

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS
HELD ON JANUARY 20, 2017 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 8:00 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 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 - November 18, 2016

The Commission reviewed the Omnibus Vote Agenda.

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 the police department renovations are going well and should be completed by mid August.

6. UNFINISHED BUSINESS

a. UPDATE - Probationary Patrol Officer

Chief Shelton advised that Patrol Officer Joseph Lavalle graduated the academy in December and is currently in his FTO program and doing very well.

7. NEW BUSINESS

a. DISCUSSION - Patrol Officer Eligibility Testing - Oral Interviews

Chairman Schuler reminded the Commission that the Orientation and Written Exam for the patrol officer testing will be held on Saturday, January 28, 2017 beginning at 8:30 a.m.

Chairman Schuler related that the Commission must finalize how many of the eligible applicants that pass the written will be given an oral interview and set a date to schedule the interviews. Commissioners determined that they would interview the top 25 applicants.

Chief Shelton advised that after I/O Solutions provides the scores for the written test, applicants have ten (10) days after notification of the test results to submit any preference points to which they are entitled. The Commissioners directed Secretary Cindy Stuchl to schedule oral interviews in a random manner and notify each qualified applicant by letter of their assigned oral interview time; and to include in the letter notice that the Oral Interviews would be conducted in a closed session of a special meeting of the Board of Police Commissioners and recorded as required by the Open Meetings Act.

Chairman Schuler had requested that I/O Solutions provide the oral interview questions and scoring criteria for review by the commissioners prior to the oral interview date. Chief Shelton advised that the I/O Solutions fee for the questions is \$3,515.00, which includes consultant fees and tech writing fees.

Chief Shelton asked if the Commission would rather establish the questions on their own. Chairman Schuler stated that if the Commission were to create the questions, the questions would not be validated. Chief Shelton related that he can survey other municipalities for questions that they have used for the oral exams. Secretary Landsman advised that he found patrol officer

oral interview questions online. The commissioners asked Board Secretary Cindy Stuchl to contact BOPC Attorney John Broihier to determine if the Commission could create their own oral exam questions and if in doing so, the questions could be challenged.

The Commission determined to continue and finalize discussion on the Oral Examination questions at the next regular BOPC Commission meeting on Friday, February 17, 2017.

The consensus of the Commission was to schedule the oral examination date for Saturday, February 25, 2017 beginning at 8:00 a.m. and scheduled at 20-minute increments. The Board of Police Commissioners will conduct the oral interviews at the Village Hall in the lower conference room.

8. CLOSED SESSION

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

Commissioner Schuler asked all present if any had any additional business or information to bring before the Board. None was offered.

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 8:46 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 17 , 2017

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.