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SYCAMORE FIRE AND POLICE COMMISSION  
Special Meeting Minutes  
February 21, 2025

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**CALL TO ORDER AND ROLL CALL**

Commissioner Samantha Dailey called the meeting to order at 11:20AM and called the roll. Present were Commissioner Samantha Dailey, Commissioner Jeff Richardson, Chief Jim Winters, Deputy Chief Jeff Wig, Deputy Chief Joe Meeks, HR Specialist Kate Griffey and HR Manager/Recording Secretary Valerie St James. Commissioner Knetsch Absent.

**APPROVAL OF AGENDA**

**MOTION**

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

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

**CONSENT AGENDA - None**

**AUDIENCE TO VISITORS – None**

**REPORTS**

A. Police Chief – Chief Winters reported that Officer Abonce resigned from her position, which is why we have a lateral officer opening. The 3 officers hired last August are coming off of probation soon. Lateral Officer Shawn Kooistra is doing great and off probation. Deputy Chief Wig announced his retirement. An offer was made to Erik Mahan to be the next Sycamore Police Chief.

B. Fire Chief – None

**OLD BUSINESS – None**

**NEW BUSINESS/ACTION ITEMS**

A. Consideration of City Manager's letter regarding vacancy for the position of lateral police officer.

**MOTION**

Commissioner Richardson moves accept the City Manager's letter, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

B. Closed Session in accordance with 5 ILCS 120/2(c)(1) for the purpose of conducting Lateral Police Officer interviews

**MOTION**

Commissioner Richardson moved to enter executive session at 11:23AM, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

Interviews Conducted

**MOTION**

Commissioner Richardson moved to exit executive session at 12:20AM, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

C. Determination of candidate Fisher's pass/fail status based on Oral Examination (Chapter 3, Section 6, Subsection F)

Chief Winters calls out that we need to amend the language in line item C as this element receives a score, not a pass/fail status.

**MOTION**

Commissioner Richardson moved to amend language in item C to read "score based on Oral Examination", seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

Valerie St. James, Recording Secretary, compiled the scores from each interview sheet to calculate the final score for the candidate. Fisher's final score on the oral examination is 87.5

**MOTION**

Commissioner Richardson moved to approve Candidate Fisher's score, seconded by Commissioner

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

D. Determination of candidate Hanson's score based on Oral Examination (Chapter 3, Section 6, Subsection F)

Valerie St. James, Recording Secretary, compiled the scores from each interview sheet to calculate the final score for the candidate. Hanson's final score on the oral examination is 92.5

**MOTION**

Commissioner Richardson moved to approve Candidate Hanson's score, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

E. Possible Conditional Offer of Employment for Police Officer Vacancy in accordance with City Manager Letter.

**MOTION**

Commissioner Richardson moved to send a conditional offer of employment to Candidate Hanson, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

F. Presentation and acknowledgement of updated Eligibility List for Certified Police Officers.

Chief Winters calls out an error in this line item as the eligibility list we are looking to address here is the Entry Level Police Officer list.

**MOTION**

Commissioner Richardson moved to amend item F to reflect Entry Level Police Officers, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

Chief Winters explains that we are just looking to update the list clearing out names of candidates that voluntarily requested to be removed from the list.

**MOTION**

Commissioner Richardson moved to update the Eligibility List for Entry Level Police Officers by removing names of candidates who requested to be removed, seconded by Commissioner Dailey.

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

**ADJOURNMENT**

**MOTION**

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

**VOTE**

Commissioners voted 2 Aye and 0 Nay; motion carried.

Meeting was adjourned at 12:27PM.

Accepted by:

Tana Knetsch 6/3/25

Chairperson Tana Knetsch

(Date)

Attested by:

Valerie St James 6/3/25

Recording Sec. Valerie St James

(Date)

