjourn the meeting at 12:50 p.m. and Commissioner Short seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:

 _____ 10/1/08
Jeff Petersen, Chairman Date

Attest:

 _____ 10/1/08
Jean Tritle, Recording Secretary Date