

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON JULY 17, 2015 AT THE VILLAGE POLICE DEPARTMENT BUILDING 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, Secretary Stephen Landsman, and Commissioner Joseph Heery. Also present were Chief of Police Mark Shelton, Village Administrator Tim Halik, and Recording Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. ELECTION OF BOPC CHAIRMAN AND SECRETARY

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to reelect William Schuler as BOPC Chairman.

MOTION: Made by Commissioner Heery, seconded by Chairman Schuler to reelect Stephen Landsman as BOPC Secretary.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. REVIEW AND APPROVE MINUTES

Minutes - Regular BOPC Meeting - April 17, 2015 (APPROVE)

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. COMMUNICATIONS

Administrator Halik advised that two police officers will be retiring; one in August and one in October. Due to the lead time required to replace an officer, the Village Board has agreed to temporarily amend the police composition ordinance to 19 patrol officers until October 8, 2015 when the composition will revert back to 18 patrol officers after the October retirement.

The ordinance was approved at the last Board meeting. The Board also adopted a resolution that authorizes the BOPC to begin the hiring of two new candidates.

7. UNFINISHED BUSINESS

- a. Review - Revised Board of Police Commissioners Rules and Regulations

Chairman Schuler reviewed the change pertaining to the name of the Commission. Attorney John Broihier had stated that the state statute applies to the "Board of Police and Fire Commissioners". Administrator Halik informed Chairman Schuler that the Village ordinance refers to the Board as the "Board of Police Commissioners". Chairman Schuler stated that the Rules and Regulations should remain consistent with the Village ordinance.

Chapter I - Administration

- Section 3 - OFFICERS OF BOARD AND THEIR DUTIES - Chairman Schuler requested that the election of officers be amended to include "at the first meeting" on or about May 1st. Chairman Schuler also advised that the verbiage relating to the change in membership from the current Rules and Regulations should be added.
- Section 6 - ORDER OF BUSINESS - Chairman Schuler suggested changing the wording on some of the agenda items to mirror our current agenda which is essentially the same.

Chapter II - Applications

Chairman Schuler related that the BOPC had modified the existing Rules and Regulations to include the authority to hire a testing agent to act on the behalf of the BOPC, and the revised rules should do the same.

- Section 3 - DISQUALIFICATIONS, SUBSECTION K - Chairman Schuler recommended to add back in the requirement if an applicant has an Associate's Degree rather than a four year college degree, the applicant also must have two years experience as a certified Illinois police officer.
- Section 5 - AGE REQUIREMENTS - Chairman Schuler suggested contacting the BOPC attorney for clarification on when the deadline for turning 35 would be and if there are any legal requirements. Currently, the BOPC Rules states that the applicant must be 35 by the testing date. Attorney Broihier is recommending to change the deadline to when the list is posted.

Chapter III - Examinations

- Section 4 - EXAMINATIONS - MINIMUM GRADE - Chairman Schuler related that during the last testing, oral interviews were not conducted. Instead, we used a situation-based style assessment administered by the testing agent. Chairman Schuler suggested that the wording be changed.

Chapter IV - Promotional Examinations

Chairman Schuler related that currently, the BOPC scores 35% for department merit efficiency rating. Attorney Broihier recommends that we change this weighting to 10%. Staff conducted a survey of neighboring and other Chicago-area municipalities to identify what their promotional exam merit efficiency ratings are. Willowbrook is the only agency that weights departmental merit at 35%. Most agencies surveyed use 10% and below. Secretary Landsman recommended that Willowbrook should stay at 35%.

Chairman Schuler advised that he has created a spread sheet model with different percentage scenarios. He will use actual test scores from the previous promotional exams to see how the varying percentage scenarios affect the final ranking. Chairman Schuler will present his findings at a future BOPC meeting. Commissioner Landsman commented that using actual data to model the impact of different percentages would be useful.

Chapter VI - Hearing of Charges, Removals, Suspensions and Discharges

- SECTION 3 - SUBPOENAS, SUBSECTION A - Chairman Schuler related that the wording for the issuing of subpoenas be clarified.

Chairman Schuler asked the village staff to incorporate the discussed changes, adjust page breaks, and email a revised draft to the commissioners with instructions that commissioners should reply with any comments only to the Executive Secretary for review at the next meeting.

8. NEW BUSINESS

None presented.

9. ADJOURNMENT

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adjourn the meeting at the hour of 7:53 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

August 21 , 20 15

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.