

**VILLAGE OF WILLOWBROOK, IL**  
**PUBLIC SAFETY COMMITTEE**  
**MINUTES**  
**DECEMBER 18, 2017**

MINUTES OF THE SPECIAL MEETING OF THE PUBLIC SAFETY COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON DECEMBER 18<sup>TH</sup>, 2017 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DU PAGE COUNTY, ILLINOIS.

CALL TO ORDER

*Chairman Terrence Kelly called the meeting to order at 5:30 p.m.*

ROLL CALL

*In attendance at this meeting were: Chairman Terrence Kelly, Village Trustee Sue Berglund, Police Chief Robert Pavelchik, Deputy Police Chief Robert Schaller, Assistant to the Village Administrator Garrett Hummel.*

1. REVIEW NOVEMBER 10<sup>TH</sup>, 2017 PUBLIC SAFETY COMMITTEE MEETING MINUTES.  
*A motion was made by Trustee Berglund, seconded by Chairman Kelly, to approve the Public Safety Committee minutes of the November 10, 2017 meeting. There were no additions, deletions or corrections to the minutes; the motion was unanimously approved by voice vote.*
2. REVIEW PROPOSAL TO CONTRACT WITH ADVANCED WIRING SOLUTIONS.  
*Deputy Chief Schaller presented information to the Committee on the need for an audio monitoring system in the lockup area of the Willowbrook Police station. He explained that prior to the station remodel such a system existed but that it was antiquated and it was removed during the remodel. This system is required for the safe monitoring of persons in custody. Two proposals were presented with the lower proposal being Advanced Wiring Solutions. Trustee Kelly questioned the warranty clause in section 4 of the contract and indicated that he would double check with the Village Attorney before tonight's Village Board meeting. The Committee forwards this proposal to the full Board for approval.*
3. DISCUSSION – PANIC ALARMS.  
*Garrett Hummel presented information to the Committee on a proposal to install safety alarm systems in both the Village Hall and Police station. He explained that prior to the construction of the new Village Hall there was a “panic alarm” button in the old Village Hall front office that could alert police officers in case of an emergency in the Village Hall. This proposal would install an alarm system in both buildings that will go directly to our dispatch facility DUCOMM in case of emergency. Trustee Kelly asked if perhaps a couple of extra alarm fobs could be utilized for employees leaving either facility late/after dark; Garrett will look into the cost. The Committee forwards this proposal to the full Board for approval.*
4. REVIEW WEEKLY PRESS RELEASES – INFORMATION.  
*The Committee members reviewed the weekly press releases for the November 6 to December 10, 2017, period, noting the counterfeit currency arrests of November 26 and the burglary to motor vehicles at Midtown Athletic Club on November 16.*

5. REVIEW OVERTIME REPORT FOR 11/06/2017–12/03/2017 - INFORMATION.  
*The Committee members reviewed the overtime summary for the periods listed; Trustee Kelly took note of the holiday pay number (Thanksgiving 2-day holiday).*
6. REVIEW MONTHLY EXPENDITURE REPORT FOR NOVEMBER 2017 – INFORMATION.  
*The Committee members reviewed the monthly expense report and budget summary for the Fiscal Year 2017-18 through November 30, 2017. The budget is 58% executed with no major anomalies observed to date. Trustee Kelly asked about the Accreditation line item; Chief Pavelchik explained that D/C Schaller and Officer Lauren Kaspar attended the CALEA conference for the training and that our re-accreditation is approaching.*
7. REVIEW MONTHLY OFFENSE SUMMARY REPORT FOR NOVEMBER 2017 - INFORMATION.  
*The Committee members reviewed the November 2017 offense summary with no comments or questions.*
8. REVIEW LETTER(S) OF RECOGNITION AND APPRECIATION – INFORMATION.
  - Officer Jose Lopez *Officer Lopez received a hand written thank you note from a citizen, thanking him for his “quick, kind and calming service”.*
  - Officer Dave Gaddis
  - Officer Dylan Trainor
  - Officer Christine Robles  
*Officers Gaddis, Trainor and Robles were presented a Departmental Recognition for their actions of November 20, 2017 on a high-risk gun threat call and arrest.*
9. DISCUSSION ITEMS
  - Chief Pavelchik MOU. *Chief Pavelchik explained that the police union took a full year to sign off on a memorandum of understanding on travel reimbursement but it was finally signed last week so no action by this Committee is necessary.*
  - Request for Approval – Local Adjudicator. *The Committee continued a discussion from the November meeting on whether or not to solicit proposals for a new local adjudicator for the red-light camera hearings. Chief Pavelchik asked the Committee what criteria for experience might be needed for the proposal and how the Committee would like to handle the vetting process. Chairman Kelly asked how the current adjudicator is working out? Chief Pavelchik and D/C Schaller both explained that the current vendor works well in our system, our staff is very happy with his work, he is nice to the people who come to hearings; basically, the process is running well and under budget. Trustee Kelly offered that if it isn't broken, why fix it? The Chief, D/C Schaller and Trustee Berland concurred so the Committee recommends no change to the local adjudication vendor.*
  - Stop Arm Violation Cameras on School Buses. *Chief Pavelchik explained to the Committee that he is in discussions with Gower School District 62 Superintendent Victor Simon regarding installing camera systems on the Gower busses to record stop-arm violations. He explained that Illinois law allows for camera enforcement of these violations, similar to the red-light camera violations. The Village's red-light vendor has systems available so a discussion will continue on this topic.*
  - Liquor Enforcement. *Chief Pavelchik informed the Committee that PD staff is conducting an enforcement detail at licensed liquor establishments tonight. D/C Schaller told the Committee that this evening two liquor establishments have sold to a minor.*

10. \* VISITOR'S BUSINESS (Public comment is limited to three minutes per person).  
*There were no visitor's present to comment.*
11. ADJOURNMENT  
*A motion was made by Trustee Berglund, seconded by Chairman Kelly, to adjourn the meeting. Meeting adjourned at 6:10 p.m.*

NEXT MEETING SCHEDULED JANUARY 8<sup>TH</sup>, 2018 AT 5:30 P.M.