

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Mathew Trout
Dean Pruett
Lisa Meehling
Ray Matchett, Jr.
Mike Blaies
Denise Albers

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
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VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Weilmuenster & Keck, P.C.

May 22, 2017

NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Meehling/Blaies/Matchett/Trout)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, May 24, 2017, at 6:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Part-time Police Hire – Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1)
 - 2. Police Department Expansion
 - 3. 2017 Eclipse Preparedness
- B. New Business
 - 1. Police Chief Job Description
 - 2. Officer Boeving's Request to be paid for 55 hours of comp time

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of April 26, 2017 Minutes
- B. New Business
 - 1. Non-Union Raises
- 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)]; real estate transactions [5 ILCS, 120/2 - (c)(5)], collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) or discussion of executive session minutes, 5 ILCS, 120/2-(c)(21)]

MEMO

Freeburg Police Department

To: Chief Stanley Donald
From: K9 Ofc. Joel Boeving #09
Subject: Unused Compensatory Time
Date: 5/17/2017
CC: Village Administrator Tony Funderberg/Mayor Seth Speiser
Village of Freeburg Board of Trustees

Chief,

As of 5/5/2017 (last pay check to date), I have 109.75 hours of compensatory (comp) time that has been accumulated. I would like to ask if I can take 55 hours of the comp time that has been accumulated and have it paid out to me. Thank you for your consideration.

Respectfully Submitted,

Handwritten signature of Joel Boeving #09 in black ink.Handwritten signature of Tony Funderberg in black ink.

K9 Ofc. Joel Boeving #09

Village of Freeburg

POSITION DESCRIPTION

POSITION TITLE: Chief of Police

DEPARTMENT: Police

Salaried Position /Exempt/ Non-Union

APPROVED BY: Board of Trustees

POSITION SUPERVISED BY: President, Village Board of Trustees and Village Administrator

POSITION PURPOSE Work involves responsibility for planning, organizing and directing the efficient operation of the Police Department, assuring that laws and ordinances are enforced, that criminal offenders are identified and apprehended, and that measures are implemented to prevent crimes and protect lives and property. Work also involves determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all employees of the department. Work is performed with wide latitude in interpreting and applying policies, rules and regulations under the administrative direction of the Village Administrator.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Plans, organizes and directs the programs and activities of the Police Department; reviews complaint and accident reports; determines data requirements, records and reports needed for the management of department; submits reports to the Village Administrator and Village Board.

Supervises directly, or through subordinate supervisors, a staff of law enforcement and civilian employees; establishes and enforces rules and regulations; recommends the appointment, promotion, and dismissal of personnel; prepares performance evaluation reports; determines training requirements and implements programs; determines personnel, equipment, facility, materials and supply needs.

Advises and assists subordinates in complex criminal or other investigations; assumes direct command of forces in emergency situations or major law enforcement operations.

Cooperates with County, State and Federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Police Department are involved; participates in and attends meeting of regional, State and National law enforcement associations and numerous community groups.

Assesses community crime prevention and traffic safety needs; investigates new methods, technologies, laws and programs to strengthen and improve current levels of service; recommends new or revised programs and activities.

Directs community preparedness and response to emergencies and disasters including intradepartmental and intergovernmental components.

Attends and participates in public functions for the purpose of promoting crime prevention, law

enforcement and establishing favorable public relations; directs the investigation of and responds to major citizen complaints.

Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports.

Attends Public Safety Committee and Village Board of Trustee meetings as directed.

All other duties not listed above as delineated in Chapter 30, DIVISION II - CHIEF OF POLICE 30-2-107.

QUALIFICATIONS

EDUCATION/CERTIFICATION: Graduation from a four-year college or university with major course work in criminal justice, business, public administration or a related field, preferably supplemented by a master's degree in public or business administration or closely related fields; thorough experience in police operations and administration including experience in a supervisory capacity; or any equivalent combination of training and experience. Certification as a police officer by the Illinois Law Enforcement Training and Standards Board.

REQUIRED KNOWLEDGE:

- *Thorough knowledge of the principles and practices of modern police administration and police methods.
- *Thorough knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- *Thorough knowledge of applicable Federal, State and local laws and ordinances.
- *Analyzing financial information (e.g. revenues, expenditures and cash management) to ensure all operations within budget.
- *Presenting annual budgets to senior manager.

EXPERIENCE REQUIRED: Ten (10) or more years of law enforcement experience.

SKILLS/ABILITIES:

- *Demonstrate critical thinking and judgment.
- *Ability to plan, organize and direct the work of employees performing varied operations connected with police activities.
- *Ability to establish and maintain effective working relationships with public officials, State and Federal authorities, civic leaders and the public.
- *Ability to prepare and present effectively, oral and written informative material relating to the activities of the police department.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

This will be a working Chief position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, crawl and smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is occasionally exposed to life-threatening situations.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

WORKING CONDITIONS

Conditions range from an office environment to outdoor conditions; to the possibility of hazardous conditions and/or situations.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** *Ability to apply common sense understanding to carry out detailed instructions and to deal with problems involving a few to several variables.
- MATHEMATICS ABILITY:** *Ability to perform basic math skills, use decimals to compute ratios and percentages.
- LANGUAGE ABILITY:**
- *Ability to use passive vocabulary of 5-6,000 words
 - *Ability to write complex sentences, using proper punctuation, adjectives, and adverbs.
 - *Ability to communicate in complex sentences; using normal word order with present and past tenses; and using a good vocabulary.
-

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING (Trout/Blaies/Meehling/Pruett) Wednesday, April, 2017 at 6:00 p.m.

Chairman Matt Trout called the meeting of the Personnel and Public Safety Committee to order on Wednesday, April 26, 2017 at 7:04 p.m. Those present were Chairman Matt Trout, Trustee Mike Blaies, Trustee Lisa Meehling, Trustee Dean Pruett, Mayor Seth Speiser (absent), Trustee Denise Albers, Trustee Ray Matchett, Village Clerk Jerry Menard (absent), Chief Stan Donald, ESDA Coordinator Gene Kramer, Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guests present: Janet Baechele and Scott Hamann.

POLICE:

A. OLD BUSINESS:

1. Part-time Police Hire – Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1): Chairman Matt Trout advised he has not looked at the part-time officer applications.

Trustee Dean Pruett motioned to table the part-time police officer hires until next month's committee meeting and Trustee Lisa Meehling seconded the motion. All voting yea, the motion carried.

2. Police Department Expansion: Village Administrator Tony Funderburg stated the mayor is having someone look at this project to give us a cost for it.

B. NEW BUSINESS:

1. Chief Donald's Request to Extend 40 Hours of Vacation or be Paid for it: Chief Donald advised he has no preference on whether his vacation is extended or be paid for it. He advised he has a week scheduled in June and July.

Trustee Lisa Meehling motioned to pay Chief Stan Donald for forty hours of unused vacation time and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

2. New Police Vehicle: Tony advised we have \$38,000 in the budget to purchase another SUV. He stated we have worked very hard to bring the police fleet to a good place and have come a long way in four years. We would move Officer Flake's car to a part-time officer's vehicle. The concept is not to have a car driving 24 hours a day. Chief Donald said the officers love the SUVs, and have only had minor problems and most of those were covered under the warranty.

Trustee Lisa Meehling motioned to recommend to the full Board the purchase of a police SUV not to exceed \$38,000 and Trustee Dean Pruett seconded the motion. All voting yea, the motion carried.

Trustee Matchett said we need to make sure we have a maintenance program so the vehicles are not neglected. Tony confirmed both the police and public works departments have maintenance programs in place.

Personnel/Police Committee Meeting

Wednesday, April 26, 2017

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VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

3. 2017 Eclipse Preparedness: ESDA Coordinator Gene Kramer was present to advise the committee that he is monitoring the solar eclipse data and will keep us informed as the date approaches. Once we get the specifics, he will prepare a mailer to go out to all of the residents. He will also have articles published in the Tribune. Julie can also post it on the website and put it in the newsletter.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 29, 2017 Minutes: Trustee Lisa Meehling motioned to approve the March 29, 2017 Minutes and Trustee Dean Pruett seconded the motion. All voting yea, the motion carried.

Trustee Meehling asked about the overtime reports, and Village Administrator Tony Funderburg advised he will email them out.

B. NEW BUSINESS:

1. Part-time Summer Help Hire – Noah Carpenter, Jeffrey Loesche and Ben Ebel:

Trustee Lisa Meehling motioned to recommend to the full Board Noah Carpenter, Jeffrey Loesche and Ben Ebel be hired as part-time employees for the Public Works Department and Trustee Dean Pruett seconded the motion. All voting yea, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Lisa Meehling motioned to adjourn at 7:28 p.m. and Trustee Dean Pruett seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager