

A G E N D A

REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON FRIDAY, AUGUST 17, 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 - Special BOPC Meeting - June 27, 2018 (APPROVE)
  - b. Review and Approve Minutes - Closed Session - June 27, 2018 (APPROVE)
5. COMMUNICATIONS
6. UNFINISHED BUSINESS
  - a. DISCUSSION - Probationary Patrol Officer
  - b. DISCUSSION - 2018 Patrol Officer Eligibility Testing
7. NEW BUSINESS
8. 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

- c. Consideration of the Appointment, Employment, Compensation, Performance, or Dismissal of a Specific Village Employee in Accordance with 5 ILCS 120/2(c)(1)
- 9. RESOLUTION - A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDINGS OF CLOSED MEETINGS
- 10. RESOLUTION - A RESOLUTION MAKING A DETERMINATION RELATIVE TO THE RELEASE OF CLOSED SESSION MINUTES PURSUANT TO THE ILLINOIS OPEN MEETINGS ACT
- 11. MOTION TO APPROVE - Hiring of One (1) New Patrol Officer to Fill Vacancy
- 12. ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS  
HELD ON JUNE 27, 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  
8:05 a.m.

2. ROLL CALL

Those present at roll call were Chairman Joseph Heery and  
Commissioners Thomas Sailer and Mark Astrella.

ABSENT: None

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

A QUORUM WAS DECLARED

3. MOTION - ELECTION OF BOPC CHAIRMAN AND SECRETARY

MOTION: Made by Commissioner Sailer, seconded by Chairman Heery,  
to reelect Joseph Heery as BOPC Chairman and elect Thomas Sailer  
as Secretary of the BOPC.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. VISITORS' BUSINESS

None presented.

5. OMNIBUS VOTE AGENDA

- a. Review and Approve Minutes - Regular BOPC Meeting - April  
20, 2018 (APPROVE)
- b. Review and Approve Minutes - Closed Session - April 20,  
2018 (APPROVE)
- c. Review and Approve Minutes - Special BOPC Meeting -  
May 1, 2018.

The Commission reviewed the Omnibus Vote Agenda.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

6. COMMUNICATIONS

Administrator Halik welcomed the new BOPC Commissioner, Mark Astrella. His appointment was approved by the Village Board at their July 25<sup>th</sup> meeting. Administrator Halik advised that Secretary Stephen Landsman had resigned his appointment effective June 20, 2018.

7. UNFINISHED BUSINESS

a. UPDATE - Probationary Officer

Chief Schaller related that Officer Teresa Esqueda is performing well in the FTO Program.

8. NEW BUSINESS

a. DISCUSSION AND APPROVAL - 2018 Patrol Officer Eligibility Testing

1) Eligibility Requirements

2) Temporary Waiver of Higher Education Requirements

Chief Schaller related that during the previous patrol officer eligibility testing in 2016, there was a temporary waiver of the higher education requirement for military service. Chief Schaller requested that the BOPC approve the same waiver for the current testing cycle.

Administrator Halik advised that this waiver was used to expand the pool of eligible candidates.

Chief Schaller stated that if this is something that the BOPC wishes to continue, the Rules and Regulations could be amended to make the military service in lieu of college a permanent requirement.

MOTION: Made by Secretary Sailer, seconded by Commissioner Astrella, to temporarily waive the college requirements for military service.

UNANIMOUS VOICE VOTE            MOTION DECLARED CARRIED

- 3) I/O Solutions - Manage and Administer Applications and Testing Process

Chief Schaller advised that the contract for I/O Solutions is the same as was used in 2016. If the BOPC recommends approval of this contract, it will be presented at the Village Board meeting on July 9<sup>th</sup> for final approval.

MOTION: Made by Commissioner Astrella, seconded by Secretary Sailer, to approve the contract with I/O Solutions to conduct the patrol officer testing process and to charge a nominal fee to applicants as presented.

UNANIMOUS VOICE VOTE            MOTION DECLARED CARRIED

- 4) Timeline

Chief Schaller advised that once the Village Board approves the contract, applications will be available beginning July 16<sup>th</sup> with an Orientation/Written Exam on August 25<sup>th</sup>. The goal is to have a final eligibility list by October 19<sup>th</sup>.

MOTION: Made by Chairman Heery, seconded by Secretary Sailer, to approve the timeline as presented.

UNANIMOUS VOICE VOTE            MOTION DECLARED CARRIED

Chairman Heery related that there had been issues during the previous testing in reference to oral interview questions. Chief Schaller advised that he has contacts with outside recruiting agencies that can assist with those questions.

9. 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)

RECESS INTO CLOSED SESSION

MOTION: Made by Chairman Heery and seconded by Secretary Sailer to recess into Closed Session at the hour of 8:10 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

The Commission reconvened the Special Meeting at the hour of 8:22 a.m.

10. ADJOURNMENT

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

August 17, 2018

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

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

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WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and

2. It approves written minutes of the closed meeting; and

WHEREAS, for the verbatim record by audio tape of the meeting(s) set forth in Section Two of this Resolution, at least eighteen (18) months have passed since the completion of each of those meetings, and this governmental body has approved written minutes for each of the meetings set forth in Section Two; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to

withhold the approved minutes of the closed meeting until some later period of time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Police Commissioners of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The Whereas clauses set forth above are incorporated herein by reference as if set out in full.

SECTION TWO: The Board of Police Commissioners of the Village of Willowbrook hereby orders the destruction of the verbatim record being an audio tape of the following closed meetings:

2016

September 16  
October 15 - Special Meeting  
October 21

SECTION THREE: That all other prior Resolutions of the Village of Willowbrook in conflict with the provisions of this Resolution are hereby repealed.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption and approval.



ADOPTED AND APPROVED this 17<sup>th</sup> day of August,  
2018.

APPROVED:

\_\_\_\_\_  
BOPC Chairman

ATTEST:

\_\_\_\_\_  
BOPC Secretary

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

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WHEREAS, the Board of Police Commissioners (BOPC) of the Village of Willowbrook have met from time to time in closed session for the purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the BOPC Recording Secretary/Deputy Clerk has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to the requirements of the Open Meetings Act, the Board of Police Commissioners have met in closed session to review all closed session minutes; and

WHEREAS, they have determined that a need for confidentiality still exists as to the closed session minutes from the meetings set forth on Schedule "A" attached hereto; and

WHEREAS, they have further determined that the minutes of the meetings listed on Schedule "B" attached hereto no longer require confidential treatment and should be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Police Commissioners of the Village of Willowbrook, DuPage County, Illinois, as follows:

SECTION ONE: The Closed Session minutes from those meetings set forth on Schedule "B" attached hereto are hereby released for public inspection.

SECTION TWO: The Recording Secretary/Deputy Clerk is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the Clerk's office.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED and APPROVED this 17<sup>th</sup> day of August,  
2018.

APPROVED:

\_\_\_\_\_  
BOPC Chairman

ATTEST:

\_\_\_\_\_  
BOPC Secretary

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**SCHEDULE "A"**

**CLOSED SESSION MINUTES  
FOR WHICH THE NEED FOR CONFIDENTIALITY STILL EXISTS**

**2018**

**June 27**

**SCHEDULE "B"**

**CLOSED SESSION MINUTES  
WHICH NO LONGER REQUIRE CONFIDENTIAL TREATMENT  
AND ARE AVAILABLE FOR PUBLIC INSPECTION**

**2018**

March 16

April 20