

AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook, which was held on November 12th, 2012 at 6:00 p.m. at the Village Hall, 7760 Quincy Street, in the Village of Willowbrook DuPage County, Illinois.

CALL TO ORDER

The meeting was called to order at 6:01 p.m.

ROLL CALL

Those present at roll call were Chief Mark Shelton, Deputy Chief Paul Oggerino, Trustee Terry Kelly and Chairman of the Public Safety Committee Dennis Baker.

1. Reviewed the October 8th, 2012 Meeting Minutes.
The Committee approved the October 8th, 2012 Meeting Minutes.
2. Reviewed Weekly Press Releases – Information.
3. Reviewed Overtime Report for 09/17/2012-10/14/2012 - Information.
4. Reviewed Monthly Offense Summary Report for October - Information.
5. Reviewed Monthly Expenditure Report for October – Information.
6. Reviewed V.A.P. (Victim Assistance Program) follow-up call responses for October.
7. Reviewed Letter(s) of Recognition and Appreciation – Information.
 - Officer John Skiba
 - Officer Daniel Polfliet
 - Office Dave Gaddis
 - Officer Lauren Kaspar
 - Secretary Debbie Hahn
 - Secretary Lori Rinella
8. DISCUSSION ITEMS
 - Cadets Halloween Assistance & Flyer Distribution Reference Ruse Burglary
The Committee was advised that the Cadets handed out over (200) glow sticks, and distributed over (450) crime alert flyers in reference to the ruse burglaries which occurred in the Waterford subdivision.
 - 2013 – 2014 Scheduling
The Chief and Deputy Chief discussed the upcoming scheduling issues. The Committee was advised that scheduling will be effected due to vacations, comp time, and holiday time accumulation, which the officers are entitled to, along with the 2013-2014 schedule. The Committee was shown examples of past schedules and the changing of schedules among officers and management to minimize overtime costs. The Chief explained that all officers with (15) years of service received (25) days of vacation along with (11) holidays. By adding this accumulated time a total of (180) days will need to be scheduled for both the day shift and midnight shift. This total does not include shift coverage for officers' days off, training, and other mandatory dates. The Committee was advised that the attempt to minimize overtime is a priority. However, with (5) officers assigned to a shift and a (3) officer minimum, overtime coverage is unavoidable. The Chief advised it is possible to have (2) officers on vacation at one time. However, officers will have to assist too and rearrange their days off. Staff will look at this. This would result in overtime to accomplish the shift coverage. The Chief advised he along with the Deputy Chief and Patrol OIC's will review the 2013 – 2014 schedule to discuss any scheduling issues which may arise and how to best and most efficiently schedule personnel without effecting any levels of service. The

Chief advised he may increase his overtime budget for the 2013 – 2014 budget. Chairman Baker related he appreciated the efforts to be vigilant with scheduling. The upcoming new hire and current (non-duty) officer injury will be effecting the overtime due to shift scheduling.

- Records/Report Management System – Recommendation
The Committee discussed the records management system by CAPERS. The Committee was advised of the costs and the various features included with the program. The Committee was advised of the I.T. features and that the CAPERS Representative spoke with Willowbrook's I.T. consultant, who had favorable comments on the system. The cost of the CAPERS program was explained along with the (2) additional companies costs and comparisons. The Committee approved the recommendation to purchase the CAPERS program.
- Recent Activities – Letters
- Hiring Process – Update
The Committee was advised of the status of the hiring process of candidates from the existing eligibility list.
- EOP Plan
The Committee was shown the CEMP program and an explanation of the EOP Plan was provided. The Committee was advised the EOP Plan has been updated, completed and sent to DuPage OEM.

9. VISITOR'S BUSINESS*

None

10. ADJOURNMENT

Meeting was adjourned at 6:24 p.m.

* VISITOR'S BUSINESS (Public comment is limited to three minutes per person on agenda items only).

NEXT MEETING SCHEDULED FOR JANUARY 14TH, 2012 AT 6:00 P.M.