

Released 11/4/25

**Sycamore Fire and Police Commission
Special Meeting
Closed Session Minutes
March 14, 2007**

Closed session began at 3:15 p.m.

ROLL CALL

Present during the closed session were: Chairman Samantha Dailey, Commissioner Ron Short, Commissioner Jeff Petersen, Attorney Brad Waller, and Recording Secretary Tritle.

DISCIPLINARY ISSUE

Complaint against Police Officer Michael Larmon

Attorney Waller explained to the Commissioners that the complaint contained two counts against Officer Larmon and they would need to decide, based on the information contained in the complaint, if there is probable cause to proceed to a hearing. He said that the Commissioners could interview the Chief and/or the respondent Officer prior to a hearing, but cautioned them that it is better to afford the respondent his time before the Commission through the hearing process. The Commissioners decide what discipline to impose after hearing both sides.

If the Commissioners find probable cause, they need to set a hearing date within 30 days from the date of the complaint, which is dated March 6th. Attorney Waller stated that the hearing only need commence within this 30 day period; if the Chief or the respondent are not ready to proceed with their case by that date, the Commissioners' could grant a continuance, which he advised the Commissioners to do if good cause is shown as they want to afford the respondent due process if he needs more time to consult with an attorney. The Commissioners do not want the respondent to be able to appeal their decision if this right is not granted to him. He added that the respondent does not have to retain an attorney, but probably would.

Attorney Waller went on to explain that the conduct of the hearing is not governed by the Code of Civil Procedure. The Commissioners want to avoid hearsay and need to concentrate on the direct evidence and the underlying facts presented to them. The Commissioners act as the judges or decision makers; the Chief has the burden of proving, by a preponderance of evidence, that the charges leveled against the respondent are sustainable.

Chairman Dailey asked if the Commissioners need to follow some sort of procedure to keep the hearing running smoothly. Attorney Waller answered that he will advise the Commissioners on this by inserting himself procedurally into the hearing. He noted that it is necessary for a court reporter to be present during the hearing to record the proceedings; he will retain one on behalf of the Commissioners. He explained that the Chief will present his case and witnesses and the attorney for the respondent will then have the opportunity for cross-examination. Once this is done, the attorney for the Chief will rest their case ("case in chief") and the respondent will then have an opportunity to present his case and witnesses, who can be cross-examined by the attorney representing the Chief. Once this is completed, the attorney representing the Chief will have the opportunity to bring in rebuttal witnesses, who may only testify to the items being rebutted. Closing arguments will follow. Attorney Waller cautioned the Commissioners that closing arguments are not evidence and are used only to characterize the evidence presented in favor of their case. The evidence will then be closed and the Commissioners will take it under advisement. They have 15 days from the close of the hearing to render a decision. He encouraged the Commissioners to use this time to think about their decision and not make it the day that the hearing closes. He also advised them to put their decision in writing.

Commissioner Petersen asked if the Commissioners are allowed to ask questions during the hearing. Attorney Waller answered that they are, but suggested letting the attorney finish questioning the witness first.

Attorney Waller instructed the Commissioners that, if probable cause is found, they are obligated to notify both the Chief and the respondent of this fact, along with the date that is set for the hearing. This notification can be made either by personally serving the notice to each party or by certified mail with return receipt – he recommended doing it both ways. Recording Secretary Tritle asked if the Commissioners needed to make a motion in open session regarding their determination of probable cause. Attorney Waller answered that, by State statute, this is not necessary.

Commissioner Short stated that Count 1 seemed to be more serious than Count 2. Attorney Waller reiterated that the counts are only allegations for the Commissioners to consider in determining probable cause. Commissioner Short stated it seemed to him that probable cause does exist; Chairman Dailey and Commissioner Petersen both agreed. Attorney Waller stated that he will draft the hearing announcement to attach to the complaint, as well as a proof of service, which will both need to be signed by the Secretary of the Fire and Police Commission. Attorney Waller said he would also check with City Attorney Kevin Buick to see if someone from the Sycamore Police Department can hand-deliver the notice to the respondent as well. He added that it would be helpful if the Officer responded to the complaint in writing, but he does not have to.

Attorney Waller stated that the hearing will need to commence prior to March 30th, as he is unavailable beginning that date through April 8th. Commissioner Petersen suggested that the Commissioners choose a date that will give Attorney Waller time to draft the findings of the Commission before March 30th. Commissioner Petersen asked if the Commissioners were required to respond to each item in the complaint in their findings. Attorney Waller stated that the response involved a two step process – proving liability and then assessing damages/penalties based on the allegations placed before them. The Commissioners will not need to meet in order to render their decision; they need only to tell Attorney Waller of their decision and he will draft the order of their findings, which will be signed by all three Commissioners and delivered to the Chief and the respondent. These two parties will then decide whether or not they wish to appeal the Commissioners' decision in a regular court of law. If they do, a judge will review the case to determine if the Commissioners abused their authority in making their decision. Only Attorney Waller would participate at this level – the Commissioners would not be involved.

The Commissioners chose to commence the hearing at 1:00 p.m. on Monday, March 26, 2007. The hearing will be held in the City Council Chambers. Chairman Dailey asked if the Commissioners needed to meet again prior to that date to prepare for the hearing. Attorney Waller answered that they have no preparations to make, as their task is to hear the evidence.

RETURN TO OPEN SESSION

Motion

Commissioner Short moved that the Commissioners return to open session at 2:40 p.m. and Commissioner Petersen seconded the motion.

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Minutes accepted by:

Samantha Dailey

Samantha Dailey, Chairman

4-2-07

Date

Attest:

Jean Tritle

Jean Tritle, Recording Secretary

4/2/07

Date

Sycamore Fire and Police Commission
Regular Meeting
Closed Session Minutes
March 10, 2008

Closed session began at 2:23 p.m.

ROLL CALL

Present during the closed session were: Chairman Jeff Petersen, Commissioner Ron Short, Commissioner Samantha Dailey, City Attorney Kevin Buick, and Recording Secretary Tritle.

REPRIMAND AND SUSPENSION

Chairman Petersen reported that the Commission had received two letters from Chief Thomas. The first concerned a reprimand given to Lt. Tom Scott for failing to report to the station to conduct a tour that had been scheduled. The second concerned a one-day suspension without pay given to Police Officer Michael Eide for causing a motor vehicle accident with his squad car. The Commissioners took several minutes to read the letters individually.

Commissioner Short asked if there are procedures in place that outline when oral or written reprimands and suspensions are given. City Attorney Buick answered that, in the case of Lt. Scott, there may have been a previous oral warning in place that necessitated that this one be written. He explained that the Rules and Regulations of the Fire and Police Commission do not address reprimands or suspensions of less than five days. However, internal Department disciplinary policy is being followed. He added that it is a good practice that the Board be made aware of any reprimands or suspensions in the event that the Commissioners need to become involve in a disciplinary hearing at a later date.

SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

City Attorney Buick explained that, under the Open Meetings Act, the Commissioners have the obligation to review the closed session minutes twice a year to determine if any of them may be opened. While there is no requirement that the Commissioners open any of these minutes if they feel there is an acceptable reason for keeping them closed, they do have an obligation under the Act to strive to keep minutes open. The task before the Commissioners today is to review all of the closed session minutes and ascertain whether the time has come to open any of them up; this can be a quick or lengthy review on their part. Once they have completed this task, they need to return to open session and make a motion to either open up certain closed session minutes or, if there is no need to open up any minutes, they can make a statement for the record that they will not be opening up any minutes at this time.

Commissioner Short asked if only portions of a meeting's minutes could be released. City Attorney Buick answered that, while this can be done, he would advise them not to as it is best to release them in their entirety.

Recording Secretary Tritle reported that there was only one closed session meeting last year and the purpose of that closed session was to review the minutes from the prior closed session meetings.

Recording Secretary Tritle had compiled a summary of the closed session meetings for the period of May 9, 2002 through April 2, 2007. The Commissioners each reviewed this summary. The consensus of the Commissioners was to keep all of the minutes closed, except for the minutes from the April 2, 2007 meeting, since these minutes did not involve any personnel issues.

RETURN TO OPEN SESSION

Motion


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

Vote

All Commissioners voted aye. Motion carried 3 - 0.

Open session reconvened at 2:36 p.m.

Minutes accepted by:



Jeff Petersen, Chairman

5/5/08

Date

Attest:



Jean Tritle, Recording Secretary

5/5/08

Date

Released 11/4/25

**Sycamore Fire and Police Commission
Regular Meeting - Closed Session Minutes
March 5, 2012**

The meeting moved into Closed Session 1:48 p.m.

Closed session was held under Subsection 1 – Discussion of Personnel Matters and Subsection 21 - Conduct the Semi-Annual Review of Closed Session Minutes and the Disposal of Closed Session audio tapes.

ROLL CALL

Present during the closed session were: Chairman Jeff Petersen, Commissioner Samantha Dailey, Attorney Kevin Buick, Assistant Fire Chief Pete Polarek, Police Chief Don Thomas, and Recording Secretary Susan Willey.

Two personnel disciplinary memos were reviewed:

- 1) one-day suspension of Officer Rudi Ziegler for violating Sycamore Police Department General Order PER-11, Part 1 titled, "Performance Standards."
- 2) one-day suspension of Officer John Keacher for violating Sycamore Police Department General Order Law-04 titled, "Standards of Conduct."

The commissioners moved on to discuss past closed session minutes. Chairman Petersen explained that the Commission is to conduct a semi-annual review of all closed session minutes to determine if any of them may be opened to the public. The Commissioners reviewed a summary of all closed session minutes compiled by the Recording Secretary: December 6, 2010, September 19, 2011, September 29, 2011, September 29, 2011, October 24, 2011 and December 28, 2011. Chairman Petersen stated it was his opinion that all of the aforementioned Closed Session minutes could be released at this time, and Commissioner Dailey agreed.

Recording Secretary Willey explained that the audio recordings of closed session meetings may be destroyed a minimum of 18 months after the meeting takes place. There are currently no tapes that meet the 18 month timeline, and will be addressed again in six (6) months at the next semi-annual review.

Motion

Commissioner Dailey moved that the meeting return to open session and Chairman Petersen seconded the motion.


Vote

All Commissioners voted aye. Motion carried 2 - 0.

Closed session ended at 2:03 p.m.

Minutes accepted by:

 MAT 7, 2012
Jeff Petersen, Chairman Date

Attest:
 5/7/12
Susan Willey, Recording Secretary Date

Released 11/4/25

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Jeff Petersen - Chairman
Teresa Jacobson - Secretary
Samantha Dailey - Commissioner

REGULAR MEETING AGENDA CLOSED SESSION - PART ONE November 26, 2012

At 1:17 PM, Chairman Petersen made the motion to move into Closed Session, Secretary Jacobson seconded, vote: 3-Aye, 0-Nay. Closed Session was held for the purpose of discussing specific personnel matters of employees (pursuant to Subsection 2C-1 of the Open Meetings Act), and to conduct the Semi-Annual Review of Closed Session Minutes (pursuant to Subsection 2C-21 of the Open Meetings Act).

ROLL CALL

Present during the closed session were: Chairman Jeff Petersen, Secretary Jacobson, Commissioner Samantha Dailey, Fire Chief Pete Polarek, Police Chief, Assistant Fire Chief Art Zern Don Thomas, Lt. Darrell Johnson and Recording Secretary Susan Willey and legal counsel Attorney Kevin Buick.

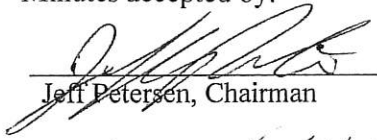
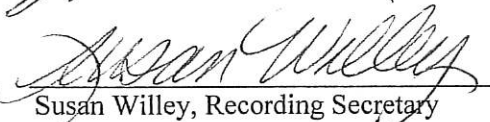
1) Discussion of Personnel Matters

One personnel disciplinary memo for reviewed by Chief Thomas and Lt. Johnson discussed the issue of Police officer Andrew Neuman receiving a 2 day suspension for an "officer error" vehicle accident causing a significant amount of damage to both the police squad and one other vehicle. Officer Neuman forfeited 2-days accrued leave in lieu of loss of pay.

Chairman Petersen asked for a motion to move back into Open Session. The motion was made by Secretary Jacobson, seconded by Commissioner Dailey and voted by the Board: 3 Aye, 0 Nay.

CLOSED SESSION ENDED 1:19 PM

Minutes accepted by:

 Jeff Petersen, Chairman	<u>3-4-13</u> Date
 Susan Willey, Recording Secretary	<u>3/4/13</u> Date

Released 11/4/25

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Jeff Petersen - Chairman
Teresa Jacobson - Secretary
Samantha Dailey - Commissioner

REGULAR MEETING MINUTES CLOSED SESSION November 4, 2013

At 1:12 PM, Chairman Petersen asked for a motion to move into Closed Session for the purpose of reviewing the previous Closed Session Meeting minutes to determine if they should remain closed to the public or be opened at this time, pursuant to Subsection 2.06 (c) of Section 21 of the Open Meetings Act.

Motion

Commissioner/Secretary Jacobson so moved; Chairman Petersen seconded.

Vote

Commissioners voted 2 Aye, 0 Nay; motion carried.

Roll Call

Present were Chairman Jeff Petersen, Commissioner/Secretary Jacobson, Fire Chief Pete Polarek, Police Chief Don Thomas, Recording Secretary Susan Willey, and legal counsel Attorney Kevin Buick. Commissioner Samantha Dailey was absent.

Review of previous Executive Session

At the May 6, 2013 closed session review, the Board asked that rather than just the Summary of Minutes, that HR Director Willey provide full copies of all of the applicable minutes so a more in-depth review to occur at this meeting. This was to give the Board a complete review of each session, versus the summarized topic list that they have viewed the past several years, assisting them in determining whether or not there was still a need to keep them closed due to circumstances, i.e. an individual has since left employment and there is no longer a concern to release the background information, or circumstances may have changed whereby the information is no longer of a sensitive nature due, etc. These minutes included:

- August 14, 2013 – initial review
- August 13, 2013 – initial review
- August 12, 2013 – initial review
- May 6, 2013 – initial review
- November 26, 2012
- March 5, 2012
- March 15, 2010
- December 14, 2009
- November 19, 2009
- January 12, 2009
- October 22, 2008
- October 1, 2008
- May 5, 2008
- March 10, 2008
- March 14, 2007
- January 11, 2007
- October 30, 2006
- August 7, 2006
- June 27, 2006
- April 6, 2006
- November 8, 2005
- August 1, 2005
- May 9, 2005
- April 25, 2005
- November 29, 2004
- November 1, 2004
- September 23, 2004
- June 2, 2004
- March 23, 2004
- February 26, 2004
- January 26, 2004
- May 13, 2003
- April 22, 2003
- March 20, 2003
- March 4, 2003
- November 26, 2002
- October 21, 2002
- August 6, 2002
- June 17, 2002
- May 9, 2002

Attorney Buick reviewed the process, in that the Board is taxed with conducting a proper and independent review every six (6) months, that it should not be presumed that they must remain closed for any reason. It is the prerogative of the Board to deem them appropriate to make them public documents and make them available for employer requests, or any other purposes. While sensitive employment issues make cause them to remain closed, he reminded them that they should not have a blanket policy to presume they remain closed, but rather conduct the independent audit every six (6) months to review the necessity of remaining closed or not. Without the ongoing need to remain closed, the law encouraged the Board to open them, though there is no obligation to open them.

It was discussed that the November 26, 2012 Closed Session was broken into Part 1 and Part 2, due to a portion of the meeting minutes being able to be released, but not the other part. Attorney Buick stated that while legally it we were trying to release any portion that we could of that session, it could get complicated and confusing by doing this. Therefore, going forward Closed Session Minutes will not be separated into parts for disclosure and there will be only one (1) set of Closed Session Minutes causing ALL or NONE of the Closed Session Minutes will be opened upon review. If any portion of the minutes would necessitate remaining closed, then the entire session minutes would remain closed.

Chairman Petersen then asked if the Board should assume that with personnel matters, if it is a current employee we should not release the minutes, however if it was an employee has left the employment of the City, that we could release minutes, especially concerning disciplinary action. There was discussion with both Chiefs, for their opinion on releasing disciplinary actions for their employees. There were differing opinions as to whether releasing minor disciplinary was okay, or not necessary, and if major issues should not be released due to possible litigation, or since there would be litigation, there would already be a public awareness.

Chairman Petersen suggested a possible five (5) year timeline, in which minutes should be held before release. Attorney Buick advised the Board that they should stay away from artificial guidelines, and continue to conduct a review every six (6) months with a "fresh look" as to whether it is of public interest to open specific closed session minutes at that particular moment in time, or they should remain closed to the public.

Attorney Buick then reminded the Board that the audio tapings from Closed Sessions must be kept no less than 18 months from the date of the session. Their primary purpose is to ensure that Board does not talk about subjects outside of the scope of a legitimate session under the Open Meetings Act, and the verbatim recording must be made available to a Public Access Counselor or a local Circuit Judge upon their request, if an complaint is filed that the Board had inappropriate discussions behind closed doors in Closed Session. The law then allows by written ordinance for the Board to authorize the disposal of those recordings after 18 months have elapsed, as long as State Archivist Authorization has been received. There are shorter timeframes by which a complaint has to be made whereby an individual wants a Public Access Counselor or Circuit Judge review the tapes. The tapes are not to be made available to public to know what an individual Commissioner said about particular individuals or incidents, but are for the public official to review in the event a complaint is made, to determine if the Board conducted legitimate discussion or not during their Closed Session. In the quest for greater transparency in government, interpretations seem to be getting broader as to the rules of disclosure, and theoretically someday, someone may get access to a recording and ultimately publicize it. Therefore, the Board should always remain mindful of discussing only items that require being in an executive session.

Discussion then continued to the fact that if the Board does or does not desire to have minor disciplinary actions reported to them, thereby requiring Closed Session discussion and having the information recapped in Closed Session minutes. Another other concern is that having disciplinary memos forwarded to the Board could be deemed inappropriate if the Board is chosen by an employee to be the Hearing Officers in a disciplinary matter. Attorney Buick reminded the Board that it is their prerogative as to whether the chiefs do or do not report all disciplinary actions, minor or not, but they must be consistent in their practice of receiving them and of their discussion. The point was brought up that the Board could consider that no minutes of disciplinary actions be released for current/active employees, but that minutes regarding retired

or dismissed employees may be reviewed for release. Attorney Buick again cautioned against making a blanket policy due to exceptions that always occur, and that however taxing it seems to the Board, they are tasked with taking an objective, fresh review all previous Closed Session Minutes every six (6) months in the interest of transparency to the public.

Neither commissioner was comfortable in taking the packet of Closed Session Minutes from City Hall to review on their own, so Commissioner/Secretary Jacobson suggested rather than taking the time in this meeting, and having Commissioner Daily absent, the Board should schedule a meeting specifically to review and discuss the minutes prior to their next six (6) month audit in May, 2014. This would require a Closed Session Meeting notice and agenda for group discussion, whereby individual reviews would not. They were more comfortable in having the Board will meet and discuss thoroughly. HR Director Willey will schedule a Special Closed Session Meeting for the Board within weeks of the May, 2014 meeting for the review where action will be taken during the audit/review. Attorney Buick stated that it certainly could be beneficial for the Board to meet and make a detailed, thorough review of each set of minutes, take notes of concerns, and then seek opinions from the Fire Chief and Police Chief as part of the audit/review in their May, 2014 meeting.

It was determined that the Closed/Execution Session minutes from the Regular Meeting of May 6, 2013 which was the last six month (6) month review of Closed Session Minutes, as well as August 12, 13 and 14, 2013 from Police Officer Interviews would be released to the public at this time.

There were no audio recordings from Executive Sessions that qualify for review for disposal that meet the threshold of being recorded at least eighteen (18) months prior, pursuant to Subsection 2.06 (d) of Section 21 of the Open Meeting Act, so no review was necessary.

Chairman Petersen asked for a motion to move from Closed Session.

Motion

Commissioner/Secretary Jacobson so moved. Chairman Petersen seconded.

Vote

Commissioners voted 2 Aye, 0 Nay; motion carried.

Executive Session ended at 1:50 PM.

Minutes accepted by:

/S/ JEFF PETERSEN
Jeff Petersen, Chairman Date

Attest /S/ SUSAN WILLEY
Susan Willey, Recording Secretary Date

Released 11/4/25

***Sycamore Fire and Police Commission
Special Meeting Minutes
March 19, 2014
CLOSED SESSION***

The meeting moved into Closed Session at 1:36 PM by Chairman Petersen for the purpose of discussing specific personnel matters of employees, pursuant to Subsection 2(c)(1) of the IL Open Meetings Act, through a motion by Secretary/Commissioner Jacobson, seconded by Commissioner Dailey.

Roll Call

Present were: Secretary Teresa Jacobson, Commissioner Samantha Dailey, Fire Chief Pete Polarek, Police Chief Don Thomas, Police Lt. Darrell Johnson, Attorney Kevin Buick, and HR Director and Recording Secretary Sue Willey.

Discussion began concerning filling the vacancy created by the recent resignation of Officer Bridget Domenighini. The Commissioners reviewed background materials for Luke Kampmeier, which included police background, psychological examination report, and status of fingerprint check IBI and FBI. Fingerprint results have been taking an extremely long return time, and the reserved space for PTI class begins April 7th. With Mr. Kampmeier's previous internship with the Sycamore Police Department, both the Chief and the Board were satisfied that the criminal history fingerprint search would return with results of "No Record Found."

Secretary/Commissioners Jacobson asked if the letter of offer could include clause language to the fact that the IBI and FBI results must be satisfactory, or his hire would be null and void.

Attorney Buick stated it could not, that the original letter of conditional offer already states that his hire would be contingent upon the successful passing of those background elements. He went on to tell the Board they can consider waiving the fingerprint results prior to hire, and in the event they did not produce satisfactory results, Mr. Kampmeier should be fired immediately for having lied on his application and during his background interview and examinations.

The discussion then moved to the revised Certified Police Officer Eligibility List. At the February 20, 2014 Special Meeting, the Board asked HR Director Willey to query the four (4) candidates as to their continued interest in remaining on the eligibility list. Three (3) candidates responded to the request, with two candidates (Ryder Kern and John Campbell) expressing that they were no longer interested in remaining on the eligibility list and gave authorization to the Board to remove their names from the current list. Alejandro Morfin responded that he wished to remain on the list, and Michael Dewitt did not respond at all. Since Mr. Dewitt did not give authorization to remove him from the list, he must be retained with his scoring intact for the revision. A revised list was prepared, leaving the two (2) eligible candidates (Michael Dewitt #1 with a score of 34.08, and Alejandro Morfin #2 with a score of 30.88). This list will expire on the August 31, 2014, and upcoming testing will result in a new list effective September 1, 2014.

Chairman Petersen called for a motion to move back to Open Session.

Motion

Commissioner Dailey so moved; Commissioner/Secretary Jacobson seconded.

The meeting moved back to Open Session at 1:45 PM.

Accepted by:

Jim Jacobson 5-5-14
Chairman - Date

Attest:

Susan Willey 5/5/14
Susan Willey, Recording Secretary Date

Released 11/4/25

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Teresa Jacobson - Chairman
Samantha Dailey - Secretary
Eugene Massey – Commissioner

REGULAR MEETING MINUTES OPEN SESSION August 4, 2014

At 1:02 PM, Chairman Jacobson called the meeting to order.

ROLL CALL

Present were Chairman Jacobson, Commissioner/Secretary Dailey, Commissioner Massey, Police Chief Don Thomas, Fire Chief Pete Polarek, Recording Secretary Maggie Peck, legal counsel Attorney Kevin Buick, and guests Brian Gregory, City Manager and FOP President Ryan Hooper.

APPROVAL OF THE AGENDA

Chairman Jacobson asked for a motion to approve the agenda.

Motion

Commissioner/Secretary Dailey made the motion to approve the agenda items. Commissioner Massey seconded the motion.

Vote

Commissioners voted 3 aye – 0 nay; motion carried.

APPROVAL OF THE MINUTES

Chairman Jacobson asked for a motion to approve the minutes as written for the Regular Meeting - Open Session: May 5, 2014; Regular Meeting-Closed Session: May 5, 2014; Special Meeting-Open Session: May 15, 2014; and Special Meeting-Closed Session: May 15, 2014 of the Sycamore Fire and Police Commission.

Motion

Commissioner/Secretary Dailey made the motion to approve the agenda and Commissioner Massey seconded the motion.

Vote

Commissioners voted 3 aye – 0 nay; motion carried.

OLD BUSINESS

Chairman Jacobson asked Maggie Peck for a report on the status of testing. Maggie reported that of the 35 that had signed up to test, 29 were present with 27 of the 29 passing the written exam with a score of 70 or better. Notices have been sent out to all candidates that passed of their date and time for their oral interview which will be held on August 12-14 from 12:30-5:00. Maggie will email the schedule that was sent from IO Solutions to all commissioners.

Chairman Jacobson reported that last week the Fire and Police Commission interviewed 6 candidates and 3 passed and have been notified by Maggie and the certified list has been established. Chief Thomas questioned the candidate pool and thanked the commission for their service in this process.

Chairman Jacobson stated that the Police Sergeant oral testing notifications have been sent and are due back on August 15, 2014. Chairman Jacobson asked Maggie to confirm if they

had received any responses to date. Maggie reported that we had already received a number of letter of intents.

Chairman Jacobson also stated the current status for the Firefighter Lieutenant Promotional testing is that all letters of intent are due back August 15, 2014. Again Maggie stated that several letters of intent have been received. Chief Polarek reported that they are currently working to ascertain merit through an internal process. They have already candidates and will do full in house interviews, to have their points ready for the middle of September prior to Oral Interviews. Chief Polarek stated this gives candidates an opportunity to state what they have done to prepare. There was discussion about who besides the commissioners would be in the Oral Interviews or not. It was noted by Attorney Kevin Buick that the commission should look closely at the rules and create your procedures accordingly. Chairman Jacobson will send the questions to Chief Polarek to review and will be given an opportunity to make suggestions. There was a continued discussion regarding the questions that would be asked in the oral interviews and Attorney Buick pointed out that there is a process to govern these interviews with an appendix, Article 39. There is a monitoring element to the interview, which can be used in a subjective manner for the interviews required by the CBA.

Chief Thomas stated there currently is not a list for Police Lieutenant Promotions and he is recommending we put one in to action in the near future. He pointed out the Union President was in attendance and Officer Hooper stated it is a requirement in the statute to have a list and he is in support of a list. Chairman Jacobson confirmed with Chief Thomas that is a requirement that they be promoted from Sergeant to Lieutenant and that currently there are 6 Sergeants, which means the most they would be interviewing would be 6. Commissioner Dailey suggested establishing a timeframe for the list. The decision was made to move forward with this request. The logistics will be worked out through Maggie as to where to purchase the test from and setting the dates. Attorney Buick pointed out the process that will need to be followed through the Rules and Regulations. Commissioner Dailey directed Maggie to begin the process.

NEW BUSINESS

Review of firefighter entry level oral interviews are scheduled for next week. It was stated again by Chairman Jacobson that there are 27 interviews and the question was raised whether all 3 commissioners need to be present for all of the interviews. Attorney Buick cautioned the commissioners that whatever their decision would be it should be consistent throughout the process. So if two commissioners were present one day that they both should try to be present for all interviews rather than switching off who is there. There a great amount of discussion trying to figure out logistics and schedules. It was later determined that all 3 commissioners will work very hard to be there on all three days.

Chief Thomas requested consideration of amendment to Section 1.5 of Chapter VI of the Rules and Regulations of the Sycamore Fire and Police Commission to allow for police officers not to have to have worked in the past 12 months as a police officer in order to be considered for a position. This was originally established to cut down the pool a bit according to Chief Thomas, but as noted in this last set of interviews there were only 6 qualified candidates for the position, where 3 actually passed the oral interview process. Chief Thomas stated he believes this pool is partially limited because there is a growing concern over being the last person hired, if this economy changes because that would mean they would be the first terminated, so they choose not to leave their current place of employment. He also thinks that lack of competitive salaries and the restriction of working within the last 12 months has minimized the pool significantly. Chief Thomas would like to recommend a change to the restriction to only having to be certified police officer in the state of Illinois. Chairman Jacobson asked what being certified meant and how often. Chief stated that once you are certified it is for life with very few exemptions to this rule. He has checked with the State and was informed if someone has been out of work for three years or more they still have to take a 40 hour law class and can do this online. He stated he had a

viable candidate who has been out of work for close to twelve years. He requested to wait the 10 days and then re-advertise the position and begin the process again. Chairman Jacobson asked what the standard is for other places. Commissioner Dailey added her concern for those who have been out of work for a lengthy period of time begin to lose the skills of the current position in general. Commissioner Massey asked if they had to take a physical or power test. Chief Thomas reported that they would still have to go through the medical examination. Attorney Buick stated that this would be considered passing an amendment and stated that the commission should be aware of the process for amendments to the rules says "an amendment to these Rules may be made at any meeting of the Board. All amendments shall be printed for distribution, and notice thereof shall be given of the place or places where the Rules, including such amendments, may be reviewed and obtained. Such notice shall be published in a newspaper of general circulation in the City. Such notice shall specify the date, not less than 10 days subsequent to the date of such publication, when the Rules, as amended, shall become effective."

Motion

Commissioner/Secretary Dailey made the motion to amend Section 1.5 of Chapter VI of the Rules and Regulations to read that we are eliminating to strike current language of "have been actively employed as a police officer within the 12 months" and adding "whose certification remains recognized by the Illinois Law Enforcement Training Standards Board". Commissioner Massey seconded.

Vote

Commissioners voted 3 Aye, 0 Nay; motion carried.

Chief Thomas suggested that the test be purchased from the company that we used for the Sergeant testing. The Board requested that once the list is exhausted Maggie begin the process.

Chief Thomas stated that Officer Andrew Mankivsky was hired on March 25, 2013 and after a year of probation with the City of Sycamore, Chief Thomas is requesting the commission acknowledge him as a non-probationary officer.

Motion

Commissioner Massey made the motion to acknowledge the end of the probationary status for Officer Andrew Manivsky and to send him formal notice acknowledging his successful completion of probation. Commissioner/Secretary Dailey seconded.

Vote

Commissioners voted 3 Aye, 0 Nay; motion carried

Chief Thomas explained that currently there are two officers, Dan Wojcik and Ryan Hooper who are both candidates for Sergeant Promotional testing to be held on September 15, 2014. This also happens to be the only week they can go to Field Training Officer School because the last two trainings have been canceled and now rescheduled for this date. Currently there is only one field training officer and this is important to get them trained. He is asking the commission to consider a different date for interviewing these two candidates. The commission agreed to making the change for these two individuals the week before.

Chairman Jacobson discussed the current process of paperwork for oral interviews. A suggestion had been made by Maggie to try to eliminate the amount of paper that is copied. After some discussion regarding copying or moving the documents to a jump drive, it was agreed upon at this time to only make one copy of the application on hand for the commissioners to review, rather than 3 copies.

Chief Polarek suggested to change the current minimum requirement for the written test to 80 rather than 70. This would make the list of candidates more manageable.

The Fire Department began to advertise for POC today and have put banners up at both stations. They are looking to hire 3-4 people who have left.

Chief Polarek also offered to review the current entry firefighter questions prior to the interviews. Chairman Jacobson will email the questions out to Chief Polarek to review.

Chief Thomas thanked the commission for their work. Also stated that he believes they will have a few openings here shortly.

ADJOURNMENT

Chairman Jacobson asked for a motion to adjourn the meeting.

Motion

Commissioner Massey made the motion to adjourn the meeting. Commissioner/Secretary Dailey seconded.

Vote

Commissioners voted 3 Aye, 0 Nay; motion carried.

Meeting was adjourned at 2:33 PM.

Minutes accepted by:	<u> /s/ </u>	_____	_____
		Teresa Jacobson, Chairman	Date
Attested to by:	<u> /s/ </u>	_____	_____
		Maggie Peck, Recording Secretary	Date

Released 11/4/25

**Regular Meeting Minutes
CLOSED SESSION
December 12, 2014**

Chairman Jacobson called for closed session at 8:10 a.m. to discuss personnel matters pursuant to Subsection 2(c) 1 of the Illinois Open Meetings Act. Chairman Jacobson stated that this closed session was to discuss the hiring of Ryan O'Mara and James Stehlin for police officer candidates.

Chief Thomas stated that both Ryan O'Mara and James Stehlin have been offered conditional offers of appointment after the Sycamore Police Department has conducted a thorough background check as well as polygraphs on these two candidates. Both backgrounds came back that these individuals were qualified. Both have good reputations, work history and character per Chief Thomas. Both have been through their medical and Psychological examines as well and have passed.

Chief Thomas stated that currently Ryan O'Mara is working for a school district as a security officer and James Stehlin is currently employed as a police officer in another town. It is Chief Thomas' recommendation that both Ryan O'Mara and James Stehlin be offered letters of hire based on the findings.

Chairman Jacobson confirmed with Chief Thomas that everything was clear and ready to go for hiring of these two candidates. Chairman Jacobson stated that Officer Stehlin would be replacing Officer Calligan and Ryan O'Mara would be replacing Officer Domenighini.

Chairman Jacobson asked for a motion to go back into open session.

Motion

Motion was made by Commissioner Massey to move back into open session; Commissioner Dailey seconded.

Vote

Commissioners voted 3 Aye, 0 Nay; motion carried.

Meeting returned to open session at 8:22

Accepted by:

8/
Teresa Jacobson, Chairman Date

Attest:

S/
Maggie Peck, Recording Secretary Date

Released 11/4/95

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
April 17, 2015*

CLOSED SESSION was held for the purpose of interviewing Lateral Level Police Officer candidates. Since the meeting is completely regarding personnel matters, conducting confidential interviews to establish an eligibility list, there was no recording.

The meeting was called to order at 8:10 AM

PRESENT were Present were Chairman Jacobson, Commissioner/Secretary Dailey, Commissioner Massey, Detective Rod Swartzendruber, Chief Glenn Theriault, Lieutenant Darrell Johnson. HR Director Maggie Peck

candidates interviewed were as follows:

**Emily Cavazos
Leon Filas
Theresa Tuntland
Adam Stander
John Barnett
Danielle Huber
Russell Hoekstra
Joshua Marshall
Alejandro Morfin
Michael Marrasso
Mark Wirth
Jimmy Valdes
Lori York
Paul Farnum
Brad Flemming
Heather Rowlett
Eric Benson**

Motion

Commissioner Massey made the motion to move the meeting back into Open Session at 12:36 pm, and Commissioner Dailey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 12:37 pm, and Commissioner Dailey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Accepted by:

Teresa Jacobson 5-20-15
Teresa Jacobson, Chairman Date

Attest:

Maggie Peck 5/20/15
Maggie Peck, Recording Secretary Date

Released 11/4/25

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
April 23, 2015*

CLOSED SESSION was held for the purpose of interviewing Lateral Level Police Officer candidates. Since the meeting is completely regarding personnel matters, conducting confidential promotional interviews to establish an eligibility list, there was no recording.

The meeting was called to order at 8:32 AM

PRESENT were Present were Chairman Jacobson, Commissioner/Secretary Dailey, Commissioner Massey, Detective Rod Swartzendruber, Chief Glenn Theriault, Lieutenant Darrell Johnson. HR Director Maggie Peck

candidates interviewed were as follows:

Megan Pettengell
Agustin Hernandez
Daniel Pleckham
Joel French

Motion

Commissioner Dailey made the motion to move the meeting back into Open Session at 9:38 AM, and Commissioner Massey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 9:40 am, and Commissioner Dailey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Accepted by: Teresa Jacobson 5-20-15
Teresa Jacobson, Chairman Date

Attest: Maggie Peck 5/20/15
Maggie Peck, Recording Secretary Date

Released 11/4/25

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
October 6, 2015*

CLOSED SESSION was held for the purpose of interviewing entry level Police Officer candidates. Since the meeting is completely regarding personnel matters, conducting confidential promotional interviews to establish an eligibility list, there was no recording.

The meeting was called to order at 12:06 AM

PRESENT were Present were Chairman Jacobson, Commissioner/Secretary Dailey, Commissioner Massey, Detective Rod Swartzendruber, Chief Glenn Theriault, Lieutenant Darrell Johnson. HR Director Maggie Peck

candidates interviewed were as follows:

Robert Niemiec
Wesley Phelps
Adrian Delgado
Bartlomiej Borowiec
Blake Powers
Andres Gaeta

Motion

Commissioner Dailey made the motion to move the meeting back into Open Session at 12:05 PM, and Commissioner Massey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 3:10 pm, and Commissioner Dailey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Accepted by:

Teresa Jacobson, Chairman

11-2-15
Date

Attest:

Maggie Peck, Recording Secretary

11/2/15
Date

Released 11/4/25

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
October 7, 2015*

CLOSED SESSION was held for the purpose of interviewing entry level Police Officer candidates. Since the meeting is completely regarding personnel matters, conducting confidential promotional interviews to establish an eligibility list, there was no recording.

The meeting was called to order at 9:02 AM

PRESENT were Present were Chairman Jacobson, Commissioner/Secretary Dailey, Commissioner Massey, Detective Rod Swartzendruber, Chief Glenn Theriault, Lieutenant Darrell Johnson. HR Director Maggie Peck

candidates interviewed were as follows:

Greyson Scott
Daniel Ludwig
Brady Bailey
Michael Korso

Motion

Commissioner Dailey made the motion to move the meeting back into Open Session at 12:05 PM, and Commissioner Massey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Motion

Commissioner Dailey made the motion to adjourn the meeting at 12:15 pm, and Commissioner Massey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Accepted by:

Teresa Jacobson, Chairman

11-2-15
Date

Attest:

Maggie Peck
Maggie Peck, Recording Secretary

11/2/15
Date

Released 11/4/25

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
November 2, 2015*

CLOSED SESSION was held for the purpose of interviewing Certified Police Officer candidates. The meeting was called to order at 2:02 pm

PRESENT were Present were Chairman Jacobson, Commissioner/Secretary Dailey, Commissioner Massey, Chief Glenn Theriault, Deputy Darrell Johnson. HR Director Maggie Peck

candidates interviewed were as follows:

Gabriel Calendo
Todd Waller
Brian Rolls

Motion

Commissioner Massey made the motion to move the meeting back into Open Session at 3:04 pm, and Commissioner Dailey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 3:05 pm, and Commissioner Dailey seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Accepted by:

Teresa Jacobson 2-1-16
Teresa Jacobson, Chairman Date

Attest:

Maggie Peck 2/1/16
Maggie Peck, Recording Secretary Date

Released 11/4/05

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Teresa Jacobson - Chairman
Samantha Dailey - Secretary
Eugene Massey - Commissioner

REGULAR MEETING MINUTES CLOSED SESSION APRIL 28, 2016

At 9:07 a.m, Chairman Jacobson asked for a motion to move into Closed Session for the purpose of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body under 5 ILCS 120/2 (c) (1).

Motion

Commissioner Massey so moved; Chairman Jacobson seconded.

Vote

Commissioners voted 2 Aye, 0 Nay; motion carried.

Roll Call

Present were Chairman Jacobson, Commissioner Massey, Police Chief Glenn Theriault, Officer Jonathan Miller, Recording Secretary Maggie Peck, and legal counsel Attorney Keith Foster.

Police Personnel Matters

Chief Glenn Theriault discussed the current vacancy that has come up in the Police Department upon the resignation of Officer Michael Marrazzo. It was reported that Officer Marrazzo recently was being investigated regarding specific statements that were made by him during a roll call. Upon completion of the investigation, Officer Marrazzo submitted a letter of resignation.

Therefore, Chief Theriault reported that they currently had a position opening. The police department opted to begin interviewing the next three eligible candidates on the entry level list of eligible outlined pursuant to the Rules and Regulations. The first eligible candidate gave responses which were less than fully forthcoming in the opinion of Chief Theriault and Officer Jonathan Miller, who conducted the interviews. The second candidate similarly provided responses which appeared to deviate from previously provided background material, and also indicated that the candidate may not intend to fully comply with residency requirements if hired. The third candidate's answers were consistent, nonevasive, honest, and sincere in the interview according to Officer Miller.

After interviewing all three candidates at great length, it is the recommendation of Chief Theriault that the City should extend a conditional offer to Daniel Ludwig, passing over the candidates ranked immediately above him, and to continue with the process at this time in accordance with the Rules and Regulations.

Fire Personnel Matters

Maggie Peck reported that Firefighter candidate Nicholas Perez has completed all aspects of reemployment and has successfully passed his medical physical, background check, polygraph test and psychological test. Pursuant to the recommendation of Chief Polarek, a final offer of employment is eligible to be extended to Candidate Perez in open session.

Chairman Jacobson asked for a motion to move from Closed Session.

Motion

Commissioner Massey so moved. Chairman Jacobson seconded.

Vote

Commissioners voted 2 Aye, 0 Nay; motion carried.

Executive Session ended at 9:16 A.M..

Minutes accepted by: Teresa Jacobson
Teresa Jacobson, Chairman

7-13-16
Date

Attested to by: Maggie Peck
Maggie Peck, Recording Secretary

Date

Released 11/4/25

Sycamore Fire and Police Commission
Special Meeting Closed Minutes Closed Session
JULY 13, 2016
CLOSED SESSION

At 2:10 p.m., Chairman Jacobson asked for a motion to move into Closed Session pursuant to Subsection 1 of Section 2(c) of the Illinois Open Meeting Act for the purpose of discussing **the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

Motion

Commissioner Massey so moved; Commissioner Jacobson seconded.

Vote

Commissioners voted as follows: **Jacobson** – Aye, **Massey** – Aye; motion carried.

Present in Executive Session were: Chairman Teresa Jacobson, Commissioner Eugene Massey, Deputy Chief of Police Jim Winters, Fire Chief Pete Polarek, City Manager Brian Gregory and City Attorney Kevin Buick.

Deputy Police Chief Jim Winters advised the Commissioners regarding a recent disciplinary matter involving a City of Sycamore police officer who was alleged to have disobeyed a direct order to extend a shift due to another officer calling in sick. After internal investigation, a determination was made that the allegations regarding the violation were accurate and a finding of insubordination sustained. A negotiated discipline process was entered into involving the officer, Police Department leadership, the local President of the union, and the State FOP representative. The Chief of Police ultimately made a determination that the appropriate penalty would be five-day suspension. Three days of the suspension will be served immediately and the remaining two days of the suspension will be deferred for one year, and will be vacated in the event that there are no further issues or incidents with this officer. A written agreement was drawn up which was executed by all parties. Because this type of discipline was within the purview of the Police Chief, the officer's name was not disclosed to the commissioners and they were advised of this matter for information purposes only.

Motion

Commissioner Massey moved that the meeting return to Open Session and Chairman Jacobson seconded the motion.

Vote

Commissioners voted 2 Aye – 0 Nay; motion carried.

Closed session ended at 2:16 p.m.

Approved:

 10-4-16
Chairman - Teresa Jacobson Date

Attest:

 10/4/16
Recording Secretary

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
August 23, 2016*

Released 11/4/25

CLOSED SESSION was held for the purpose of interviewing entry level Firefighter candidates.

The meeting was called to order at 9:35 a.m.

PRESENT were Chairman Jacobson, Commissioner Massey, Chief Polarek

candidates interviewed were as follows:

RHULE
HICKEY
PHELPS
SINETOS
LUTSCH
SCHUTZ
BARCAS JR
CINARDI
ZELAZIK
RYBARCZYK
JOAQUIN
LAUDICINA

Motion

Commissioner Massey made the motion to move the meeting back into Open Session at 1:10 pm and Commissioner Jacobson seconded.

Vote

Commissioners voted 2 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 1:12 pm, and Commissioner Jacobson seconded.

Vote

Commissioners voted 2 aye – 0 nay.

Accepted by:

Teresa Jacobson
Teresa Jacobson, Chairman

10-4-16
Date

Attest:

Maggie Peck
Maggie Peck, Recording Secretary

10/4/16
Date

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
August 24, 2016*

Released 11/4/25

CLOSED SESSION was held for the purpose of interviewing entry level Firefighter candidates.

The meeting was called to order at 9:30 a.m.

PRESENT were Chairman Jacobson, Commissioner Massey, Chief Polarek

candidates interviewed were as follows:

MIKULSKI
YANNI
SALGADO
PENDERGAST
SENGMANY
CARR
BARRAZA
WALSH
SOBIERAY
DURBIN
LEE
PHELPS
WENNERSTROM
LAFORGE

Motion

Commissioner Massey made the motion to move the meeting back into Open Session at 12:55 pm and Commissioner Jacobson seconded.

Vote

Commissioners voted 2 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 1:00 pm, and Commissioner Jacobson seconded.

Vote

Commissioners voted 2 aye – 0 nay.

Accepted by:

Teresa Jacobson *10-4-16*

Teresa Jacobson, Chairman Date

Attest:

Maggie Peck *10/4/16*

Maggie Peck, Recording Secretary Date

*Sycamore Fire and Police Commission
Special Meeting – Closed Session Minutes
August 25, 2016*

Released 11/4/05

CLOSED SESSION was held for the purpose of interviewing entry level Firefighter candidates.

The meeting was called to order at 9:30 a.m.

PRESENT were Chairman Jacobson, Commissioner Massey, Chief Polarek

candidates interviewed were as follows:

DELA CRUZ
DEIHS
BUBLITZ
NIHELLS
STREICH
AQUINO
ROTTER
WHITE
WALDEN
HAMRICK
CONLON
KEALLY
DUDEK
HAY
LONG
SPITZOCK
MIKA

Motion

Commissioner Massey made the motion to move the meeting back into Open Session at 1:15 pm and Commissioner Jacobson seconded.

Vote

Commissioners voted 2 aye – 0 nay.

Motion

Commissioner Massey made the motion to adjourn the meeting at 1:19 pm, and Commissioner Jacobson seconded.

Vote

Commissioners voted 2 aye – 0 nay.

Accepted by:

Teresa Jacobson 10-4-16

Teresa Jacobson, Chairman Date

Attest:

Maggie Peck 10/4/16

Maggie Peck, Recording Secretary Date

Released 11/4/25

Sycamore Fire and Police Commission
Special Meeting Closed Minutes Closed Session
DECEMBER 21, 2016
CLOSED SESSION

At 8:19 a.m., Chairman Jacobson asked for a motion to move into Closed Session pursuant to Subsection 1 of Section 2(c) of the Illinois Open Meeting Act for the purpose of discussing **the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

Motion

Commissioner Massey so moved; Commissioner Jacobson seconded.

Vote

Commissioners voted as follows: **Jacobson** – Aye, **Massey** – Aye; motion carried.

Present in Executive Session were: Chairman Teresa Jacobson, Commissioner Eugene Massey, Commander Mike Anderson, Officer Ryan Hooper, Fire Chief Pete Polarek, Recording Secretary/HR Director Maggie Peck and City Attorney Kevin Buick.

HR Director Maggie Peck informed the board that all pre-hiring steps have been complete for the next candidate on the entry level firefighter list. His background check was clear, his physical is complete without any medical concerns, the psychological exam is complete and he passed, and lastly his polygraph test can back clear as well. It was noted by Chief Polarek that there are no concerns on behalf of the fire department to move forward with the final offer of employment to the candidate.

Motion

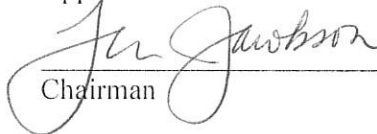
Commissioner Massey moved that the meeting return to Open Session and Chairman Jacobson seconded the motion.

Vote

Commissioners voted 2 Aye – 0 Nay; motion carried.

Closed session ended at 8:22 a.m.

Approved:

 2-7-17
Chairman Date

Attest:

 2/7/17
Recording Secretary Date

Released 11/4/25

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Eugene Massey – Chairman
Ken Mundy - Secretary
Ray Dembinski - Commissioner

REGULAR MEETING MINUTES

November 6, 2018

CLOSED SESSION

At 2:12 p.m., Chairman Massey asked for a motion to move into Closed Session to review closed session meeting minutes and audio recordings.

Motion

Commissioner Dembinski so moved; Commissioner Mundy seconded.

Vote

Commissioners voted as follows: Massey – Aye; Mundy – Aye, Dembinski – Aye; motion carried.

Present in Executive Session were: Chairman Massey, Commissioner Mundy, Commissioner Dembinski, Police Chief Jim Winters, Asst. Fire Chief Todd Turner, Recording Secretary Maggie Peck and Attorney Kevin Buick

Commissioners reviewed all current closed session meeting minutes to determine if at this time any of these minutes can be opened to the public. After review and discussion by commissioners and Attorney Buick, it was deemed that the closed session meeting minutes from August 1, 2017, September 1, 2017, September 6, 2017, September 21, 2017, September 22, 2017, October 4, 2017, October 5, 2017, October 18, 2017, May 4, 2018, September 10, 2018, and September 11, 2018 May 5, 2014 can be opened at this time.

Motion

Commissioner Dembinski made a motion for closed session meeting minutes from August 1, 2017, September 1, 2017, September 6, 2017, September 21, 2017, September 22, 2017, October 4, 2017, October 5, 2017, October 18, 2017, May 4, 2018, September 10, 2018, and September 11, 2018 May 5, 2014 be opened at this time and Commissioner Mundy seconded the motion.

Vote

Commissioners voted 3 Aye – 0 Nay; motion carried.

Commissioners also reviewed Resolution 2018-01 authorizing the destruction of closed session audio recordings for August 28, 2016, August 23, 2016, August 24, 2016 and August 25, 2016

Motion

Commissioner Dembinski made a motion that Resolution 2018-01 authorizing the destruction of closed session audio recordings for August 28, 2016, August 23, 2016, August 24, 2016 and August 25, 2016 be approved and Commissioner Mundy seconded the motion.

Vote

Commissioners voted 3 Aye – 0 Nay; motion carried.

Motion

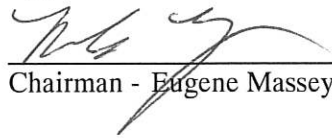
Commissioner Dembinski moved that the meeting return to Open Session and Commissioner Mundy seconded the motion.

Vote

Commissioners voted 3 Aye – 0 Nay; motion carried.

Closed session ended at 2:41 p.m.

Approved:



Chairman - Eugene Massey

Date

Attest:

 3/7/19

Recording Secretary

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Regular Meeting – Closed Session Minutes
March 9, 2021

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(21) for the purpose of conducting bi-annual review of Closed Session Minutes and authorizing destruction of audio recordings from closed sessions.

Executive Session called to order at 2:24 pm.

PRESENT were Chairman Dembinski, Commissioner Knetsch, Commissioner Barnes, Recording Secretary Maggie Peck, Fire Chief Pete Polarek, Police Chief Jim Winters and Attorney Kevin Buick.

Discussion occurred regarding the existing closed session meeting minutes, and consensus was reached that the need for confidentiality no longer existed with respect to minutes from 5/7/19, 10/7/19, 10/8/19, 12/30/19, 9/16/20, 9/21/20, 9/22/20, 10/21/20 and 11/16/20.

MOTION

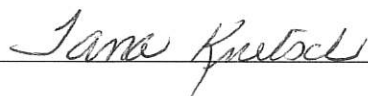
Motion to leave executive session by Commissioner Barnes at 2:42 pm, seconded by Commissioner Knetsch.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Ray Dembinski - Chairman
Tana Knetsch-Commissioner
Marvin Barnes- Commissioner

SPECIAL MEETING CLOSED SESSION MINUTES

APRIL 8, 2021

CLOSED SESSION was held pursuant to 5ILCS 120/2 (c) (1) in regards to the appointment, employment, compensation, discipline, performance or dismissal of specific employees and for the purpose of interviewing Certified Police Officer candidate(s).

The meeting was called to order at 9:08 AM

PRESENT were Chairman Dembinski, Commissioner Barnes, Commissioner Knetsch, Deputy Police Chief Mike Anderson, Deputy Police Chief Steve Cook

Closed session was held to conduct oral interviews of Certified Police Officer candidates as follows:
Michael Cicchetti


Motion

Commissioner Barnes made the motion to move the meeting back into Open Session at 9:31 AM, and Commissioner Knetsch seconded.

Vote

Commissioners voted 3 aye – 0 nay.

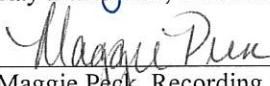
Accepted by:


Ray Dembinski, Chairman

5-12-21

Date

Attest:


Maggie Peck, Recording Secretary

5/12/21

Date

Sycamore Fire and Police Commission

308 West State Street * Sycamore, Illinois 60178

Ray Dembinski - Chairman
Tana Knetsch-Commissioner
Marvin Barnes- Commissioner

SPECIAL MEETING CLOSED SESSION MINUTES

MAY 12, 2021

CLOSED SESSION was held pursuant to 5ILCS 120/2 (c) (1) in regards to the appointment, employment, compensation, discipline, performance or dismissal of specific employees and for the purpose of interviewing Certified Police Officer candidate(s).

The meeting was called to order at 9:05 AM

PRESENT were Chairman Dembinski, Commissioner Barnes, Commissioner Knetsch, Deputy Police Chief Mike Anderson, Deputy Police Chief Steve Cook

Closed session was held to conduct oral interviews of Certified Police Officer candidates as follows:
Patrick Thiry.

Motion

Commissioner Barnes made the motion to move the meeting back into Open Session at 9:49 AM, and Commissioner Knetsch seconded.

Vote

Commissioners voted 3 aye – 0 nay.

Accepted by:

Ray Dembinski
Ray Dembinski, Chairman

4-22-21

Date

Attest:

Maggie Peck
Maggie Peck, Recording Secretary

7/13/21

Date

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
September 23, 2021

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting Lateral Police Officer Interviews.

Executive Session was called to order at 11:01 am.

PRESENT were Chairman Dembinski, Commissioner Dailey, Commissioner Knetsch, Police Chief Jim Winters, Fire Chief Pete Polarek, Acting City Manager Maggie Peck, Deputy Police Chief Mike Anderson, Deputy Police Chief Steve Cook, City Attorney Kevin Buick and Recording Secretary Jessica Lingle.

Interview conducted for several lateral police officer candidates, who were questioned by the Commissioners and invited panel members.

MOTION

Motion to leave executive session by Commissioner Dailey at 11:32 am, seconded by Commissioner Knetsch.

VOTE

Passed by voice vote.

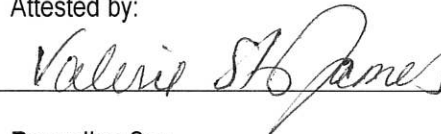
Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/19/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
December 16, 2021

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of discussing materials and backgrounds of entry level police officer candidates who underwent testing through National Testing Network.

Executive Session called to order at 11:08 am.

PRESENT were Chairman Dembinski, Commissioner Knetsch, Commissioner Dailey, Chief Jim Winters Deputy Police Chief Mike Anderson and Assistant City Manager Maggie Peck

Discussion occurred regarding materials and backgrounds performed for entry level police officer candidates.

MOTION

Motion to leave executive session by Commissioner Knetsch at 12:05 pm, seconded by Commissioner Dailey.

VOTE

Passed by voice vote

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
April 29, 2022

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level police offer candidate interviews.

Executive Session called to order at 2:57 pm.

PRESENT were Chairman Dembinski, Commissioner Knetsch, Commissioner Dailey, Chief Jim Winters Deputy Police Chief Steve Cook, City Manager Michael Hall, Attorney Kevin Buick and HR Specialist Valerie St. James.

Interviews conducted for entry level police officer candidates.

MOTION

Motion to leave executive session by Commissioner Knetsch at 3:24 pm, seconded by Commissioner Dailey.

VOTE

Passed by voice vote.

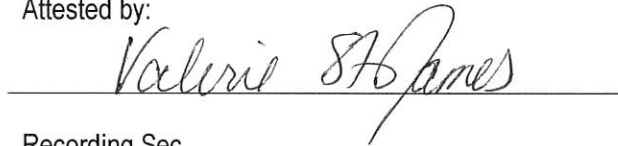
Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/23

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
July 12, 2022

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level firefighter candidate interviews.

Executive Session called to order at 8:39 am.

PRESENT were Chairman Dembinski, Commissioner Knetsch, Commissioner Dailey, Fire Chief Pete Polarek, City Manager Michael Hall, Attorney Kevin Buick and HR Specialist Valerie St. James.

Interviews conducted for entry level firefighter candidates.

MOTION

Motion to leave executive session by Commissioner Dailey at 11:59 am, seconded by Commissioner Knetsch.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
July 26, 2022

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level police officer candidate interviews.

Executive Session called to order at 9:00 am.

PRESENT were Chairman Dembinski, Commissioner Knetsch, Commissioner Dailey, Police Chief Jim Winters, Deputy Police Chief Jeff Wig, Deputy Police Chief Rod Swartzendruber, City Manager Michael Hall and HR Specialist Valerie St. James.

Interviews conducted for entry level police officer candidates.

MOTION

Motion to leave executive session by Commissioner Knetsch at 10:00 am, seconded by Commissioner Dailey.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
December 5, 2022

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level police officer oral examinations.

Executive Session called to order at 9:10 am.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Police Chief Rod Swartzendruber, City Manager Michael Hall, Attorney Kevin Buick and HR Specialist/Recording Secretary Valerie St. James.

Oral examinations conducted for entry level police officers.

MOTION

Motion to leave executive session by Commissioner Dailey at 9:25 am, seconded by Commissioner Richardson.


VOTE

Passed by voice vote

Meeting resumed regular session at 9:25 am

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/23

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
January 4, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting lateral police officer interview.

Executive Session called to order.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Police Chief Rod Swartzendruber, City Manager Michael Hall, Attorney Kevin Buick and HR Specialist/Recording Secretary Valerie St. James.

Interview conducted for lateral police officers.

MOTION


Motion to leave executive session by Commissioner Dailey at 3:46 pm seconded by Commissioner Richardson.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:


Chairperson

Attested by:


Recording Sec.

Released 11/4/23

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
January 20, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting lateral police officer interviews.

Executive Session called to order at 1:51 pm.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Police Chief Rod Swartzendruber, Fire Chief Carl Reina, City Manager Michael Hall, Attorney Kevin Buick and HR Specialist/Recording Secretary Valerie St. James.

Attorney Buick left the meeting and did not participate in interviews. Interviews conducted for lateral police officers.

MOTION

Motion to leave executive session by Commissioner Dailey at 2:15, seconded by Commissioner Richardson.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
February 3, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level firefighter oral examinations.

Executive session called to order at 1:55 pm.

PRESENT Commissioner Samantha Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Fire Chief Carl Reina, City Manager Michael Hall, Attorney Kevin Buick and HR Specialist/Recording Secretary Valerie St. James. Commissioner Tana Knetsch arrived at 2:00 pm

Attorney Buick and Police Chief Jim Winters left the meeting and did not participate in the interviews. Oral interviews conducted for entry level firefighters.

MOTION

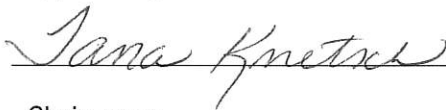
Motion to leave executive session by Commissioner Dailey at 2:30 pm, seconded by Commissioner Richardson.

VOTE

Passed by voice vote.

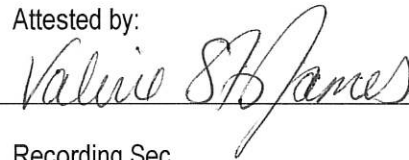
Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
March 17, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting lateral police officer oral interview.

Executive Session called to order at 8:57 am.

PRESENT Commissioner Tana Knetsch, Commissioner Jeff Richardson, Police Chief Jim Winters, Fire Chief Carl Reina, Deputy Police Chief Rod Swartzendruber, Attorney Kevin Buick and Substitute Recording Secretary Jessica Lingle, City Manager Michael Hall and Valerie St. James.

Attorney Buick left the session and did not participate in interviews. Oral interview conducted for lateral police officers.

MOTION


Motion to leave executive session made by Commissioner Knetsch at 9:23 am, seconded by Commissioner Richardson.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/23

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
April 6, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level police officer interview.

Executive Session called to order at 8:24 am.

PRESENT Commissioner Tana Knetsch, Commissioner Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Police Chief Jeff Wig, City Manager Michael Hall and HR/Recording Secretary Valerie St. James.

Interview conducted for entry level police officers.

MOTION


Motion to leave executive session by Commissioner Dailey at 9:55 am, seconded by Commissioner Richardson.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
June 30, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting lateral and entry level police officer interviews.

Executive Session to order at 9:17 am.

PRESENT Commissioner Tana Knetsch, Commissioner Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Police Chief Rod Swartzendruber, City Manager Michael Hall Attorney Kevin Buick and HR/Recording Secretary Valerie St. James.

Attorney Buick left the meeting and did not participate in the interviews. Interviews conducted for lateral and entry level police officers.

MOTION

Motion to leave executive session by Commissioner Richardson at 10:42 am, seconded by Commissioner Dailey.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
August 8, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level police officer interviews.

Executive Session called to order at 9:17 am.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Police Chief Rod Swartzendruber, City Manager Michael Hall, HR Coordinator Erin Wright and HR/Recording Secretary Valerie St. James. Deputy Police Chief Jeff Wig joined at a later time.

Interviews conducted for candidates Villwock, Walsh and Zepeda for entry level police officers.

MOTION

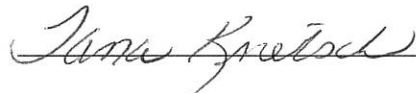
Motion to leave executive session by Commissioner Knetsch at 11:25 am, seconded by Commissioner Dailey.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Regular Meeting – Closed Session Minutes
September 5, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry level police officer interview.

Executive Session called to order at 11:04 am.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Deputy Fire Chief Jim Ward and HR Coordinator / Recording Secretary Erin Wright.

Interview conducted for entry level police officer.

MOTION

Motion to leave executive session made by Commissioner Dailey at 11:53 am, seconded by Commissioner Richardson.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:

_____

Chairperson

Attested by:

_____

Recording Sec.

Released 11/4/05

SYCAMORE FIRE AND POLICE COMMISSION
Special Meeting – Closed Session Minutes
October 23, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting police sergeant interviews.

Executive Session called to order at 8:14 am.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Deputy Police Chief Rod Swartzendruber, Deputy Police Chief Jeff Wig, Dixon Deputy Chief Matthew Richards, Geneva Deputy Chief Brian Maduzia and HR Manager and Coordinator Valerie St. James and Erin Wright

Valerie St. James exited the room during sergeant interviews.

Oral interviews conducted for candidates Eide, Newman, Keacher, Scott, Ludwig, Mankivsky, Pedersen and Allen.

MOTION

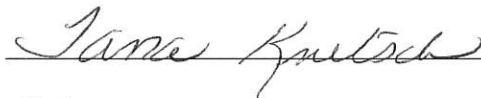
Motion to leave executive session made by Commissioner Richardson at 2:16 pm, seconded by Commissioner Dailey.

VOTE

Passed by voice vote.

Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.

Released 11/4/25

SYCAMORE FIRE AND POLICE COMMISSION
Regular Meeting – Closed Session Minutes
December 5, 2023

CLOSED SESSION in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting entry and lateral police officer interviews.

Executive Session called to order at 11:11 am.

PRESENT Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Jeff Richardson, Police Chief Jim Winters, Deputy Chief Rod Swartzendruber, Deputy Chief Jeff Wig, City Manager Michael Hall and HR Coordinator/Recording Secretary Erin Wright

Oral interviews were conducted for entry-level candidate Sopha and lateral candidates Kooistra, McGreevy, and Topp. After Topp, the final candidate left the room, Chief Winters exited and then re-entered the room prior to the Commission exiting closed session.

MOTION

Motion to leave executive session made by Commissioner Richardson at 1:02 pm, seconded by Commissioner Dailey.

VOTE

Passed by voice vote.


Approved on this 4th day of November, 2025

Approved by:



Chairperson

Attested by:



Recording Sec.