

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, OCTOBER 21, 2016, AT 7:00 A.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, 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. OMNIBUS VOTE AGENDA:
  - a. Review and Approve Minutes - Regular BOPC Meeting - September 16, 2016 (APPROVE)
  - b. Review and Approve Minutes - Closed Session Meeting - September 16, 2016 (APPROVE)
  - c. Review and Approve Minutes - Special BOPC Meeting - October 15, 2016 (APPROVE)
  - d. Review and Approve Minutes - Closed Session Meeting - October 15, 2016 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - a. DISCUSSION AND APPROVAL - 2017 Patrol Officer Eligibility Testing
    - 1) Eligibility Requirements
    - 2) I/O Solutions - Manage and Administer Applications and Testing Process
    - 3) Timeline
  - b. UPDATE - Probationary Patrol Officer
8. CLOSED SESSION
  - a) Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)
9. APPROVAL - FINAL SERGEANT PROMOTIONAL LIST
10. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON SEPTEMBER 16, 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.

ABSENT: None

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

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - August 19, 2016

The Commission reviewed the August 19, 2016 minutes.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised that a Public Bid for the Police Department Renovation project occurred on September 12, 2016. Fourteen (14) sealed bids were received. The lowest qualified bid belonged to LJ Morse Construction out of Aurora, Illinois, for approximately \$2.7 million. Construction should begin in October and be completed by October of 2017.

6. UNFINISHED BUSINESS

Chairman Schuler asked Chief Shelton to have a timeline for the upcoming Patrol Officer testing available for discussion and acceptance at the next meeting in October.

7. NEW BUSINESS

a. UPDATE - Sergeant Testing

Chief Shelton advised that he has sent information for the written test questions to I/O Solutions. I/O Solutions will propose 125 questions from which Chief Shelton will select 100 for the written test. Chief Shelton reported that he will submit the Departmental Merit & Efficiency scores as scheduled by October 4, 2016.

Executive Secretary Stuchl advised that all eligible candidates acknowledged receiving the email notification about the testing. As of today's date, five (5) candidates have turned in their acknowledgement that they will be taking the test, and two (2) applicants have indicated that they will not be taking the test. Executive Secretary Stuchl stated that she will be emailing the reminder note to all applicants.

b. UPDATE - New Officer Recruit - Joseph Lavalley

Chief Shelton stated that Officer Lavalley graduated the Academy yesterday, September 15, 2016. Officer Lavalley scored in the higher 90<sup>th</sup> percentile in the class. Officer Lavalley will begin his Field Training tomorrow, September 17, 2016.

8. CLOSED SESSION

- a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding Previously Approved Minutes of Meetings That Were Lawfully Closed Under the Open Meetings Act for the Purpose of a Semi-Annual Review of Said Minutes as Mandated by 5 ILCS 120/2.06(d), for Purposes of Possible Release

RECESS INTO CLOSED SESSION

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to recess into Closed Session at the hour of 7:08 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 7:15 a.m.

9. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF CLOSED SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to adopt Resolution No. 16-BOPC-R-01 as amended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

10. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 7:16 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 21 , 2016

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON OCTOBER 15, 2016 AT THE BURR RIDGE POLICE DEPARTMENT,  
TRAINING ROOM, 7700 COUNTY LINE ROAD, BURR RIDGE, DUPAGE COUNTY,  
ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of  
7:48 a.m.

2. ROLL CALL

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

ABSENT: None

Also present were Executive Secretary Cindy Stuchl, Retired  
Wheeling Police Chief William Benson, and Naperville Police  
Commander Louis Cammiso.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. DISCUSSION - ASSESSOR TRAINING - I/O SOLUTIONS

Ms. Amy Eitapence from I/O Solutions provided information for the  
Sergeants' Promotional Oral Interview Testing process.

5. CLOSED SESSION

- a. Appointment, Employment, Compensation, Performance of a  
Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO CLOSED SESSION

MOTION: Made by Secretary Landsman and seconded by Commissioner  
Heery to recess into Closed Session at the hour of 7:49 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Special Meeting at the hour of  
11:47 a.m. for a lunch break.

RETURN INTO CLOSED SESSION

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to return into Closed Session at the hour of 12:38 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Special Meeting at the hour of 1:51 p.m.

6. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to adjourn the meeting at the hour of 1:51 p.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 21 , 20 16

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**WILLOWBROOK POLICE DEPARTMENT**  
**2017 PATROL OFFICER ELIGIBILITY TESTING**  
**TIMELINE**

October 21, 2016 Time: 7:00 a.m.	BOPC Meeting Approval of I/O Solutions, Testing Schedule, Requirements for Applicants
November 14, 2016 Time: 6:30 p.m.	Village Board Meeting – Approval of I/O Solutions Contract & Fee
November 15, 2016	I/O Solutions – Posting application on their website. Village staff – Posting application on Village website.
January 6, 2017	Deadline to receive applications
January 28, 2017 9:00 a.m.	Written Examination Ashton Place, 341 W. 75 <sup>th</sup> Street, Willowbrook
February “TBD”, 2017	Oral Interviews with top 25 candidates

\*\*\*NOTE: Existing patrol officer eligibility list expires March 20, 2017.