

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON AUGUST 19, 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 Tim Halik, Chief of Police Mark Shelton, and Executive Secretary Cindy Stuchl.

ABSENT: None

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - June 17, 2016

The Commission reviewed the June 17, 2016 minutes.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the June 17, 2016 minutes as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised the Commission that the Village is going out to bid for the police department renovation project. Bids will be due back on September 12th. Work should begin in the Fall.

Chairman Schuler thanked Mayor Trilla for his work on obtaining an artifact from the World Trade Center. Administrator Halik advised that the artifact will be incorporated into the renovation of the police department.

6. UNFINISHED BUSINESS

- a. Motion - Election of BOPC Chairman and Secretary

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to reelect William Schuler as BOPC Chairman and Stephen Landsman as Secretary of the BOPC.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. NEW BUSINESS

- a. MOTION - I/O Solutions - Promotional Exams

Chief Shelton related that the proposal from I/O Solutions will be going before the Village Board for approval at Monday's Board meeting pending the approval from the BOPC. Chief Shelton stated that I/O Solutions also conducted the last promotional testing.

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve I/O Solutions to conduct the Promotional Testing.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- b. MOTION - Promotional Exam Schedule and Notifications

Chairman Schuler advised that he had met with Chief Shelton to discuss the testing schedule:

- August 29, 2016 - Executive Secretary Cindy Stuchl sends Notification of promotional test to eligible officers. One copy will be mailed to their home, one copy emailed with return notification.
- September 19, 2016 - Executive Secretary Cindy Stuchl emails Reminder notice to eligible officers.
- September 30, 2016; 4:30 p.m. - Deadline for officers to submit their Statement of Application to Executive Secretary Cindy Stuchl.
- October 4, 2016; 12:00 p.m. (Noon) - Deadline for Chief Shelton to submit two sealed copies of Departmental Merit &

Efficiency Promotional Qualification Scores to Executive Secretary Cindy Stuchl.

- October 5, 2016 - Written Exam: 6:00 p.m., Burr Ridge Police Department Training Room.
- October 15, 2016 - Oral Interviews: time TBD, Burr Ridge Police Department Training Room.
- October 21, 2016 - BOPC to approve Final Scores at the Regular meeting of the Board of Police Commissioners.

Chairman Schuler will issue a written directive to Chief Shelton to submit the Departmental Merit & Efficiency Promotional Qualification Scores prior to the Written Exam date. The Chief is to provide two copies in sealed envelopes to Executive Secretary Cindy Stuchl by noon on October 4th. Executive Secretary Cindy Stuchl will submit one envelope to I/O Solutions on October 15th during the Oral Examinations. Executive Secretary Stuchl will bring the other sealed envelope labeled "BOPC" to the BOPC meeting on October 21, 2016 for review and verification by the Commissions.

Chairman Schuler stated that the Oral Interviews will be conducted at a special meeting of the BOPC. Proper notification per the Open Meetings Act will be followed. The actual interviews will be conducted during Closed Session and recorded as required by the Open Meetings act. The BOPC will notify all participants that the interviews will be recorded.

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve the Promotional Exam Schedule and Notification process.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- c. MOTION - Departmental Merit & Efficiency Criteria and Scoring Process

Chief Shelton reviewed the criteria and possible available points for five (5) different merit and efficiency traits: Leadership, Loyalty, Judgment, Responsibility/Dependability, and Adaptability. Chief Shelton will have all forms preprinted with the applicant's name. He will sign and date each form prior to making the copies and sealing into envelopes.

Chief Shelton reminded the Commission that the Departmental Merit & Efficiency Score, per the updated Rules & Regulations, will be weighted at 20% of each officer's total score.

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to approve the Promotional Exam Schedule and Notification process.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. CLOSED SESSION

Chairman Schuler advised that there was no need for a Closed Session at today's meeting.

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 7:28 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 16 , 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.