

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON MAY 21, 2012 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, Commissioners Stephen Landsman, and Joe Heery. Also present was Chief of Police Mark Shelton and Executive Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. REVIEW AND APPROVE SPECIAL MEETING MINUTES OF JANUARY 21, 2011

The Commission reviewed the minutes from the special meeting held on January 21, 2011.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to approve the special meeting minutes of January 21, 2011.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. REVIEW AND APPROVE SPECIAL MEETING MINUTES OF SEPTEMBER 23, 2011

The Commission reviewed the minutes from the special meeting held on September 23, 2011.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to approve the special meeting minutes of September 23, 2011.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. DISCUSSION

- Chief Shelton stated that per ordinance regulations, the chairman and secretary is to be elected during a May meeting. Chairman Schuler agreed to remain as chairman, and Commissioner Landsman agreed to be the Commission secretary.

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to approve the election of William Schuler as Chairman and Stephen Landsman as secretary.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Village Attorney William Hennessy arrived at 7:03 a.m.

- Chief Shelton reminded the Commission that the current Patrol Officer Eligibility list expires in January, 2013. Testing procedures will begin approximately 2 ½ months prior to the expiration date.

Discussion at the previous Commissioners' Meeting was held in reference to hiring an outside source to conduct all the testing process. Chief Shelton has spoken to several companies that perform this type of service. These companies handle issuing applications, receiving them in return, and issuing notices for missing documentation. Currently, this process is conducted by office staff and takes up a considerable amount of manpower.

Interviews will still be conducted by the Board of Police Commissioners.

Chief Shelton stated that he needs to address the issue of charging for the applications. Some communities charge \$25.00 per application. Chief Shelton stated that he will obtain additional information and will present it at a future Commission meeting.

Chairman Schuler questioned if an application fee has been charged in the past. Chief Shelton stated, "No". Chairman Schuler then questioned that if using an outside source would an application have to submit a check. Chief Shelton

stated that one of the companies that he looked into did charge a \$15.00 or \$25.00 fee to receive the application. Chairman Schuler question how this affected applicants in other communities. Chief Shelton stated that there was no difference. He stated that some towns are home rule and can charge for the applications.

Chief Shelton stated that with the economy the way it is, expect a large amount of applicants. Chief Shelton stated that he anticipates hiring off this next eligibility list due to expected retirements.

- Chief Shelton advised the Commission that the department had a fourth retirement within the past year with Commander John Barnacle retiring in April.

Chief Shelton stated that the same manpower has been kept on the streets. The Annual Report is out and criminal incidents and injury accidents were reduced. Chief Shelton stated that officers have been instructed to get to know the businesses and residents better.

Commissioner Heery questioned why incidents have been reduced. Chief Shelton stated that he believes it's because officers have been told to be visible within the community.

6. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Heery, to adjourn the special meeting at the hour of 7:13 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

August 24 , 2012

Chairman

Minutes transcribed by Cindy Stuchl.