
SYCAMORE FIRE AND POLICE COMMISSION – MEETING 8:00 AM

Regular Meeting Minutes of September 2, 2025

CALL TO ORDER AND ROLL CALL:

Commissioner Tana Knetsch called the meeting to order at 8:04 AM and Recording Secretary Kate Griffey called the roll. Those present were Commissioner Tana Knetsch, Commissioner Samantha Dailey, Commissioner Manny Pena. Deputy Police Chiefs Joe Meeks and Ryan Hooper, Fire Chief Bart Gilmore, Attorney Kevin Buick, City Manager Michael Hall and HR Manager Valerie St. James were also present.

APPROVAL OF AGENDA

MOTION

Commissioner Knetsch discussed approval of the agenda with an additional item as follows:

New Business/Action Item

D. Discussion of a Police request to open Application & Oral Interview Process for Certified Police Officer Eligibility (lateral) list.

Commissioner Knetsch Motioned to approve the addition of Item D and Commissioner Dailey seconded the motion.

VOICE VOTE

All present voted aye.

CONSENT AGENDA

MOTION

Commissioner Pena motioned to approve minutes of 07/14/25 and 08/18/25. Commissioner Knetsch seconded the motion.

ROLL CALL VOTE

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

Motion carried 3-0.

AUDIENCE TO VISITORS – None

REPORTS

- A. Police Chief – Deputy Chief Meeks deferred his report to speak on New Business Item D.
- B. Fire Chief – Lieutenant Darrin Hepker retired after 30 years with the Sycamore Fire Department. Ian Wheeler filled the Lieutenant position and the department will be looking to fill two firefighter vacancies with the upcoming opening of testing.

OLD BUSINESS – None

NEW BUSINESS/ACTION ITEMS

- A. Consideration of Police Chief recommendation for Police Officer appointment to non-probationary status. Deputy Chief Meeks commented on Chief Mahan's memo to the Commission recommending Officer Sophia's be appointed to non-probationary status, noting his hire date of 01/04/24 and per Chapter 7, Section 3 of the Rules and Regulations of the City of Sycamore Fire and Police Commission, the probationary period for non-laterally hired employees shall be 18-months.

MOTION

Commissioner Dailey motioned to approve Chief Mahan's recommendation to advance and appoint Officer Sophia to non-probationary status. Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioners Knetsch – Aye. Commissioner Dailey- Aye. Commissioner Pena- Aye. Motion carried 3-0.

- B. Discussion of Rules and Regulations/Possible Anti-Nepotism amendment

HR Manager Valerie St. James discussed the City's current anti-nepotism policy and indicated staff's request for the Board to consider the possibility of the addition of a restriction for entry-level candidates containing anti-nepotism language within the Rules and Regulations. She noted the restriction could include language such as "*The Sycamore BFPC will not hire any relative of a current City employee or current elected or appointed official into the same department as their family member.*"

Attorney Kevin Buick stated that amendments to the Rules and Regulations are governed by Article I, Section 8 and should be specifically proposed and outlined in accordance with that provision.

After discussion, the Board directed that a draft of proposed amendments involving entry level candidates with such anti-nepotism language be prepared for consideration at a future meeting.

C. Request to open Entry Level Firefighter Testing Process.

Fire Chief Bart Gilmore explained that the department currently has two firefighter vacancies due to previous resignation and recent promotion.

MOTION

Commissioner Knetsch motioned to approve Chief Gilmore's request to open the Entry Level Firefighter Testing process. Commissioner Pena seconded the motion.

ROLL CALL VOTE

Commissioners Knetsch – Aye. Commissioner Dailey- Aye. Commissioner Pena- Aye. Motion carried 3-0.

D. Discussion for upcoming police request to open Application & Oral Interview Process for Certified Police Officer Eligibility (lateral) list.

Deputy Chief Meeks discussed the anticipation of likely two openings and the department is without any candidates on the current certified police officer lateral eligibility list. No substantive action was taken by the Board, but the City will begin working on the process to reconstitute the list at the earliest possible time.

ADJOURNMENT

MOTION

Commissioner Dailey motioned to adjourn and Commissioner Pena seconded the motion.

VOICE VOTE

All present voted Aye.

Meeting was adjourned at 8:32 a.m.

Accepted by:

Tana Knetsch 11/4/25

Commissioner Tana Knetsch

(Date)

Attested by:

Kate Griffey

11/4/25

(Date)