

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON APRIL 7, 2016 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, 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 and Commissioner Joseph Heery. Also present were Village Administrator Timothy Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

ABSENT: Secretary Stephen Landsman.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Minutes - Regular BOPC Meeting - December 18, 2015 (APPROVE)
- b. Minutes - Closed Session BOPC Meeting - December 18, 2015 (APPROVE)

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to approve the Omnibus Vote Agenda as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

- a. Ordinance - Amending the Village Code - Title 5, Chapter 1, Section 5-1-1 - Police, Creation and Composition of Department
- b. Resolution - Authorizing the Board of Police Commissioners (BOPC) to effect the original appointment of a candidate to fill a vacancy in the rank of Patrol Officer within the Police Department.

Administrator Halik advised that the current Deputy Chief will be retiring in May of 2016. A replacement has been made and resulted in a vacancy in the position of Patrol Officer.

Current Village code only allows for a specific number of positions for each rank. In order to fill the vacant Patrol Officer position, two actions were necessary from the Village Board. A temporary amending ordinance was passed to allow for 19 patrol officers to be on the payroll and after May 2nd, the count will revert back to 18. The second action was to authorize the BOPC to effect the replacement of the patrol officer.

These Board actions were officially taken at the Village Board meeting of March 28, 2016.

6. UNFINISHED BUSINESS

None presented.

7. NEW BUSINESS

- a. Discussion and Approval - Hiring of New Patrol Officer to Fill a Vacancy

Chief Shelton advised that he currently has a position held at the police academy in Champaign, Illinois. Chief Shelton stated that he will first check the current eligibility list for applicants that are current police officers with other communities.

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to approve the hiring of a new patrol officer.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- b. Discussion - FTO Completion

Chief Shelton stated that Othello Rosal and Daniel Herrera have both completed their FTO programs. They have both been working out very well.

c. Discussion - New Officer Graduation

Chief Shelton advised that Blake Huntley graduated on March 31st. Officer Huntley was in the 90th percentile in all tests. He has started his FTO program this week.

Discussion began on the upcoming testing and application processes. The BOPC must begin the process to replace the existing list of eligibles that expires March 20, 2017. Citing the revisions recently made to the Rules of the Board of Police Commissioners, Chairman Schuler stated that the Board must conduct oral interviews for a subset of eligible candidates. Prior to beginning the testing process, the Board must define the number or percentage of candidates eligible to participate in the oral interview process. Chairman Schuler also stated that the Board must begin the application and testing process and have procedures in place to conduct the oral interview process in sufficient time to have a final list of eligible candidates available when the current list expires.

Chairman Schuler also asked about the promotional testing process. Chief Shelton reported that the present list of promotable candidates expires November 8, 2016. Chairman Schuler stated that the time to begin the process was fast approaching and that the Board must develop a timeline for the promotional testing process. Chief Shelton stated that because the recently appointed deputy chief is eligible to apply for and take the promotional tests, Chief Shelton plans to not delegate any responsibility for conducting the promotional examination to the deputy chief. Commissioner Heery stated that the Board should defer any further discussion or action on promotional testing to a future meeting.

8. CLOSED SESSION

There was no need for closed session at today's meeting.

9. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to adjourn the meeting at the hour of 7:32 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

May 20 , 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.