

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, DECEMBER 20, 2013, AT 7:00 A.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. VISITORS' BUSINESS - Public comment is limited to three minutes per person
4. REVIEW AND APPROVE MINUTES OF SEPTEMBER 20, 2013
5. REVIEW AND APPROVE MINUTES OF SPECIAL MEETING - NOVEMBER 8, 2013
6. COMMUNICATIONS
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - a. New Officer - Graduation Update
 - b. Discussion - BOPC Attorney Recommendation
9. EXECUTIVE SESSION:
 - a. REVIEW 2013 MINUTES - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Minutes of Executive Session Meetings that were Lawfully Closed Under the Open Meetings Act
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON SEPTEMBER 20, 2013 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joe Heery. Also present were Chief of Police Mark Shelton, Village Administrator Tim Halik, and Recording Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE REGULAR MEETING MINUTES OF AUGUST 16, 2013

The Commission reviewed the minutes from the regular meeting held on August 16, 2013.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the regular meeting minutes of August 16, 2013 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

There were no communications.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. NEW BUSINESS

a. NEW OFFICER APPROVAL

Chief Shelton gave an update to the two applicants in their background checks, polygraphs, and medical examinations. The new officers will begin employment on September 25, 2013 and will begin the police academy on Monday, September 30, 2013.

Chairman Schuler advised that the BOPC have the option to conduct oral interviews with the new officers. In his opinion, the hiring process has worked well and did not feel this was necessary. The consensus was to not conduct the oral interview at this time.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the hiring of two new patrol officers.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

b. SERGEANT TESTING - ELIGIBILITY REQUEST

Chairman Schuler stated that Executive Secretary Stuchl received an application after the deadline for the promotional testing from Officer Scott Eisenbeis due to him being on a call at the time the deadline expired; and that the BOPC had received a memo with official documentation from Officer Eisenbeis with the officer's explanation of circumstances that contributed to his submitting the application after the 9:00 a.m. published deadline.

Commissioner Heery stated that since Officer Eisenbeis was tied up on a call, the application should be accepted. Secretary Landsman questioned if there could be a legal issue with the other candidates. Chief Shelton stated that he will contact John Broihier, attorney for the Illinois Fire and Police Commissioners' Association, to determine if there is anything to preclude the BOPC from accepting the application.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to allow Officer Eisenbeis to participate in the promotional testing subject to consultation with Attorney Broihier.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

c. PROMOTIONAL TESTING PLANS AND SCHEDULE

Chief Shelton stated that the written examination will be conducted by Selection Works. The written examination will take place on October 14, 2013 at 6:00 p.m. at the Burr Ridge Police Department. Chief Shelton stated that the BOPC does not need to be in attendance. The individual oral examinations will be held on October 26, 2013 at the Willowbrook Village Hall. Selection Works will review the interview process with the commissioners at 7:30 a.m. Oral interviews will begin at 9:00 a.m.

Chief Shelton asked how the applicants should be assigned to interview times. Chairman Schuler suggested that first preference for times should be given officers working shifts on that day. Chief Shelton then proposed to allow officers not scheduled to work on Saturday, October 26, 2013 to select their interview times by lot.

d. RESOLUTION - A Resolution Amending the Rules and Regulations of the Board of Police Commissioners of the Village of Willowbrook, State of Illinois, Adopted March 16, 2013

Recording Secretary Stuchl advised that the resolution is necessary to formally adopt the changes that were made to the Rules and Regulations at the previous BOPC meeting.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adopt Resolution No. 13-BPCR-2.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:30 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

_____, 20 13

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON NOVEMBER 8, 2013 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joe Heery. Also present were Chief of Police Mark Shelton, and Recording Secretary Cindy Stuchl.

ABSENT: At time of Roll Call - Village Administrator Timothy Halik.

A QUORUM WAS DECLARED

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to recess into Executive Session at the hour of 7:02 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

NOTE: Administrator Halik arrived at 7:13 a.m.

The Commission reconvened the Special Meeting at the hour of 7:14 a.m.

3. APPROVAL - SERGEANTS ELIGIBLE REGISTER

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the Final Sergeants Eligible Register as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:25 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 20 , 2013

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.