

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON MAY 20, 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, Secretary Stephen Landsman, and Commissioner Joseph Heery. Also present were Village Administrator Timothy Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

ABSENT: None

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE MINUTES - SPECIAL BOPC MEETING - APRIL 7, 2016

The Commission reviewed the April 7, 2016 minutes. Commissioner Heery related there was an error in his title.

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to approve the April 7, 2016 as amended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

None presented.

6. UNFINISHED BUSINESS

a. Discussion - Application/Testing Process.

Chairman Schuler reported that the Sergeants List will expire on November 8, 2016. Chief Shelton stated he will contact Selection Works to begin the testing process in August. This will allow the officers who are eligible and choose to participate sufficient

time to review the required materials. Written tests will be scheduled for September and oral interviews will be scheduled for October. Commissioner Heery commented ~~that~~ having two (2) outside personnel to assist with the oral interviews was very useful.

Chairman Schuler reported that the Patrol Officer Eligibility List will expire on March 20, 2017. Chairman Schuler stated that the BOPC needs to determine how many applicants the Commission will invite to participate in the oral interview portion of the testing process. After discussion, the consensus was to conduct oral interviews with the top 25 applicants after the written exam. Time table was proposed to post an application notice in November, conduct written exams in January, and oral interviews in February.

Chairman Schuler asked Chief Shelton also to request the testing agency to provide procedures that the Commissioners will use for the new applicant oral interview process.

7. NEW BUSINESS

a. Discussion and Approval - Hiring of New Patrol Officer

Chief Shelton reported the need to hire two new patrol officers: ~~+~~ one due to a retirement, the other because a recently hired officer resigned to accept a similar position at ~~another~~ department.

The Commission recessed into Closed Session to discuss the potential new hires.

8. CLOSED SESSION

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to recess into Closed Session at the hour of 7:14 a.m.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 7:30 a.m.

Those present at roll call after reconvening were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery.

ABSENT: None

Also present were Village Administrator Timothy Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

MOTION TO APPROVE - APPOINTMENT OF NEW HIRES

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve and accept the application of the new hire, Matthew Vanderjack, as presented.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve and accept the application of the new hire, Joseph LaValle, as presented.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

Discussion began on the age and experience review that Chairman Schuler has requested. Chief Shelton advised that Deputy Chief Schaller completed the review. Chief Shelton stated that potentially within the next four years, there will be a turnover of the numbers of younger vs. older officers due to retirements.

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 7:55 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

June 17 , 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.