

## A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, SEPTEMBER 19, 2014, AT 7:00 A.M. AT THE VILLAGE HALL, 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 - August 15, 2014 (APPROVE)
  - b. Review and Approve Minutes - Special BOPC Meeting - August 29, 2014 (APPROVE)
  - c. Review and Approve Minutes - Executive Session BOPC Meeting - August 29, 2014 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
  - a. Discussion - Patrol Officer Testing
7. NEW BUSINESS
  - a. Discussion - Approval of Officer Candidates
  - b. Discussion - 2014 Illinois Fire & Police Commissioners Association Fall Seminar
8. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON AUGUST 15, 2014 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler and Commissioner Joseph Heery. Also present were Chief of Police Mark Shelton, Village Administrator Tim Halik, and Recording Secretary Cindy Stuchl.

ABSENT: Secretary Stephen Landsman.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes of June 20, 2014 (APPROVE)

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

Administrator Halik advised that the construction of the new Village Hall is underway. Demolition began on July 23<sup>rd</sup>. The project is currently on schedule to be completed in late November.

6. UNFINISHED BUSINESS

- a. Follow Up - Probationary Officer Agreement

Administrator Halik stated that he had spoken to the Labor Attorney about this agreement. The Labor Attorney advised that

he is aware of these agreements; however, since they impact the terms and conditions of employment, these agreements are a mandatory subject of bargaining. Administrator Halik advised that the current police contract is mid-term and would not reopen it for this agreement.

Administrator Halik reviewed the agreement with the Mayor and both agree that this issue should not be pursued during the next round of negotiations.

Commissioner Heery stated that this agreement would restrict a person's ability to move and that the Village should ensure that the conditions to work for Willowbrook are such that a person would not wish to move.

Chairman Schuler stated that he did not like how the agreement was written. Chairman Schuler indicated that the amount of money that the Village would be able to recoup would not benefit the amount of time and manpower it would take to collect. Chairman Schuler stated that an alternative to the agreement would be to get a pledge from the applicant that they understand that the Village is looking for a long-term relationship.

Commissioner Heery related that a pledge will not really do anything for you except that it raises awareness in the mind of the applicant. Commissioner Heery stated that he should be allowed to move freely in any job and not be restricted.

Chairman Schuler stated that through the application process have a provision that if the applicant is hired, that they remove themselves from other department lists. Chief Shelton stated that if he was an applicant, he would not apply for that department.

Commissioner Heery stated that it is unusual to tell a person that you have to pledge to stay with the Village. Chairman Schuler stated that the person has a choice to not apply. Commissioner Heery stated that we could be eliminating a lot of good candidates.

Commissioner Heery related that policies and procedures should not be changed just because one person has left.

Administrator Halik advised that he will get some answers to questions that were raised and discussion can continue at the next BOPC meeting.

7. NEW BUSINESS

a. Update - Current New Officers

Chief Shelton advised that Officer Dylan Trainor will complete his 18-month probation period in October. Officer Jose Lopez is doing well. Officer Christine Danan is in her 5<sup>th</sup> week at the Academy and is also doing well.

b. Officer Resignation - Joel Rudnick

Chief Shelton stated that Officer Rudnick's last day on the road was Tuesday, August 12<sup>th</sup>. He is currently on military leave and his official last day is August 20<sup>th</sup>. During Officer Rudnick's exit interview, he only had positive comments to say about the Department.

c. Discussion - New Patrol Officer Eligibility List

Chief Shelton indicated that the Number 9 applicant on the current eligibility list will be taking his polygraph test today. There is an academy slot scheduled for September 29<sup>th</sup>. The background on the next two candidates has been started.

Administrator Halik advised that Chief Shelton has suggested that two replacement officers be hired at this time due to a retirement that will be occurring in February 2015. This will allow the new hire to be trained and on the road when the retirement occurs. If we wait to hire an officer until after the retirement, the next academy date will not be until March 2015. Administrator Halik stated that if the BOPC is in agreement, at the next Village Board meeting, an ordinance amendment will be brought forth to make a temporary change the composition of the department from 18 to 19 officers just until the retirement date, and there would also be a resolution to authorize the BOPC to hire two officers.

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to accept the Village Administrator's recommendation to authorize the hiring of two patrol officers subject to approved by the Village Board and the ordinance to temporarily modify the composition of the police department.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chief Shelton reminded the BOPC that the current eligibility list will expire in February. Chief Shelton suggested that beginning in October, we should begin the process to establish a new list.

Chairman Schuler stated that he would like to meet with Administrator Halik and Chief Shelton to develop verbiage for the pledge agreement for the application.

Chairman Schuler indicated that he has not met any of the new hires with the new testing process. Chairman Schuler requested that copies of the psychological tests, polygraph tests, and photographs be shared with the Commissioners. Chief Shelton stated that he has not provided copies of the tests and does provide a summary of the tests during BOPC meetings. Administrator Halik questioned if any HIPPA laws would apply and will contact the labor attorney for an answer. Chairman Schuler requested that a copy of the tests be presented to the commissioners at their meeting and can then be destroyed immediately afterwards.

Chairman Schuler questioned how and by whom the job offer is made to the applicant. Chief Shelton stated that each step is a condition of employment. Once each step has been passed, the department then offers the applicant a position. Each applicant is offered the position in a face-to-face meeting with the Chief. Chairman Schuler requested that a member of the BOPC be present when the applicant is being offered the position in order to stress the need that longevity is being requested.

8. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to adjourn the meeting at the hour of 7:48 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 19, 2014

\_\_\_\_\_  
Chairman

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON AUGUST 29, 2014 AT THE VILLAGE HALL OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler and Commissioner Joseph Heery. Also present were Chief of Police Mark Shelton, Village Administrator Tim Halik, and Recording Secretary Cindy Stuchl.

ABSENT: Secretary Stephen Landsman.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. 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 to effect the original appointment of two (2) Candidates to fill vacancies in the rank of Patrol Officer within the Village Police Department.

Administrator Halik advised that at the Mayor and Board of Trustees Meeting held on August 25, 2014, the listed ordinance and resolution was approved.

5. NEW BUSINESS

- a. Update - Patrol Officer Candidates

Chief Shelton stated that Candidate #13 will be taking her polygraph test this afternoon. Background check came back good. The psychological and medical physical tests will still need to be taken. The POWER test will be held on September 22<sup>nd</sup>, with the

academy beginning September 29<sup>th</sup>. Candidate #18 is scheduled to take his polygraph on Tuesday, September 2<sup>nd</sup>.

6. EXECUTIVE SESSION

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Commissioner Heery and seconded by Chairman Schuler to recess into Executive Session at the hour of 7:03 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Special Meeting at the hour of 7:23 a.m.

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to pass on Candidate #9, Candidate #11 and Candidate #16.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

Chairman Schuler stated that he thought it would be a good idea to have a member of the BOPC present when a candidate is officially offered a position with the Willowbrook Police Department. Administrator Halik advised that he would run it by BOPC Attorney John Broihier and ask if there would be any problems.

7. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler, to adjourn the meeting at the hour of 7:28 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

September 19, 20 14

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.



## ILLINOIS FIRE & POLICE COMMISSIONERS ASSOCIATION

900 JORIE BOULEVARD, SUITE 194

OAK BROOK, IL 60523

630.571.1080

630.571.0253 FAX

Dear Commissioners, Police Chiefs, Fire Chiefs, Legal Counsel, Village Managers & Recording Secretaries:

You are cordially invited to attend the 2014 Illinois Fire & Police Commissioners Association Fall Seminar on November 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> at the Hotel Arista in Naperville, Illinois.

This Fall we will be offering training Modules 1, 2, 3, 4, 5, 6 & 7. The General Session will include a Legislative Update from our association attorney, John Broihier, as well as a presentation by Dr. Kathryn Juzwin, Psy.D. – “Psychological Assessment Portion”.

*Please refer to the Registration Instruction Sheet for details on how to complete your form. Note the Registration Deadline of October 29<sup>th</sup>.*

**Save your village \$25 and register by October 13<sup>th</sup>!!!**

If you have any questions, please contact our association office at 630.571.1080.

Hope to see you there.

***John Sidbeck***

Seminar Chairperson

***Please Update Your Records – We have moved the association office to:***

***900 Jorie Boulevard, Suite 194***

***Oak Brook, IL 60523***





## ILLINOIS FIRE & POLICE COMMISSIONERS ASSOCIATION

900 JORIE BOULEVARD, SUITE 194

OAK BROOK, IL 60523

630.571.1080

630.571.0253 FAX

### Registration Instruction Sheet

Please read carefully as some aspects of our registration process have changed.

#### **Attendees:**

**Police and Fire Chiefs, Attorneys and other village staff (with the exception of recording secretaries) MUST be accompanied by one of your commissioners.**

#### **Training Module Descriptions:**

This Seminar we will be offering all modules. If you are a new commissioner or have not attended any training we recommend that Modules 1 and 2 be taken first.

#### **Reservation Form:**

- When completing the contact information be sure to include YOUR daytime phone number in the event that we have questions about your registration.
- Indicate if you will be attending the General Session or the number of modules you will be taking.
- The Recording Secretary's Special cost of \$200 applies if you are taking only Module 7.
- Choose which Modules you would like to attend.
- Please note: while we try to accommodate everyone, those who pre-register before the registration deadline of **October 29<sup>th</sup>** will be given priority when training materials are dispensed.

#### **Program Schedule:**

Please review this form for the Seminar agenda. It also contains hotel information as well as our payment and cancellation policies.

#### **Product Sales Order Form:**

Our staff will be on hand after lunch on Saturday selling some of our products as well as taking special orders. Product can be ordered at any time either by mail, fax or by visiting our online store at [www.ifpca.info](http://www.ifpca.info) .

Let us know if we can be of further assistance. We are happy to answer any of your questions.



# Training Module Descriptions

**Completing Modules 1, 2 & 3 will provide you with a Police training certification.**

**Completing Modules 1, 3 & 4 will provide you with Fire training certification.**

**Completing all four Modules will provide you both course certifications.**

**If possible, we suggest Modules 1 and 2 be taken first.**

## **Module 1 - Entry Level and Duties of the Board for Fire & Police Commissions**

For New Commissioners, Fire and Police

- Duties of the Commission
- How the commission functions
- Home Rule and State Statutes
- Recruiting
- Annual Reports
- Commission Budgets

Pre-Requisite: None

## **Module 2- Entry and Promotions for Police Commissions**

Entry and Promotional testing methods

- Testing processes
- Register of eligible for testing
- Written Exams
- Basic Oral Interview
- Model Promotion Policy
- Preference points
- Testing Services

Recommended Pre-Requisite: Module 1

## **Module 3 - Discipline and Hearings, Duties of Board of Fire & Police Commissioners**

- Discipline and Discharge of Fire and Police personnel
- Department Personnel
- Procedural Requirements
- Appeal from Board Decision
- Evidentiary Rules for Testimony
- Legislative and Case law update

Recommended Pre-Requisite: Module 1

## **Module 4 - Entry and Promotions for Fire Commissioners**

Entry and Promotional testing methods

- Testing processes
- CPAT - Candidate Physical Abilities Testing
- Register of eligible for testing
- Written Exams
- Basic Oral Interview
- Model Promotion Policy
- Preference points
- Testing Services
- Hiring of new Firefighters
- Review the Illinois Fire Fighters Promotion act

Recommended Pre-Requisite: Module I

## **Module 5 - Interviewing Process and Methods for Fire & Police Commissions**

- Interviewing questions and evaluations guidelines
- Interview Techniques
- Rating systems
- Individual vs. Group Interviews
- Sample of Questions
- Record Keeping

## **Module 6, Commissioner Recertification for Fire & Police Commissions**

Geared for the seasoned Commissioner, Fire and or Police

- Review the role of the Commission
- Review the open meeting act
- Home Rule and State Statutes
- Recruiting tools
- Hiring processes
- Eligibility Lists for entry and promotion
- Annual Budgets
- Annual Reports
- Entry Processes
- Promotions to rank
- Disciplinary process and effective hearings

Pre-requisite: Previous Fire/Police Certification

## **Module 7 - Duties of the Commission Secretary and Logistics of the Commission Office for Fire & Police Commissions**

Functionality of the Commission Office

- The duties of the Recording Secretary
- Annual Reports and Annual Budgets
- Meeting notifications and schedules
- Meeting Quorum
- Review the open meeting act
- Meeting minutes
- Records, record retention and record destruction
- Recruiting techniques, timing and resources
- Fire and Police promotion processes
- Disciplinary Proceedings, court reporter, agenda, and locations

Pre-requisite: None



## ILLINOIS FIRE & POLICE COMMISSIONERS ASSOCIATION

### FALL 2014 SEMINAR

NOVEMBER 7, 8 & 9, 2014

HOTEL ARISTA AT CITYGATE CENTER

2139 CITYGATE LANE • NAPERVILLE, IL 60563

### Program Schedule

#### Friday, November 7<sup>th</sup>

10:00 a.m. – 12:00 p.m. **Module 7 & Lunch** Duties of the Commission Secretary & Logistics of the Commission Office for Fire & Police Commissions

5:00 p.m. – 7:00 p.m. *Early Registration*  
6:00 p.m. – 11:00 p.m. *Friday Night Reception (cash bar)*

6:30 p.m. – 9:00 p.m. **Module 2** Entry and Promotions for Police Commissions  
**Module 4** Entry and Promotions for Fire Commissions

#### Saturday, November 8<sup>th</sup>

7:00 a.m. – 9:00 a.m. *Breakfast Buffet*  
7:30 a.m. – 9:00 a.m. *Registration*  
7:00 a.m. – 4:30 p.m. *Vendor Exhibits*  
8:45 a.m. – 9:30 a.m. All Participants Assemble Salute to Flag  
Opening Prayer Hutson (Skip) Light, IFPCA  
Welcome & Presidents Report Tom Kucharski, President  
Announcements John Sidbeck, Seminar Chairperson

9:30 a.m. – 12:00 p.m. General Session: "Psychological Assessment Portion" by Dr. Kathryn Juzwin, Psy.D.  
1) Important concepts of personnel selection  
2) Components that make up psychological screening  
3) What the psychological screening answers  
4) What the psychological screening cannot answer (Bring your questions to the expert!)

9:30 a.m. – 12:00 p.m. **Module 1** Entry Level and Duties of the Board for Fire & Police Commissions  
**Module 3** Discipline & Hearings, Duties of Board of Fire & Police Commissioners

12:00 p.m. – 1:15 p.m. Lunch & Annual Election of IFPCA 2015 Officers

1:15 p.m. – 4:30 p.m. General Session "Case Law & Legislative Updates" John Broihier, IFPCA Attorney

1:15 p.m. – 4:30 p.m. **Module 5** Interviewing Process & Methods for Fire & Police Commissions

**Module 6** Commissioner Recertification for Fire & Police Commissions

6:00 p.m. – 7:00 p.m. President's Reception (cash bar)  
7:00 p.m. – ? Banquet & Entertainment (cash bar)

#### Sunday, November 9<sup>th</sup>

8:30 a.m. – 9:30 a.m. Directors/Executive Board Meeting

On Saturday, after checking in, all Commissioners should report to the General Session. We suggest Modules 1 and 2 be taken first. Completing Modules 1, 2 & 3 will provide you with a Police training certification. Completing Modules 1, 3 & 4 will provide you with Fire training certification. Completing all four Modules will provide you both course certifications.

#### Hotel

You are responsible for your own reservations. Contact Hotel Arista at 630.579.4100. Availability & rates are guarantee until **October 22, 2014**  
Single - \$125.00 Double - \$125.00, plus tax

#### Payment Policy

Postmarked before Oct. 13 - \$25 discount  
Postmarked after Oct. 13 - full-price

#### Cancellation/Refund Policy

100% if received by October 13<sup>th</sup>  
50% if received between October 14<sup>th</sup> & November 6<sup>th</sup>  
No refunds after November 6<sup>th</sup>

**Spring 2015 Seminar – May 1, 2 & 3**  
**Par-a-Dice Hotel • East Peoria, Illinois**



ILLINOIS FIRE & POLICE COMMISSIONERS ASSOCIATION  
 900 JORIE BOULEVARD, SUITE 194 • OAK BROOK, IL 60523 • PHONE (630) 571-1080 / (800) 437-2210 • FAX (630) 571-0253

RESERVATIONS FOR THE FALL 2014 SEMINAR ON NOVEMBER 7, 8 & 9  
 HOTEL ARISTA • 2139 CITYGATE LANE • NAPERVILLE, ILLINOIS

~ REGISTRATION DEADLINE OCTOBER 29TH ~

TITLE:  COMMISSIONER  CHIEF  SECRETARY  ATTORNEY  OTHER \_\_\_\_\_

MEMBER NAME: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

✓	CHOOSE ONE OF THE FOLLOWING:	AMOUNT	TOTAL
	GENERAL SESSION (INCLUDES LUNCH)	\$400.00	\$
	ONE MODULE (INCLUDES LUNCH)	\$360.00	\$
	TWO MODULES (INCLUDES LUNCH)	\$410.00	\$
	THREE MODULES (INCLUDES LUNCH)	\$460.00	\$
	FOUR MODULES (INCLUDES LUNCH)	\$510.00	\$

	RECORDING SECRETARY SPECIAL - * WHEN TAKING MODULE 7 ONLY (INCLUDES LUNCH)	*\$200.00	\$
--	--	-----------	----

**CHOOSE YOUR MODULE(S)**

✓	MODULE	DAY	TIME
	1	SATURDAY MORNING	9:30 A.M. - 12:00 P.M.
	2	FRIDAY EVENING	6:30 P.M. - 9:00 P.M.
	3	SATURDAY MORNING	9:30 A.M. - 12:00 P.M.
	4	FRIDAY EVENING	6:30 P.M. - 9:00 P.M.
	5	SATURDAY AFTERNOON	1:15 P.M. - 4:30 P.M.
	6	SATURDAY AFTERNOON	1:15 P.M. - 4:30 P.M.
	7	FRIDAY MORNING	10:00 A.M. - 12:00 P.M.

**PAYMENT MUST ACCOMPANY REGISTRATION**

PAYMENT TYPE:

CHECK ENCLOSED - PLEASE MAKE CHECKS PAYABLE TO THE IFPCA AND REMIT TO:  
 900 JORIE BLVD., STE. 194, OAK BROOK, IL 60523

VISA  MASTERCARD

NAME ON CREDIT CARD: \_\_\_\_\_

# \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**COMMISSIONERS BANQUET**

	IF ATTENDING CHOOSE ONE	\$70.00	\$
	FISH		
	BEEF		
	CHICKEN		

WILL YOU BE BRINGING A GUEST? IF SO, SEE OPTIONS BELOW:

GUEST NAME			
	LUNCH WITH COMMISSIONERS	\$30.00	\$
	BANQUET: IF ATTENDING CHOOSE ONE:	\$70.00	\$
	FISH		
	BEEF		
	CHICKEN		

DEDUCT \$25 IF POSTMARKED BEFORE OCTOBER 13TH - \$25.00 \$

# \_\_\_\_\_  
 ENTER GRAND TOTAL HERE \$

# Product Sales Order Form

Illinois Fire & Police Commissioners Association  
 900 Jorie Blvd., Suite 194  
 Oak Brook, IL 60523  
 630.571.1080 630.571.0253 Fax  
[www.ifpca.info](http://www.ifpca.info)



(revised 6/24/14)

Item	Price	Quantity	Total
Act Booklet	\$ 20.00		\$
Commissioners Manual	\$ 85.00		\$
Lapel Star	\$ 10.00		\$
Commissioners Star	\$110.00		\$
Star Holder – Leather for belt	\$ 15.00		\$
Star Holder – Leather wallet	\$ 25.00		\$
Commissioner Decal <input type="checkbox"/> inside <input type="checkbox"/> outside	\$ 5.00		\$
Expandable Brief Case (black)	\$ 40.00		\$
Embroidered Shield—patch only	\$ 10.00		\$
Commissioner License Frame	\$ 20.00		\$
Pocket Badge (print name & town)	\$ 20.00		\$

<b>Total non-wearable items</b>	<b>\$</b>
---------------------------------	-----------

## Wearable Items

### Men's Items - sizes S, M, L (1XL to 4XL)

Item	Price	Color	Size	Quantity	Total
Polo Shirt – Short Sleeve (black, navy)	\$50				\$
Jacket – 3-Season w/ Fleece lining (black, navy, stone)	\$75				\$
Wind Shirt –Microfiber (navy, black)	\$50				\$
Jacket – microfiber (black, navy, stone, merlot)	\$65				\$
Fleece – full-zip (black, charcoal, navy)	\$45				\$
Button down Twill Shirt (white, black, navy, khaki, olive)	\$45				\$

### Women's Items – sizes S, M, L, XL, 2XL

Polo Shirt (Navy, white, royal, red)	\$50				\$
Button down Twill Shirt (white, black, french blue, pink)	\$45				\$
Fleece – full-zip (navy, black, red)	\$45				\$

<b>Total</b>	<b>\$</b>
<b>Grand Total</b>	<b>\$</b>

Visa or Master Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Or make checks payable to IFPCA

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_