

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

January 8, 2010

NOTICE

MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Tuesday, January 11, 2010, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Security camera for lobby
 - 2. H1N1 (swine flu)
- B. New Business
 - 1. Repairs to 2001 Ford Expedition
 - 2. Dispatching Cost Study

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of November 30, 2009 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
- B. New Business
 - 1. Employee clothing reimbursements
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c) (1) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, January 12, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, January 12, 2010 at 5:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Dennis said everything is up and running. Item can be taken off the agenda.
2. H1N1 Swine Flu: A swine flu clinic was held on Saturday, January 9, 2010. Item will be taken off the agenda.

B. NEW BUSINESS:

1. Repairs to 2001 Ford Expedition: Mel told the committee the 2001 Ford Expedition needs a new motor. Several estimates were provided: Micks - \$5,776.50, Jim's - \$5,465.00, Green Mill didn't have time and Wetzel Automotive - \$4,577.14. Mel was contacted by Wetzel who currently repairs New Athens and Marissa's police cars. Normally an expenditure at this price level does not need committee approval, but Mel felt with the difference in estimates and the emphasis on expenditures, the committee should be aware of the potential savings if Wetzel was used. Mel said there is a car in the budget and also said he looked into replacing the Expedition. The cost of a new one is approximately \$25,000 and a new Impala is around \$18,000. Smithton buys used cars from the Kansas State Patrol and spend around \$14,000. He did not see an advantage to buying a used police car when you can get a new one for \$18,000. Mel said we try to spread our business around Freeburg as much as possible. He also said it is his responsibility to manage his budget and that is why the other estimate was included. The committee agreed to use Micks at a cost not to exceed the estimate of \$5,776.50, have the warranty stipulated and advise it was a difficult decision to stay in town due to the difference in estimates. The committee felt we might have to go out of town in the future if the cost savings is significant.
2. Dispatching Cost Study: Mel provided a copy of the letter from St. Clair County advising of the increase in dispatching costs and also said we are paying in arrears for the dispatching contract. Our contracted amount for last year was approximately \$22,000 and this year it has increased to \$38,000 or from \$9.01 per transaction to \$12.88. We have 90 days to terminate the contract if we wish to do so. Dennis thinks the \$38,000 is based on the new per call rate based on the call volume from last year so we are really not paying for last year's calls. It is just the County's best guess on how many calls we will have this year. Mel said they try to curtail the number of calls that go through dispatch but when there are increases in criminal activity, the number of calls will increase. Mel said he does not want to put the Village in a position by limiting the

calls and jeopardizing officer safety. If we terminated the contract and handled the dispatching ourselves, we would have to purchase equipment, hire certified professionals and provide space for the operation. At this time, those costs would outweigh the renewal cost of the contract. Mel said several years ago, some of the area towns looked into a dispatching center run by O'Fallon but Freeburg decided against it due to a control issue. The committee agreed at this time it makes sense to continue with St. Clair County's dispatching center.

Trustee Steve Smith motioned to recommend to the full Board the 2010 St. Clair County Dispatching Contract for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Mel has his annual training in February. He is required by the state to get 20 hours of administrative training and this conference will give him 15 hours.

PERSONNEL: A. OLD BUSINESS:

1. Approval of November 30, 2009 minutes: *Trustee Charlie Mattern motioned to approve the November 30, 2009 minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: The committee discussed the handbook, made some changes and Julie will get it revised, printed out and to the trustees for their review prior to next month's meeting.

a. Public Works On Call Status: The committee agreed that being on call is part of the employee's job and is not an option. Dennis talked to Steve about the issue of whether we could force the employee to take comp time instead of pay and Steve said we can't. For example, we can offer the employee 4 hours of regular pay or 6 hours of comp time. The committee felt the on call should be assigned to everyone on a rotational basis and if an employee doesn't want to take it, he can find someone else to fill in for him. At that point, a form would need to be filled out by each employee and given to their supervisor for approval. Julie will check the minutes to see what we decided with regard to the rate of compensation.

3. Job Descriptions: The trustees need to review the job descriptions in the code.

B. NEW BUSINESS:

1. Employee clothing reimbursements: Dennis advised some of the employees are turning in receipts for everyday clothing. He saw a receipt today for boots and said all workers should be using ANSI approved safety boots. The committee agreed to have Dennis, Ron and John come up with a list of approved clothing to be eligible for the \$200 yearly clothing allowance. For now, we will ask Ron to tell the guys to hold off on any clothing purchases until this list is decided upon.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:00 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*

Julie Polson, Office Manager



Estimate From Mick's Auto Repair

MARTIN GLASS CO.

Specializing in Auto Glass Since 1933

25 CENTER PLAZA DR. BELLEVILLE, IL 62220 618-277-1946	907 N. BLUFF RD. UNIT 6 COLLINSVILLE, IL 62234 618-345-7990	826 MORTON COURT LITCHFIELD, IL 62056 217-324-4996	11139 "C" S. TOWNE SQ. ST. LOUIS, MO 63123 314-892-0320
TOLL FREE IN ILLINOIS 1-800-325-1946		TOLL FREE IN MISSOURI 1-800-242-1946	

01 Ford Expedition 4x4 5.4 & some
check out - Engine Light on scan (106)
Codes P0301 & 306: Misfiring on cyls.
check cyl. #7. Pull plug - Melted! Check cyl.
compression - 0 lbs. Pull valve cover &
check valves & springs - ok. Internal engine
problems. With age, mileage, & hours
on motor we suggest motor replacement.

Ford motor	3,496 ⁰⁰
Oil & filter	32 ⁵⁰
Coolant	40 ⁰⁰
Plugs	64 ⁰⁰
Water Pump	164 ⁰⁰
Shop Chemicals	20 ⁰⁰
LABOR	
R & R motor 21 hrs	1,680
Checking out miss	280

LABOR

1,960

\$ 5,776.50



Estimate

245 Spring Street
 New Athens, IL 62264
 (618) 475-3505

Date	Estimate #
1/5/2010	181

Name / Address
FREEBURG POLICE DEPARTMENT FREEBURG, IL 62243

Vehicle
2001 EXPEDITION 5.4L

Qty	Item	Description	Rate	Total
1	WATERPUMP	NEW WATERPUMP	96.94	96.94
1	THERMOSTAT	THERMOSTAT & GASKET	13.12	13.12
8	SPARK PLUG	MOTORCRAFT PLATINUM IRIIDIUM 100,000 MILE SPARK PLUGS	5.01	40.08
2	ANTI-FREEZE	1 GAL. ANTI-FREEZE	14.00	28.00
1	REBUILT ENGINE	FACTORY FORD REMANUFACTURED 5.4L 3yr/100,000 mi WARRANTY NATIONWIDE	3,349.00	3,349.00
1	REPAIR SHOP L...	REMOVE & REPLACE ENGINE	1,050.00	1,050.00

Thank you for your business.	Subtotal	\$4,577.14
	Sales Tax (0.0%)	\$0.00
	Total	\$4,577.14

**JIM'S AUTOMOTIVE INC.
705 NORTH STATE ST.
FREEBURG, IL 62243
(618) 539-4700**

Customer: Village Of Freeburg (Police)
Address:
City, State:
Day Phone: 539-3132
Night Phone: 781-5310 stan
Fax:
Estimate Ref: 7840
Date: January 07, 2010
Time: 08:58 AM

Service Writer:
Service Tech:
VID: 01 Expedition
Mileage:

Vehicle: 2001 Ford Truck Expedition 4WD V8-5.4L SOHC VIN L

Description	Part #/Labor Rate	Qty	Price/Time	Extended
Engine 5.4L 18 Month/ 100,000 Warranty		1	3270.00	3270.00
Replace Install Kit		1	345.00	345.00
Long Block (B)	Labor 85.00 / hr	1	20.00	1700.00
Includes: R&I Engine And Transfer All Necessary Components Not Supplied With Long Block.				
Misc Miscelanous		1	150.00	150.00
Labor Total				1700.00
Parts Total				3765.00
Sub-Total				5465.00
Total				\$ 5465.00

Signature _____

Date _____



St. Clair County
Emergency Management Agency (EMA)

110 West Washington Street ■ Belleville, IL 62220-2014 ■ (618) 825-2682
(After hours (618) 277-3500) Fax# (618) 825-2750

Robert Knight
Coordinator

To: All Agencies Dispatched by CENCOM

From: Robert Knight

Date: December 7, 2009

Ref: MAXIMUS Cost Study (Dispatching Fees)

MAXIMUS, a company that specializes in direct/indirect cost studies, was hired to update the formulas used to calculate dispatching fees. The costs associated with dispatching and paging has increased dramatically in the last ten years and the reimbursement rate has not kept pace. The County must eliminate the losses currently being realized from the existing formula, as well as cash flow problems associated with bi annual payments.

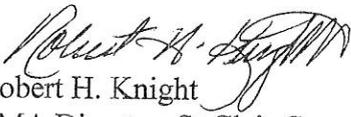
MAXIMUS study consisted of four different methods of formulating the cost.

1. Study based on Total Call Volume
2. Study based on 50% Total Call Volume and 50% Population
3. Study on 25% Total Call Volume and 75% Population
4. Study based on Annual Connection Fee, Plus Call Volume

The cost allocation method that will be recommended to St. Clair County will be based upon Total Call Volume. The "Call Volume methodology has been used for a number of years and represents a fair and equitable system for cost allocation. For 2010, the cost per call will be \$12.88. St. Clair County, based upon call volume, will continue to be responsible for 55% of the total costs. Because of the need to project budgets beyond next fiscal year, the county will anticipate a three percent increase for each of the next three years. Therefore, 2011 will projected at \$13.27, 2012, \$13.67, 2013, \$14.08. Should anticipated costs be less than projected, the charges will be lowered proportionally. Additionally, the county will require quarterly payments beginning March 1, 2010.

The County recognizes that these charges will affect next year's budget and therefore we are giving as much advance notice as possible. It is also understandable that there are other dispatch providers available that may be able to provide a lower cost service. In the spirit of fairness to both the County and the providers, we encourage everyone to explore their options before budgets have to be finalized.

The cost study is available to any agency that wishes to review it. I will also be available to meet with any agency individually to discuss the cost allocation plan.



Robert H. Knight
EMA Director, St Clair County



ST. CLAIR COUNTY BOARD

10 Public Square • Room B561 • Belleville, Illinois 62220-1623

MARK A. KERN
CHAIRMAN

FPP 02/01/03-13

(618) 277-6600
Fax (618) 825-2740

January 11, 2010

Chief Melvin Woodruff
Village of Freeburg (Police Dept.)
14 Southgate Center
Freeburg, IL 62243

Dear Chief Woodruff:

Please find enclosed the dispatching contract and contract amount for 2010. St. Clair County has increased the dispatching cost to \$12.88 per transaction. This is still less than providing dispatch services. If you have any questions concerning the charge amount, please feel free to contact Mr. Knight at EMA. As in previous years, the charges are based upon total usage during the previous year (2009). The new contract amount is effective January 2010.

Additionally, the contract, as in previous years, requires St. Clair County, the St. Clair County Public Building Commission, St. Clair County Central Dispatch PSAP (Cencom) and the Emergency Telephone System Board (ETSB) to be named as additionally insured. Please forward the insurance documentation outlined in the contract, to the St. Clair County Insurance Office, 10 Public Sq., Belleville, Illinois, 62220. The Mayor, Village President or Board President must sign both contracts and mail one original back to the St. Clair County Auditor's Office, 10 Public Square, Belleville, Illinois, 62220.

The new contract requires a quarterly payment schedule. The first of four equal payments is due March 1, 2010. No contract will be finalized until all previous years payments are paid in full or arrangements are made otherwise. The EMA Office will work with any community or service provider who wishes not to use the County Dispatching Service during 2010 and an orderly transfer of responsibility will be negotiated.

Please notify Mr. Knight at (618/825-2683) immediately if you have decided not to use the County Dispatching Service or if you have any questions.

Sincerely,

DANIEL L. MAHER
Director of Administration

DLM/jj
Enclosures
(2010 Invoice & 2 Contracts)

St. Clair County

Patty Sprague, Auditor
#10 Public Square
Belleville, IL 62220

Invoice

Date	Invoice #
1/6/2010	228

Bill To
Chief Melvin Woodruff Village of Freeburg Police 14 Southgate Center Freeburg, IL 62243

Description	Amount
911 calls from 2009 billed in 2010	37,867.20
LEADS	158.09
Total	\$38,025.29

**ST. CLAIR COUNTY, ILLINOIS
COORDINATED COMMUNICATIONS SERVICES CONTRACT**

THIS AGREEMENT, made and entered into this **1st day of January 2010**, by and between ST. CLAIR COUNTY, ILLINOIS, hereinafter referred to as COUNTY, and **VILLAGE OF FREEBURG POLICE DEPT.**, located in St. Clair County, Illinois, hereinafter referred to as SERVICE RECIPIENT.

WHEREAS, COUNTY holds a license from the Federal Communications Commission and there under operates radio stations in the performance of its duties of law enforcement, and has offered to perform certain communications services for various cities, villages, municipalities, fire districts, fire departments, EMS departments, EMS districts, federal agencies, and county agencies;

WHEREAS, the SERVICE RECIPIENT wishes to avail itself of the 9-1-1 and various communications services offered by St. Clair County, including telephone, radio, cad, paging, and computerized criminal history services (LEADS) and other services. (LEADS) services will apply to law enforcement agencies only);

WHEREAS, the SERVICE RECIPIENT now owns certain communications equipment which it desires to use in connection therewith;

WHEREAS, the SERVICE RECIPIENT has on file with the St. Clair County Emergency Telephone System Board a valid inter-agency agreement for 9-1-1 services and will continue to maintain such agreement for the duration of this agreement;

NOW, THEREFORE, this Agreement has been entered into by the undersigned in order to accomplish the aforementioned purposes.

- 1) COUNTY shall provide 9-1-1 and non-emergency telephone call processing, radio dispatching, and paging services to and from the **SERVICE RECIPIENT'S** telephones, radios, and pagers.
- 2) COUNTY shall perform the services provided for in this Contract in compliance with the standards of St. Clair County Government, the Emergency Telephone System Act, ETSB Interagency Agreements, and all applicable laws.
- 3) The **SERVICE RECIPIENT** shall furnish to St. Clair County during the month of April, **2010** and more frequently if required by FCC regulations or by St. Clair County, the frequency measurements of all radio equipment owned or used by the **SERVICE RECIPIENT** in conjunction with this contract. Such measurements are to be made by an entity licensed to make such measurements.
- 4) The **SERVICE RECIPIENT** shall comply with all regulations set by the FCC and those rules and regulations set by the St. Clair County ETSB (pertaining to 9-1-1 services) and St. Clair County Government.

- 5) The **SERVICE RECIPIENT** shall pay St. Clair County the sum of \$37,867.20 for communications services to be performed by St. Clair County as set forth in paragraph (1). A quarterly payment schedule, has been established for 2010. The first payment is due **March 1, 2010** with subsequent payments due **June 1, 2010, September 1, 2010 and December 1, 2010** may be established with St. Clair County Government for payment of these fees.

Charges for law enforcement agencies will include each law enforcement agency's proportionate share of LEADS charges.

- 6) The **SERVICE RECIPIENT** shall pay for all St. Clair County telephone system costs incurred by the **SERVICE RECIPIENT** in changing to and/or from COUNTY'S coordinated communications services.
- 7) The **SERVICE RECIPIENT** shall provide an errors and omissions insurance policy underwritten by an insurance company, and in a form acceptable to St. Clair County, in the amount of not less than \$1,000,000 per occurrence. St. Clair County Public Building Commission, St. Clair County Central Dispatch PSAP (CENCOM), and St. Clair County Emergency Telephone System Board (ETSB), and their employees, elected and appointed officials, contractors, consultants and volunteers, shall be included as "Additional Insured" in this policy. Coverage under this insurance policy shall extend to the negligence, wrongful act, error, omission, breach of duty, or other act committed by a Service Recipient employee, elected or appointed official, volunteer, service contractor, or consultant, which may give rise to any of the "Additional Insured" being named as a defendant in any legal action related to services performed under this Contract.

In the event a "deductible" is applied under said insurance policy to claim expense or damages against an "Additional Insured," Service Recipient shall pay the full amount of deductible applied, on behalf of the "Additional Insured."

In the event said insurance policy does not respond to any such legal action against an "Additional Insured," or should such legal action include a claim for "willful or wanton misconduct, or other uninsured claim", Service Recipient shall hold St. Clair County (and any of the Additional Insured) harmless, and shall, at its own expense, defend and protect them from any expense or loss not covered by Service Recipient's insurance policy.

- 8) This Coordinated Communications Services Contract may be terminated by either party hereto upon ninety (90) days written notice to the other party and upon approval of the St. Clair County ETSB in accordance with the St. Clair County 9-1-1 Plan.
- 9) This Coordinated Communications Services Contract may be terminated immediately upon written notice by the County if the premises, facilities,

and/or equipment used by the County in fulfillment of the Service provisions of this contract are substantially destroyed or damaged through no fault of the County. If the County elects to continue this agreement and re-construct or repair the damaged premises, facilities, or equipment, then the County is not required to provide such services that are the subject of the contract until the premises, facilities, or equipment are restored to the condition existing immediately prior to such damage or destruction.

- 10) Upon termination of this Contract for any reason, the **SERVICE RECIPIENT** shall within ten (10) days remove all radio crystals or programming from its radio equipment so that said equipment will no longer be capable of transmitting on any frequencies licensed to St. Clair County by the F.C.C. This shall not apply to those frequencies licensed by the F.C.C. to the **SERVICE RECIPIENT**.

- 11) This Contract shall take effect on the **1st day of January, 2010** and shall expire on the **31st day of December, 2010**. The **SERVICE RECIPIENT** shall give COUNTY ninety (90) days written notice prior to the expiration of this Contract if the **SERVICE RECIPIENT** will not execute a similar communications services contract for the succeeding year. If the **SERVICE RECIPIENT** fails to provide the required notice, St. Clair County will not be obligated to renew said contract for the succeeding year, but may choose to do so at the sole option of the County.

ACCEPTED:

Service Recipient

St. Clair County, Illinois

By _____

By _____

Title: Mayor/Board President

Title: County Board Chairman

Date _____

Date _____

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Monday, November 30, 2009 at 4:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, November 30, 2009 at 4:33 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Police Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Dennis said everything is ready. Shane will wire the interior cameras as soon as the Christmas lights are done being put up.
2. H1N1 Swine Flu: Nothing new. Mel said there was a poor turnout at the school and they will let us know if they have any availability. If he finds out anything else, he will notify Dennis.

Chief Woodruff wanted to clarify the overtime issue raised since the last meeting. He stated that Watts' position was utilized as a multi-coverage shift. In other words, all the overtime isn't because we are replacing Watts, it is because it is needed to cover vacations, sick time or other instances. In the past, we still had his salary included in the budget. This year, when we trimmed the budget, we removed Tom's full time salary from the budget. In doing so, we made an error and didn't increase the part-time budget. Mel said other issues to consider are we have a veteran staff that will be receiving more vacation, we've placed limitations on the comp which forces it into overtime, more guys are taking cash rather than comp because of the economy. Mel said in an attempt to curtail the overtime, he is implementing the following with this committee's approval: 1) eliminating the third patrol car and will use that person in a manner in which he utilized Tom Watts, i.e. cover vacations, sick time, school or special events. He is at 90% in his part-time budget and over 100% in his regular salary budget. 2) He will limit one person off per shift. 3) Establish a reimbursement fee for the officers working events and have that money funneled back into his budget. 4) Streamline services, i.e. have Phil take over bonfire permits. 5) Possibly eliminate some services, i.e. fingerprinting for the schools. He said when the school calls to run a license plate, it costs us \$9.01 per transaction to have that done. Mel is placing it to the committee for their consideration. We may need to make these decisions in order to utilize the police for what they are needed. If we continue to run without a third car, these are the decisions we will need to make in the near future. He completed December's schedule which has 5 ball games, 8 vacation days and DARE, and filled it with no overtime and 3 part-time shifts. That is how he would like to do the schedule until the end of his budget.

He said he has never been questioned on what the police department does, but will be providing this committee a monthly report which includes the following information: officer activity log, duties of the investigator; investigations history;

Personnel/Police Committee Meeting

Monday, November 30, 2009

Page 1 of 4

complaint log; homecoming; school events; vehicle maintenance report; breakdown of salary expended.

Mel explained that Tuesdays and Fridays are days that he and Mike both work as well as another officer; Monday, Wednesday and Thursday is usually Mel and an officer. Rita asked if something brought this on and Mel replied, yes, there were questions from the Finance Committee. Steve commented Corby raised some questions and Mel said Seth had some questions too. Mel said he is hoping to equip this committee so if someone questions it, it can be found in the information Mel will provide. He wants to ensure he is doing his job. He also stated he was advised he is being watched by a member of the board who is concerned about what he is doing.

Mel said there is a specific page breaking down the 2009 homecoming costs. They used 42.5 part-time hours @ \$12 = \$510; 90 hours of OT = \$2700, with another 30 hours of prep time at \$20 per hour totals \$600, plus \$446 in supplies which totals about \$5,000 in police department costs for the homecoming. Mel thinks the report is a good idea and said for future committee meetings, he will provide the investigative log, case log, vehicle maintenance report and a monthly report of Mel's time. Dennis agreed it is a good idea on a monthly basis. Mel said he wants to reassure the committee of what the police department actually does. He said this can be utilized as a tool for the future for budgeting purposes.

Dennis commented he talked to Debbie about changing the general ledger to make it a more useful tool for everyone by moving some of the revenue items into their specific department, i.e. police, streets. Right now, all of the revenue is under admin and the expenses are in police and streets. We can assign the numbers such that police-related revenue shows up in the 21 numbers (police dept), and same thing with streets. It won't change anything, but it would make it more logical.

Mel said if we are considering restrictions on the school events or homecoming, we can think about it, decide that in the near future or when we deal with the budget, we can then notify them so they can decide what they want to do. Charlie wanted to see the report next month and Steve said he liked the budget numbers. Mel said he will prepare it for himself and the police department's permanent filing. Steve asked if this was precipitated by someone questioning what he was doing, then we need to talk about it in executive session with all parties involved. Mel said what he presented here was geared around the comments made in the Finance Committee meeting. Mel said he has never been questioned by this committee and stated if anyone has a negative opinion of the police department to have it be based on fact and not speculation. The committee agreed to eliminate the third car. Mel informed the committee he has assigned Kent to the floating position. Mel said there will be times when we may need to put the third car in the schedule to help out if need be.

B. NEW BUSINESS:

1. Disciplinary issue: Taken care of at end of police department session of the Personnel & Police Committee meeting.
2. Sergeant Burrows: Sergeant Burrows requested to be taken off the agenda after it was posted.

3. Monthly Reporting: See above.
4. Vacation Request: Chief Woodruff said this is the balance of his vacation and does not have the ability to use it before his anniversary date.

Trustee Steve Smith motioned to recommend to the full Board he be paid for 64 hours of unused vacation and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

5. Watts IROCC Request: Tom sent the request to Mel requesting he be allowed to carry a concealed weapon. Dennis forwarded it to Attorney Wigginton asking if we are under any requirement to sign the form and are we under any liability if we do so. The form is only certifying he is retired. Based on Steve's advice, there is no requirement to sign it, and Mel would assume some liability. Tom's eligibility for retirement is between Tom and IMRF so we forwarded the form to our IMRF representative for her to handle.

EXECUTIVE SESSION
5:13 P.M.

Trustee Steve Smith motioned to enter Executive Session to discuss personnel, citing 5 ILCS 120/2(c)(1)(a) and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED
5:39 P.M.

Trustee Steve Smith motioned to end Executive Session at 5:39 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Rita Baker reconvened the meeting at 5:39 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of November 9, 2009 minutes: *Trustee Steve Smith motioned to approve the November 9, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: This will be worked on in January.
 - a. Public Works On Call Status: Nothing new.
3. Job Descriptions: The trustees need to review the job descriptions in the code and see if they have any comments or revisions that they would like to see done.

B. NEW BUSINESS:

1. Barb Kaesberg's request for vacation: Dennis advised vacation is awarded at the anniversary date for the upcoming year. Her anniversary was in February, she used up

her vacation for the year. She feels she is accruing vacation through the course of this year and thinks she should have a prorated portion of that vacation. She wouldn't have earned three weeks until February of 2010. Since our vacation is awarded at the anniversary date, she does not qualify for any additional vacation. We advised her of this but did tell her we would take it to the Personnel Committee meeting for their review. Julie advised the committee she did not hear anything back from Barb. The committee agreed she is not eligible for any additional vacation pay.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Charlie Mattern motioned to adjourn at 5:46 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager