
SYCAMORE FIRE AND POLICE COMMISSION – MEETING 8:00 AM
Special Meeting Minutes of November 4, 2025

CALL TO ORDER AND ROLL CALL:

Commissioner Tana Knetsch called the meeting to order at 8:07 a.m. Commissioners present were Commissioner Tana Knetsch and Commissioner Manny Pena. Commissioner Samantha Dailey was absent. Also in attendance at the meeting were Deputy Police Chief Ryan Hooper, Deputy Fire Chief Jim Ward, Attorney Kevin Buick, City Manager Michael Hall, HR Manager Valerie St. James, and Recording Secretary Kate Griffey.

APPROVAL OF AGENDA

MOTION

Commissioner Knetsch motioned to approve the agenda. Commissioner Pena seconded the motion.

VOICE VOTE

All present voted Aye.

CONSENT AGENDA

MOTION

Commissioner Pena motioned to approve minutes of 09/02/2025. Commissioner Knetsch seconded the motion.

ROLL CALL VOTE

Commissioner Knetsch- Aye. Commissioner Pena- Aye. Commissioner Dailey- Absent

Motion carried 2-0.

AUDIENCE TO VISITORS – None

REPORTS

- A. Police – Deputy Chief Hooper stated that along with the agenda request to open lateral testing there is also potential for possibly two vacancies in the future, however nothing has been confirmed at this time. The department would like to integrate candidates into the current list for certified police officers as needed in the future.
- B. Fire – Deputy Chief Ward reported the department recently had one resignation and currently has three openings. The department is eager to start the testing process to fill vacancies.

OLD BUSINESS – None

NEW BUSINESS/ACTION ITEMS

- A. Request to open lateral certified police officer testing process.
Deputy Chief Hooper stated there are some candidates still on the entry level list, however many others have taken jobs elsewhere. The department is eager to open testing as there is possible interest out there already.
MOTION
Commissioner Pena motioned to approve Deputy Chief Hooper's request to open lateral police officer testing for certified police officers. Commissioner Knetsch seconded the motion.
ROLL CALL VOTE
Commissioners Knetsch – Aye. Commissioner Pena- Aye. Commissioner Dailey - absent
Motion carried 2-0.
- B. Proposed amendments to the City of Sycamore Board of Fire and Police Commissioners Rules and Regulations
Attorney Buick discussed the required process for amending the Rules and Regulations according to Chapter 1, Section 8. Publication of the proposed amendments in the newspaper occurred more than 10 days prior to the date of this meeting. The Commissioners discussed the proposed revisions to the following Chapters/Sections:
 - i. Chapter I, Section 2 Definitions; Usage Rules

- ii. Chapter II, Section 3 Disqualification (Applications for Entry Level Positions)
- iii. Chapter VI, Section 4 Removal of Names from Entry Level or Certified Police Officer Eligibility Lists
- iv. Chapter VII, Section 2, Appointment to the Fire Department (Acceptance)

MOTION

Commissioner Knetsch motioned to approve the proposed revisions to the Rules and Regulations as presented, effective immediately. Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioners Knetsch – Aye. Commissioner Pena- Aye. Commissioner Dailey- absent
Motion carried 2-0.

C. Proposed 2026 Fire and Police Commission Regular Meeting Schedule

Kate Griffey distributed the proposed meeting schedule for 2026 which includes biannual dates for reviewing closed session meeting minutes as required by the Open Meetings Act.

MOTION

Commissioner Knetsch motioned to approve the 2026 Fire and Police Commission Regular Meeting Schedule as presented. Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioners Knetsch – Aye. Commissioner Pena- Aye. Commissioner Dailey- absent
Motion carried 2-0.

D. Closed Session pursuant to 5 ILCS 120/2(c)(21) for Review of Closed Session Meeting Minutes

MOTION

Commissioner Knetsch moved to enter closed session at 8:26 am for the purpose of conducting a biannual review of closed session meeting minutes. Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioners Knetsch – Aye. Commissioner Pena- Aye. Commissioner Dailey- absent
Motion carried 2-0.

The Board of Fire and Police Commissioners reconvened in open session at 9:09 a.m.

Action Subsequent to Closed Session

E. Approval/Review of Closed Session Meeting Minutes.

Attorney Buick noted that due to the pandemic, employee turnover, oversight and subsequent necessary and diligent work on the part of Kate Griffey and Valerie St. James to reconstruct certain closed session meeting minutes, a large number of previously omitted meeting minutes which require approval are being presented to the Board of Fire and Police Commissioners today for approval. Attorney Buick instructed the Board that their action in approving meeting minutes from the past is a ministerial act confirming an accurate record of the Board for these meeting minutes. In many situations, this involved interviews in closed session and even if the Board member voting today was not on the Board at the time, they are entitled to vote to approve meeting minutes to create the formal record of the closed session. This backlog and today's approvals will represent culmination of a long and laborious process but should put things on a steady footing for the future.

MOTION

Commissioner Knetsch motioned to approve the following sets of Closed Session Meeting Minutes presented to and reviewed by the Commissioners:

March 9, 2021
September 23, 2021
December 16, 2021
April 29, 2022
July 12, 2022
July 26, 2022
December 5, 2022
January 4, 2023
January 20, 2023

February 3, 2023
March 17, 2023
April 6, 2023
May 18, 2023
June 30, 2023
August 8, 2023
September 5, 2023
October 23, 2023
December 5, 2023

Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioner Knetsch – Aye. Commissioner Pena – Aye. Commissioner Dailey-absent.

Motion carried 2-0.

The Commissioners discussed opening certain sets of Closed Session meeting minutes for which the need for confidentiality no longer exists.

MOTION

Commissioner Knetsch motioned to open the following sets of Closed Session meeting minutes:

March 14, 2007
March 10, 2008
March 5, 2012
November 26, 2012
November 4, 2013
March 19, 2014
August 4, 2014
December 12, 2014
April 17, 2015
April 23, 2015
October 6, 2015
October 7, 2015
November 2, 2015
April 28, 2016
July 13, 2016
August 23, 2016
August 24, 2016
August 25, 2016
December 21, 2016
November 6, 2018
March 9, 2021
April 8, 2021
May 12, 2021
September 23, 2021
December 16, 2021
April 29, 2022
July 12, 2022
July 26, 2022
December 5, 2022
January 4, 2023
January 20, 2023

February 3, 2023
March 17, 2023
April 6, 2023
June 30, 2023
August 8, 2023
September 5, 2023
October 23, 2023
December 5, 2023

Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioner Knetsch – Aye. Commissioner Pena – Aye. Commissioner Dailey- absent
Motion carried 2-0. The opened sets of minutes will be released in accordance with the provisions of the Open Meetings Act.

F. Resolution 2025-01 A Resolution Authorizing the Destruction of verbatim audio recordings for closed sessions for which approved meeting minutes exist and at least 18 months has passed.

MOTION

Commissioner Pena motioned to approve Resolution 2025-01 authorizing the destruction of verbatim audio recordings for closed sessions which approved meeting minutes exist and at least 18 months has passed.
Commissioner Knetsch seconded the motion.

ROLL CALL VOTE

Commissioner Knetsch – Aye. Commissioner Pena – Aye. Commissioner Dailey- absent
Motion carried 2-0.

ADJOURNMENT

MOTION

Commissioner Knetsch motioned to adjourn, and Commissioner Pena seconded the motion.

VOICE VOTE

All present voted Aye.

Meeting was adjourned at 9:19 a.m.

Accepted by:

Tana Knetsch 12/2/25

Commissioner Tana Knetsch

(Date)

Attested by:

Kate Griffey

12/2/25

(Date)

RESOLUTION 2025 - 1
A RESOLUTION AUTHORIZING THE
DESTRUCTION OF AUDIO RECORDING
OF CLOSED SESSION MINUTES

WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and
2. Approves the written minutes of the closed meeting;

And

WHEREAS, for the verbatim record by tape of the meetings set forth in Section 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings set forth in Section 1; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time;

NOW THEREFORE BE IT RESOLVED BY THE Sycamore Fire and Police Commission, of the City of Sycamore, of DeKalb County, Illinois, as follows:

SECTION 1: Based upon the statements made within the preamble to this resolution, the Sycamore Fire and Police Commission hereby orders the destruction of the verbatim record being an audio tape of the following executive session meetings as listed in Exhibit A.

SECTION 2: This Resolution shall be in full force and effective immediately upon its passage.

Ayes:

Nays:

Absent:

Passed this 4th day of November, 2025.

Tana Knetsch 11/4/25
Chairman – Tana Knetsch

Kate Griffey 11/4/25
Attest: Kate Griffey, Recording Secretary

EXHIBIT A

Sycamore Board of Fire and Police Commissioners Meeting Dates,

Closed Session Tape:

- October 7, 2019
- October 8, 2019
- September 16, 2020
- September 21, 2020
- September 22, 2020
- October 21, 2020
- November 16, 2020
- March 9, 2021
- April 8, 2021
- May 12, 2021
- September 23, 2021
- December 16, 2021
- April 29, 2022
- July 12, 2022
- July 26, 2022
- December 5, 2022
- January 4, 2023
- January 20, 2023
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