

## AGENDA

Minutes of the Public Safety Committee of the Village of Willowbrook that was held on October 10<sup>th</sup>, 2016 at 5:30 p.m. at the Willowbrook Village Hall, 835 Midway Drive, in the Village of Willowbrook, DuPage County, Illinois.

### CALL TO ORDER

*The meeting was called to order at 5:30 p.m.*

### ROLL CALL

*Those present at roll call were Chief Mark Shelton, Deputy Chief Robert Schaller, Chairman of the Public Safety Committee Terrence Kelly, and Trustee Sue Berglund.*

1. Reviewed the September 12<sup>th</sup>, 2016 Public Safety Committee Meeting Minutes.  
*The Committee approved the September 12<sup>th</sup>, 2016 Public Safety Committee Meeting Minutes.*
2. Reviewed the Weekly Press Releases – Information.
3. Reviewed the Overtime Report for 08/15/2016-09/11/2016 - Information.
4. Reviewed the Monthly Expenditure Report for September 2016 – Information.
5. Reviewed the Monthly Offense Summary Report for September 2016 - Information.
6. Reviewed the Letter(s) of Recognition and Appreciation – Information.  
*Deputy Chief Schaller informed the Committee that the new Guardian Tracking software has been implemented. He advised the Letter(s) of Recognition and Appreciation will be scanned and uploaded to this program.*
  - Sergeant Chris Drake
  - Officer Tim Kobler
  - Officer James Martino
  - Officer Nick Volek
  - Officer Othello Rosal
7. DISCUSSION ITEMS
  - Red Ribbon Week  
*The Committee was advised “Red Ribbon Week” will be October 23<sup>rd</sup> – 31<sup>st</sup>, 2016.*
  - Halloween Hours  
*The Committee was advised Halloween hours will be 3:00p.m. – 7:00p.m. on October 31<sup>st</sup>, 2016.*
  - New Accreditation Manager

*Chief Shelton advised the Committee that Ben Kadolph accepted the position as the part-time Accreditation Manager. Ben is currently employed with the Oakbrook Police Department. He will oversee the Accreditation process for the department.*

- New Part-Time Records Clerk  
*Chief Shelton advised the Committee that Claire Manley accepted the position as part-time Records Clerk. Claire was a former Willowbrook Police Cadet.*
- Recent Activities  
*Chief Shelton provided the Committee with an update on the Sergeants' testing process and the upcoming Patrol eligibility testing schedule.*

*Deputy Chief Schaller advised the Committee that an exit interview was conducted with our part-time Records Clerk. She had very favorable comments for the department and its professionalism and willingness to work with scheduling. She stated she truly enjoyed working for the police department.*

8. \* VISITOR'S BUSINESS (Public comment is limited to three minutes per person).  
*None*
9. ADJOURNMENT  
*The meeting was adjourned at 5:57 p.m.*

Next Meeting Scheduled November 14<sup>th</sup>, 2016, At 5:30 P.M.