

Fire & Police Commission Special Meeting

Wednesday, April 13, 2022

Sycamore City Center, 11:30 AM
308 W State Street
Sycamore, Illinois 60178



1. CALL TO ORDER & ROLL CALL

2. APPROVAL OF AGENDA

3. CONSENT AGENDA

- A. Approval of the Minutes for the Regular Meeting of March 8, 2022.

4. AUDIENCE TO VISITORS

5. OLD BUSINESS

6. NEW BUSINESS

- A. Removal of the names of certain Candidates from Firefighter Entry Level Eligibility List.
The Board of Commissioners will be asked to remove the names of certain candidates on the Firefighter Entry Level List who have either requested such removal or have failed to respond to inquiry from the City regarding interest in remaining on the Eligibility List.
- B. Release of Police Officer from Probationary Status.

7. REPORTS

- A. Fire Chief Report
- B. Police Chief Report

8. ADJOURNMENT

SYCAMORE FIRE AND POLICE COMMISSION

Regular Meeting Minutes

March 8, 2022, 11:00 AM

CALL TO ORDER AND ROLL CALL

Commissioner Ray Dembinski called the meeting to order at 11:00 AM and called the roll. Present were Commissioner Ray Dembinski, Commissioner Tana Knetsch, Commissioner Samantha Dailey, Fire Chief Pete Polarek, Police Chief Jim Winters, Attorney Tim Conklin, City Manager Michael Hall, and Recording Secretary Jessica Lingle.

APPROVAL OF AGENDA

MOTION

Commissioner Knetsch made the motion to approve the Agenda, seconded by Commissioner Dailey.

VOTE

Commissioners voted 3 Aye and 0 Nay; motion carried.

CONSENT AGENDA

A. Approval of Minutes from the Special Meeting of December 16, 2021

MOTION

Commissioner Dailey made the motion to approve the Consent agenda, seconded by Commissioner Knetsch.

VOTE

Commissioners voted 3 Aye and 0 Nay; motion carried.

AUDIENCE TO VISITORS – None

OLD BUSINESS – None

NEW BUSINESS/ACTION ITEMS

A. Determination of 2022 Fire & Police Commission Regular Meeting Dates

Meetings of the Fire & Police Commission historically have been published for the 2nd Tuesday of the month (quarterly) at 2:00 PM. The Council Chamber is currently used for Administrative Adjudication beginning at 1:30 PM on the 2nd Tuesday of every month. Commissioners were presented proposed 2022 regular meeting dates that fall on the 1st Tuesday of the month (quarterly) at 11:00 AM, which is a time that has more recently and consistently worked for the Board and which avoids conflict with Adjudication.

MOTION

Commissioner Knetsch made the motion to approve the dates as proposed, seconded by Commissioner Dailey.

VOTE

Commissioners voted 3 Aye and 0 Nay; motion carried.

B. Consideration of Draft Proposed Entry Level Firefighter Testing Schedule

Chief Polarek shared that the current Entry Level Firefighter List expires October 2022. He presented a draft timeline of testing process milestones necessary for the development of a new list by October 5, 2022. Chief Polarek noted the window of oral interview dates and said these are flexible to accommodate the Commissioners' schedules. The City has utilized IO Solutions to administer the testing process for over 6 years and will continue to do so for the Entry Level Firefighter position.

Commissioner Dembinski asked if October 5th is the drop-dead date for the new list to take effect.

Chief Polarek responded that the current list expires October 4th, so October 5th is the ideal effective date; however, it is okay if it takes a few additional days. To be clear, the new list cannot take effect before October 5th.

Commissioner Dailey asked how long the Commissioners can anticipate the candidate interviews to take on the dates for which they are scheduled.

Chief Polarek answered that the interviews could take about half a day for each day scheduled. He noted that the candidate pool may be relatively smaller than in years past, as this is the trend many neighboring suburbs have experienced recently. He shared the example of Milwaukee, who fielded a total of 149 candidates for a metro area that usually runs through 50-100 people annually.

Commissioner Dailey asked if there can be some flexibility to the scheduling of candidate interviews.

Chief Polarek responded that the Board will drive the scheduling, and the process will remain flexible to accommodate their schedules.

MOTION

Commissioner Dailey made the motion to approve the proposed schedule as drafted, seconded by Commissioner Knetsch.

VOTE

Commissioners voted 3 Aye and 0 Nay; motion carried.

C. Consideration of City Manager's Correspondence Regarding a Vacancy to Being Hiring Process of one Career Firefighter/Paramedic

City Manager Michael Hall indicated that the family of a current Firefighter/Paramedic is moving, thus resulting in an anticipated vacancy effective March 11, 2022.

MOTION

Commissioner Knetsch made the motion to approve initiation of the hiring process, seconded by Commissioner Knetsch.

VOTE

Commissioners voted 3 Aye and 0 Nay; motion carried.

D. Review of Entry Level Police Officer List Subsequent to Most Recent Hiring Process

Chief Winters reminded the Commissioners that the current Entry Level List is good for two years, and the Department will move down the list as needed.

Commissioner Dembinski asked who the next candidate is according to the list.

Chief Winters explained that the next three individuals listed are eligible based on the outcome of their background checks and oral interviews should a vacancy in the Department occur.

Commissioner Dembinski asked if staffing is currently stable.

Chief Winters confirmed staffing is stable.

E. Update Regarding Police Officers on Probation and at Academy

Chief Winters indicated that Hunter Whitfield is finishing week 9 of Academy. He is doing well, and the Department is excited for his graduation on April 15th. Chief Winters shared that Hunter's father, a fellow Police Officer, gave kudos for the efficiency of Sycamore's recruitment process. Chief Winters said Hunter was a strong candidate and would definitely have been picked up by another agency had our process not progressed as it did.

Chief Winters shared that Probationary Officers Raven Burress and Kevin O'Keefe are doing well and will transition to solo patrol effective March 18th. They will remain on probation until November 11th, 2022, which is the one-year anniversary of their graduation from Academy.

F. Presentation of Police Department Annual Report

Chief Winters shared the 2021 Annual Report, which he said paints a picture of what happened in the Department over the course of the year. He acknowledged the great work of Deputy Chief Steve Cook who compiled and authored the report.

Commissioner Dailey said the report has great information, and it is good to put faces to names.

Commissioner Knetsch agreed and commended the great detail.

Chief Winters noted the big process improvement resulting from the Fire & Police Commission's changes to the Entry Level Police Officer recruitment process.

ADJOURNMENT

MOTION

Commissioner Knetsch made the motion to adjourn, seconded by Commissioner Dailey.

VOTE

Commissioners voted 3 Aye and 0 Nay; motion carried.

Meeting was adjourned at 11:19 AM.

Accepted by:

Attested by:

Chairman Ray Dembinski (Date)

Recording Sec. Jessica Lingle (Date)

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Eugene Massey - Chairperson
David Stouffer - Commissioner
Ray Dembinski - Commissioner

SYCAMORE FIRE DEPARTMENT FIREFIGHTER-PARAMEDIC FINAL LIST

Last Name	First Name	Final Score	Final Rank
HICKEY	CONNOR	101.74	1
MATHEY	MICHAEL	90.385	2
MCKINNEY	NICK	89.225	3
MARTINS JR.	ROBERT	87.5	4
BOHNEN	MATTHEW	87.405	5
ROBEL	TODD	86.26	6
GRIMSHAW	KEVIN	86.14	7
WRIGHT	ANDREW	84.28	8
KLATT	JOSEPH	83.82	9
FABSITS	JONATHAN	83.115	10
REAVY	JAMES	72.935	11

Eugene Massey

Eugene Massey, Chairman

David Stouffer

David Stouffer, Commissioner

Ray Dembinski

Ray Dembinski, Commissioner

POSTED DATE: October 5, 2020

EFFECTIVE: October 5, 2020

EXPIRES: October 5, 2022