

## A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, MARCH 16, 2018, AT 8:00 A.M. AT THE WILLOWBROOK POLICE DEPARTMENT, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. MOTION TO APPROVE - PARTICIPATION VIA TELECOMMUNICATIONS  
- Commissioner Stephen Landsman (APPROVE)
4. VISITORS' BUSINESS - Public comment is limited to three minutes per person
5. OMNIBUS VOTE AGENDA:
  - a. Review and Approve Minutes - Regular BOPC Meeting  
- December 15, 2017 (APPROVE)
6. COMMUNICATIONS
  - a. Ordinance - Amending the Village Code - Title 5, Chapter 1, Section 5-1-1 - Police; Creation and Composition of Department
  - b. Resolution - A Resolution Authorizing the Board of Police Commissioners (BOPC) to Effect the Original Promotion of one (1) Candidate to the Rank of Sergeant within the Police Department
7. UNFINISHED BUSINESS
  - a. DISCUSSION - Probationary Patrol Officers
8. CLOSED SESSION
  - a. Consideration of the Appointment, Employment, Compensation, Performance, or Dismissal of a Specific Village Employee in Accordance with 5 ILCS 120/2(c)(1)
9. MOTION TO APPROVE - Promotion of One (1) Candidate to the Rank of Sergeant.
10. NEW BUSINESS
11. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON DECEMBER 15, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of 8:03 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery and Commissioner Thomas Sailer.

ABSENT: At time of Roll Call - Secretary Stephen Landsman

Also present were Village Administrator Tim Halik, Chief of Police Robert Pavelchik, Jr., Deputy Chief Robert Schaller, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. MOTION - PARTICIPATION VIA TELECOMMUNICATIONS

MOTION: Made by Chairman Heery, seconded by Commissioner Sailer, to approve Commissioner Landsman's participation in the BOPC meeting via telecommunications.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - June 16, 2017 (APPROVE)
- b. Review and Approve Minutes - Special BOPC Meeting - July 14, 2017 (APPROVE)
- c. Review and Approve Minutes - Closed Session - Special BOPC Meeting - July 14, 2017 (APPROVE)

The Commission reviewed the Omnibus Vote Agenda.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. COMMUNICATIONS

Administrator Halik advised that the Fiscal Year 2018/19 budget process has begun. Administrator Halik also stated that January 10, 2018 will be the State of the Village address at the monthly Willowbrook/Burr Ridge Chamber of Commerce luncheon.

7. UNFINISHED BUSINESS

None presented.

\*\*\*NOTE: Secretary Landsman phoned in for teleconference attendance at 8:17 a.m.

8. NEW BUSINESS

a. DISCUSSION - Probationary Patrol Officers

Chief Pavelchik related that two officers, Eulalio Mestre and Alexander Erdmann, graduated the police academy on November 16, 2017 and are currently in the department's Field Training Program (FTO).

Chief Pavelchik advised that Officer Mestre is in the Army Reserves and will have training away from the department. Officer Mestre's FTO program may have to be extended due to his absence.

Chief Pavelchik stated that Officer Joseph Lavalley will be at the end of his 18-month probationary period on December 20, 2017. Officer Matthew Vanderjack completed his probationary period on December 6<sup>th</sup>. Both officers have done well with the department.

Chief Pavelchik reminded the Commissioners that Sergeant Art Svehla is retiring and his last day is January 1, 2018.

9. CLOSED SESSION

- a. DISCUSSION - Pursuant to 5 ILCS 120/2(c)(21) Regarding the Destruction of Audio or Video Recordings of Closed Meetings Under the Open Meetings Act For the Purpose of a Semi-Annual Review of Said Recordings As Mandated by 5 ILCS 120/2.06(3)(c)(1)
- b. 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

Chairman Heery advised that it was not necessary to recess into Closed Session to discuss the minutes to be released.

10. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS

MOTION: Made by Commissioner Sailer and seconded by Secretary Landsman to adopt Resolution No. 17-BOPC-R-02 as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

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

Secretary Landsman stated that the minutes from the Closed Session of July 14, 2017 that was approved under the Omnibus Vote Agenda should also be released.

MOTION: Made by Commissioner Sailer and seconded by Secretary Landsman to adopt Resolution No. 17-BOPC-R-03 as amended.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

12. ADJOURNMENT

MOTION: Made by Commissioner Sailer, seconded by Secretary Landsman, to adjourn the meeting at the hour of 8:23 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 19, 2018

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF WILLOWBROOK -- TITLE 5, CHAPTER 1, SECTION 5-1-1 – POLICE; CREATION AND COMPOSITION OF DEPARTMENT

AGENDA NO.

AGENDA DATE: 3/12/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: 

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN JR.

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank A. Trilla

REVIEWED & APPROVED BY COMMITTEE:

YES ☒

NO ☐

N/A ☐

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

On Monday, March 5, 2018, Sergeant Chris Drake was placed on Public Employee Disability Act (PEDA) leave as a result of a prior injury sustained while on-duty. During the time that Sergeant Drake is on PEDA leave he retains his rank as sergeant. Therefore, the promotion of a patrol officer to the rank of sergeant is required in order to provide a replacement sergeant for shift coverage.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police – 1

Deputy Chief of Police – 1

Sergeants – 3

Patrol Officers – 18

TOTAL: 23 sworn officers

The passage of the attached ordinance will serve to temporarily amend the Village Code of Ordinances to reflect the composition of the police department as having four (4) sergeants (as opposed to 3). This will enable the promotion of an additional sergeant now, while Sergeant Drake is absent on PEDA leave. Sergeant Drake has also filed an application with the Police Pension Fund Board for a duty-disability pension. If approved, and once the PEDA leave period is exhausted, the number of shift sergeants within the department will revert back to three (3). The process of promoting the new sergeant will be completed by the Village Board of Police Commissioners (BOPC).

### ACTION PROPOSED:

Pass the ordinance.

ORDINANCE NO. 18-O-09

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE  
VILLAGE OF WILLOWBROOK -- TITLE 5, CHAPTER 1, SECTION 5-1-1 --  
POLICE; CREATION AND COMPOSITION OF DEPARTMENT

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**BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

**SECTION ONE:** That Title 5, Chapter 1, Section 5-1-1 of the Village Code of the Village of Willowbrook entitled "Creation and Composition of Department" is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

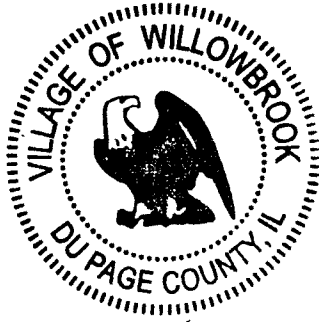
**"5-1-1: CREATION AND COMPOSITION OF DEPARTMENT:** There is hereby created a police department in and for the Village. The police department shall consist of one (1) chief of police, who shall be the director thereof, one (1) deputy chief, four (4) sergeants, and eighteen (18) patrol officers, for a total of twenty-four (24). Provided, however, that the number of sergeants within the department shall only be four (4) during the time that a current sergeant is absent on PEDDA leave. Afterwards, the number of shift sergeants shall be reduced by one (1) and the department composition shall include a total of three (3) sergeants, for a total of twenty-three (23)."

**SECTION TWO:** That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

**SECTION THREE:** That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 12th day of March, 2018.

APPROVED:



Frank A. Tuller  
Mayor

ATTEST:

Loray R. Hansen by  
Village Clerk Cynthia A. Bensch  
Deputy Clerk

ROLL CALL VOTE:

AYES: BERGLUND, DAN, KELLY, MISTELE, NEAL, OGGERINO

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0



# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL PROMOTION OF ONE (1) CANDIDATE TO THE RANK OF SERGEANT WITHIN THE POLICE DEPARTMENT

AGENDA NO.

AGENDA DATE: 3/12/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN, TH.

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank A. Trilla

REVIEWED & APPROVED BY COMMITTEE:

YES ☒

NO ☐

N/A ☐

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

On Monday, March 5, 2018, Sergeant Chris Drake was placed on Public Employee Disability Act (PEDA) leave as a result of a prior injury sustained while on-duty. During the time that Sergeant Drake is on PEDA leave he retains his rank as sergeant. Therefore, the promotion of a patrol officer to the rank of sergeant is required in order to provide a replacement sergeant for shift coverage.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

- Chief of Police – 1
- Deputy Chief of Police – 1
- Sergeants – 3
- Patrol Officers – 18
- TOTAL: 23 sworn officers

The passage of the previous ordinance (the agenda item immediately prior to this item) served to temporarily amend the Village Code of Ordinances to reflect the composition of the police department as having four (4) sergeants (as opposed to 3). This will enable the promotion of an additional sergeant now, while Sergeant Drake is absent on PEDA leave. Sergeant Drake has also filed an application with the Police Pension Fund Board for a duty-disability pension. If approved, and once the PEDA leave period is exhausted, the number of shift sergeants within the department will revert back to three (3). The process of promoting the new sergeant will be completed by the Village Board of Police Commissioners (BOPC). The next meeting of the BOPC will occur on Friday, March 16, 2018.

If the prior amendatory ordinance (Item No. 8 on the Board agenda) is not passed by the Board this evening, the adoption of this resolution will not be required and should not be considered.

### ACTION PROPOSED:

Adopt the Resolution, which will enable the BOPC to promote one (1) candidate to the rank of sergeant.

RESOLUTION NO. 18-R- 12

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS  
(BOPC) TO EFFECT THE ORIGINAL PROMOTION OF ONE (1) CANDIDATE TO THE  
RANK OF SERGEANT WITHIN THE POLICE DEPARTMENT

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of  
Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) is  
hereby authorized to effect the original promotion of one (1) candidate to the rank of  
sergeant within the police department.

ADOPTED and APPROVED this 12<sup>th</sup> day of June, 2018



APPROVED:

Frank A. Silla  
Mayor

ATTEST:

Leroy R. Hansen by  
Village Clerk  
Cynthia A. Strohl  
Deputy Clerk

ROLL CALL VOTE:

AYES: BERGLUND, DAVI, KELLY, MISTELE, NEAL, OGGERINO

NAYS: Ø

ABSTENTIONS: Ø

ABSENT: Ø