

## A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, NOVEMBER 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. VISITORS' BUSINESS - Public comment is limited to three minutes per person
4. OMNIBUS VOTE AGENDA:
  - a. Review and Approve Minutes - Regular BOPC Meeting - October 18, 2018 (APPROVE)
5. COMMUNICATIONS
  - a. Ordinance - Amending the Village Code - Title 5, Chapter 1, Section 5-1-1 - Police; Creation and Composition of Department
  - b. Resolution - Authorizing the Board of Police Commissioners (BOPC) to effect the original promotion of one (1) candidate to the rank of Sergeant and the original appointment of one (1) candidate to fill a vacancy created in the rank of Patrol Officer within the Police Department.
6. UNFINISHED BUSINESS
  - a. DISCUSSION - Probationary Patrol Officer
7. NEW BUSINESS
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 - Disqualification of Patrol Officer Applicants
10. MOTION TO APPROVE - Promotion of One (1) Candidate to the Rank of Sergeant.
11. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON OCTOBER 19, 2018 AT THE WILLOWBROOK POLICE DEPARTMENT,  
7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Heery at the hour of 8:01 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery, Secretary Thomas Sailer, and Commissioner Mark Astrella.

ABSENT: None.

Also present were Chief of Police Robert Schaller, Deputy Chief Lauren Kaspar, and Executive Secretary Cindy Stuchl.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Special BOPC Meeting - September 10, 2018 (APPROVE)
- b. Review and Approve Minutes - Closed Session - September 10, 2018 (APPROVE)
- c. Review and Approve Minutes - Special BOPC Meeting - September 29, 2018 (APPROVE)
- d. Review and Approve Minutes - Closed Session - September 29, 2018 (APPROVE)

The Commission reviewed the Omnibus Vote Agenda.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Chief Schaller advised that there may be a need to schedule a special meeting to discuss a personnel issue.

6. UNFINISHED BUSINESS

- a. DISCUSSION AND APPROVAL - 2018 Final Eligibility Register

The commissioners reviewed the test scores for the written exams and oral interviews. Chief Schaller advised that the list is comprised of 11 candidates that passed both exams.

Chief Schaller related that backgrounds would begin immediately on the first five (5) candidates. There are two spots reserved for the police academy in January in case the selected applicant is not currently a certified officer.

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to approve Final Eligibility Register as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

- b. DISCUSSION - Probationary Patrol Officer

Chief Schaller advised that Officer Joaquin Silva began the police academy on September 16, 2018 and is doing well.

7. NEW BUSINESS

None presented.

8. CLOSED SESSION

Chairman Heery advised there was no need to go into Closed Session at today's meeting.

9. ADJOURNMENT

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to adjourn the meeting at the hour of 8:08 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 16, 2018

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. **8**

AGENDA DATE: 11/12/18

STAFF REVIEW: T. Halik, Village Admin. / R. Schaller, Police Chief SIGNATURES: T. Halik R. Schaller

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TA.

RECOMMENDED BY: Frank A. Trilla, Mayor

SIGNATURE: Frank Trilla /s/

REVIEWED BY PUBLIC SAFETY COMMITTEE: YES ☒ via telephone contact NO ☐ N/A ☐

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

In early 2018, Sergeant Chris Drake was placed on Public Employee Disability Act (PEDA) leave as a result of a prior injury he sustained while on-duty. During the one-year period 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 was required at that time in order to provide a replacement sergeant for shift coverage. On October 19, 2018, the Village Police Pension Board voted unanimously to grant Sergeant Drake a line-of-duty pension disability pension. The pension will begin once the PEDA leave expires.

On September 10, 2018, Sergeant David Gaddis was temporarily assigned to work the Detectives Division until further notice. Therefore, the promotion of a patrol officer to the rank of sergeant is required again 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 – 4 (will be automatically reduced to 3)

Patrol Officers – 18

TOTAL: 23 sworn officers, once automatically reduced

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 five (5) sergeants (as opposed to 4). This will enable the promotion of an additional sergeant now to provide necessary shift coverage while Sergeant Drake is absent on PEDA leave, and while Sergeant Gaddis is temporarily assigned to the Detectives Division.

Once Sergeant Drake's PEDA leave period is exhausted, and he begins receiving a line-of-duty pension disability pension, the number of sergeants within the department will be automatically reduced by one (1).

When Sergeant Gaddis's temporary assignment to the Detectives Division is complete, the number of sergeants within the department will be automatically reduced by one (1).

The process of promoting the new sergeant will be completed by the Village Board of Police Commissioners.

**ACTION PROPOSED:** Pass the ordinance.

ORDINANCE NO. 18-O-29

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:

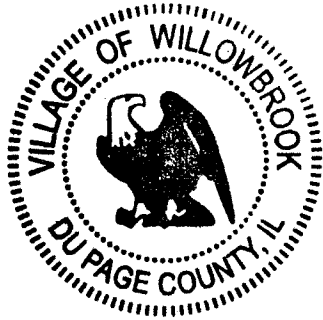
**SECTION ONE:** That Title 5, Chapter 1, Section 5-1-1 of the Village Code of the Village of Willowbrook entitled "Creation and Composition of Department" is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

**"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, five (5) sergeants, and eighteen (18) patrol officers, for a total of twenty-five (25). Provided, however, that the number of sergeants within the department shall only be five (5) during the time that: 1) A current sergeant is absent on PEDAs leave, and 2) A current sergeant is assigned to the detective division. After the PEDAs leave expires, and after the currently assigned sergeant is removed from the detective division, the number of sergeants shall be reduced by one (1) or two (2), at the time those individual events occur, and the department composition shall ultimately return to a total of three (3) sergeants, for a total department composition 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 12<sup>th</sup> day of November, 2018.



APPROVED:

*Frank A. Miller*  
Mayor

ATTEST:

*Leroy R. Hansen*  
Village Clerk

ROLL CALL VOTE:

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

NAYS: Ø

ABSTENTIONS: Ø

ABSENT: Ø



# 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 AND THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY CREATED IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT

AGENDA NO. **9**

AGENDA DATE:  
11/12/18

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE: [Signature]

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN TH.

RECOMMENDED BY: Tim Halik, Village Administrator

SIGNATURE: [Signature]

REVIEWED & APPROVED BY COMMITTEE: YES ☒ on 6/12/17 NO ☐ N/A ☐

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

As discussed on the prior Board agenda item, it is necessary at this time to promote a current patrol officer to the rank of sergeant, and fill the resulting vacancy created in the rank of patrol officer, as a result of the promotion, with a new candidate.

### 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 – 4 (will be automatically reduced to 3)

Patrol Officers – 18

TOTAL: 23 sworn officers, once automatically reduced

The ordinance passed by the Village Board (i.e., the previous agenda item) served to temporarily amend the composition ordinance to provide for the police department as having five (5) sergeants (as opposed to 4). This number will eventually automatically be reduced back down to three (3). This will enable the promotion of an additional sergeant now to provide necessary shift coverage while Sergeant Drake is absent on PEDa leave, and while Sergeant Gaddis is temporarily assigned to the Detectives Division.

- Once Sergeant Drake's PEDa leave period is exhausted, and he begins receiving a line-of-duty pension disability pension, the number of sergeants within the department will be automatically reduced by one (1).
- When Sergeant Gaddis's temporary assignment to the Detectives Division is complete, the number of sergeants within the department will be automatically reduced by one (1).

The process of promoting the new sergeant and hiring a patrol officer candidate will be completed by the Village Board of Police Commissioners (BOPC). If the prior amendatory ordinance 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, and to begin reviewing patrol officer candidates from the current eligibility register in order to hire one (1) new patrol officer.



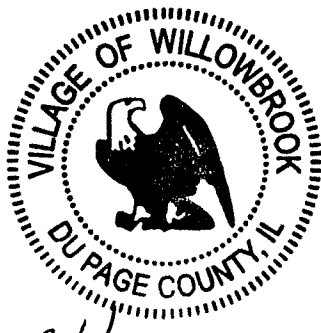
RESOLUTION NO. 18-R- 72

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL PROMOTION OF ONE (1) CANDIDATE TO THE RANK OF SERGEANT AND THE ORIGINAL APPOINTMENT OF ONE (1) CANDIDATE TO FILL A VACANCY CREATED IN THE RANK OF PATROL OFFICER 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 and the original appointment of one (1) candidate to fill a vacancy in the rank of patrol officer within the police department.

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



ATTEST:

Leroy R. Hansen  
Village Clerk

APPROVED:

Frank A. Smith  
Mayor

ROLL CALL VOTE:

AYES: Berglund, Davi, Kelly, Mistele, Neal, Oggerino

NAYS: Ø

ABSTENTIONS: Ø

ABSENT: Ø