

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
Charlie Mattern
Ray Matchett, Jr.
Steve Smith
Mike Blaies

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

December 9, 2011

NOTICE

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

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, **Monday, December 12, 2011, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
- B. New Business
 - 1. Vacation guidelines
 - 2. Vacation payment request

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of November 9, 2011 Regular and Executive Session Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Supervisor training on dealing with unions
- B. New Business
 - 1. Executive Session to discuss personnel, 5 ILCS 120/2-(c)(1)a
- 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.]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Monday, December 12, 2011 at 5:30 p.m.

VILLAGE ADMINISTRATOR
Dennis Herzing

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POLICE CHIEF
Melvin E. Woodruff, Jr.

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Weilmuenster Law Group, P.C.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, December 12, 2011 at 5:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said we met with the mediator and are in agreement with everything so we should be done. Chief Woodruff stated once the contract has been executed, the terms of the contract will be followed.

B. NEW BUSINESS:

1. Vacation guidelines: Mel provided a copy of a memo that was distributed to the patrol staff regarding revised vacation guidelines that was dated November 15th and effective immediately. In 2011, there were officers off for various reasons for extended periods of time and Mel said he had trouble fielding a team. He has decided not to approve vacation requests for lengthy time off. Mel said since the memo went out, it has started another firestorm. Mel said Buddy Parker is going to review the memo and compare it to the union contract and then meet with Stan and Terry about it. Mel feels this is a management rights issue and doesn't want to negotiate it. Mel also commented an officer requesting 30 days off in a row is not going to work for us. Dennis reminded the committee all vacation time has to be approved by the supervisor according to the contract.

2. Vacation payment request: Mel advised he was unable to use 80 hours vacation due to scheduling constraints.

Trustee Steve Smith motioned to recommend to the full Board Chief Mel Woodruff be paid 80 hours vacation time and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Chief Woodruff left the meeting at 5:47 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of November 9, 2011 Regular and Executive Session Minutes: Trustee Steve Smith motioned to approve the November 9, 2011 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to recommend the November 9, 2011 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee Handbook: Nothing at this time.

a. Public Works On Call Status: Dennis said this is currently being discussed in the union negotiations and they disagree with the discipline language regarding callouts.

3. Job Descriptions:

EXECUTIVE SESSION at 5:49 P.M.

Personnel/Police Committee Meeting

Monday, December 12, 2011

Page 1 of 2

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

EXECUTIVE SESSION ENDED at 6:12 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:13 p.m.

4. Safety Policy: Nothing new.
5. Supervisor training: Julie has not done anything with this yet.

Clerk Jerry Menard passed out Section 11-1507: Lamps and other equipment on bicycles which states every bike used at nighttime shall be equipped with a lamp on the front. She said there is a group of kids riding bikes at night and are very hard to see and said Father Mark is also having a problem with this. Jerry said they don't wear any type of reflective clothing. Dennis said this is governed by state statute but will take a copy of this over to Mel. He said we have talked about this before and also said since it is a state statute, we don't need an ordinance. Clerk Menard left the meeting at 6:15 p.m.

B. NEW BUSINESS: None.

1. Executive Session to discuss personnel: Already taken care of tonight.

Administrator Herzing passed out a memo that discusses the recommendation from the Health Insurance Advisory Committee's second meeting held December 8th. Dennis advised our agent was able to find some alternative plans after that initial meeting with the committee. He explained the difference between the original recommended plan and the new plan is the original plan has an embedded deductible while the new plan has an aggregate deductible. With the aggregate deductible, for everyone except single employees, the entire family has a \$10,000 deductible which needs to be met before the insurance covers anything. The premium with the aggregate deductible plan is approximately \$36,000 lower than the recommended plan. With the premium savings, the maximum exposure decreases to \$456,443 which is less than last year's total exposure of \$463,480. After we add in the two new employees, the total exposure in 2012 will be \$472,425. Dennis said the committee is revising their recommendation to adopt the new aggregate deductible plan with GHP and also to match the new deductible to this plan (\$5,000 for single employees and \$10,000 per family) without limiting individual family members to the \$5,000 reimbursement cap. The committee agreed with the Health Insurance Advisory Committee's recommendations.

Trustee Steve Smith motioned to recommend to the full Board the recommendation of the Health Insurance Advisory Committee to switch to GHP's \$5,000/\$10,000 aggregate deductible plan and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: Trustee Steve Smith motioned to adjourn at 6:30 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.



Julie Polson
Office Manager

~~CONFIDENTIAL~~

Per PH
Not Confidential

MEMO

Date: November 15, 2011
From: Chief M. Woodruff
To: Patrol staff
Re: Vacation guidelines

COPY

In the past I have tried to accommodate all time off requests. As the 2011 requests progressed into longer stretches off with multiple officers off at the same time, it became more and more difficult to prepare a schedule to accommodate the time off requests as well as personnel to fill the requested time off and maintain our Overtime and part-time budgets.

The 2012 calendar has further reflected this trend which I feel requires immediate action on my part before any particular time off is planned by anyone. The 2012 calendar was posted November 10th 2011 and will remain open for days picked by seniority until December 10th 2011 then as first come first serve, (as prescribed by the collective bargaining agreement). Effective immediately I will not approve more than 80 hours off from anyone's scheduled work days consecutively or cumulatively during any given month. I will also only approve one officer off on any given day. And no one will be approved time off for any holiday for which they are regularly scheduled to work on their normal rotation.

I realize this will require closer planning but I feel it is necessary if the Department is to get back on track with effectively planning the use of personnel and budget.

Concerning the planner you will need to put your name filling the entire box on the day that you are scheduled to work and wish off, do not put your name on the planner for days you already have off, I will not schedule you for OT during the times you have requested off without confirming with you individually whether or not your days requested off are consecutive.



cc. Administrator Herzing

Police/Personnel Committie

VACATION

YEARLY TRACKING SCHEDULE - 2012

DAY	January	February	March	April	May	June	July	August	September	October	November	December
1						SB	SB					
2						SB	SB					
3						SB	SB					
4						SB	SB					
5						SB	SB					
6						SB	SB					
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29						SB	SB					
30						SB	SB					
31						SB	SB			SB		TIN/2B

TECO/2B

VS

VACATION

YEARLY TRACKING SCHEDULE - 2011

DAY	January	February	March	April	May	June	July	August	September	October	November	December
1					JSB	JSB			SJR	DAU	MSS	
2		SJR							DAU	DAU	MSS	
3		SJR				TLM		SJR		DAU	MSS	
4						TLM	SB	SJR	TM	SJR	MSS	SJR
5							SB	SJR	SB		MSS	SJR
6		SB		TSB		JSB	SB	TM	SB		SB	
7					SJR	JSB	SB	TM	SB		MSS	
8						JSB	SB	TM	SB		MSS	
9						SJR	SB	TM	SB	SJR	MSS	
10						SJR	SB	TM	SB	SJR	MSS	
11			TLM		DA	SJR	SB	MSS	SB			
12			MSS		DA	SJR	SB	MSS	DAU			SJR
13			ARC#9	TLM	DAU	SJR	SB	MSS	DAU	JSB	JSB	SJR
14			ARC#9	TLM	DAU	SJR	SB	MSS	DAU	JSB	JSB	SJR
15			ARC#9	TLM	SJR	SB	SB	MSS	DAU	SB	SB	DAU
16			ARC#9	TLM	SJR	SB	SB	MSS	DAU	SB	SB	DAU
17			ARC#9	TLM	DAU	SB	SB	MSS	DAU	SB	SB	DAU
18			ARC#9	TLM	DAU	SB	SB	MSS	DAU	SB	SB	DAU
19	SJR	SB	ARC#9		DAU	MSS	SJR		DAU	DAU	SB	SB
20	SJR	SB	ARC#9		DAU	SJR	DAU		DAU	DAU	SB	SB
21			ARC#9		DAU	MSS	DAU		DAU	DAU	SB	SB
22			ARC#9		SJR	MSS	DAU		DAU	DAU	SB	SB
23			ARC#9		SJR	MSS	DAU		DAU	DAU	SB	SB
24			ARC#9		SJR	MSS	DAU		DAU	DAU	SB	SB
25			ARC#9		TLM	MSS	DAU		DAU	DAU	SB	SB
26			ARC#9		TLM	MSS	DAU		DAU	DAU	SB	SB
27			ARC#9	TLM	TLM	MSS	DAU		DAU	DAU	SB	SB
28			ARC#9	TLM	TLM	MSS	DAU		DAU	DAU	SB	SB
29			ARC#9	TLM	TLM	MSS	DAU		DAU	DAU	SB	SB
30			ARC#9	TSB	TSB	MSS	DAU		DAU	DAU	SB	SB
31			ARC#9	TSB	TSB	MSS	DAU	SJR	DAU	DAU	SB	SB

ILLINOIS VEHICLE CODE 625 ILCS 5/

Sec. 11-1507. Lamps and other equipment on bicycles.

- (a) Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front and with a red reflector on the rear of a type approved by the Department which shall be visible from all distances from 100 feet to 600 feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to the red reflector.
- (b) A bicycle shall not be equipped with nor shall any person use upon a bicycle any siren.
- (c) Every bicycle shall be equipped with a brake which will adequately control movement of and stop and hold such bicycle.
- (d) No person shall sell a new bicycle or pedal for use on a bicycle that is not equipped with a reflex reflector conforming to specifications prescribed by the Department, on each pedal, visible from the front and rear of the bicycle during darkness from a distance of 200 feet.
- (e) No person shall sell or offer for sale a new bicycle that is not equipped with side reflectors. Such reflectors shall be visible from each side of the bicycle from a distance of 500 feet and shall be essentially colorless or red to the rear of the center of the bicycle and essentially colorless or amber to the front of the center of the bicycle provided. The requirements of this paragraph may be met by reflective materials which shall be at least 3/16 of an inch wide on each side of each tire or rim to indicate as clearly as possible the continuous circular shape and size of the tires or rims of such bicycle and which reflective materials may be of the same color on both the front and rear tire or rim. Such reflectors shall conform to specifications prescribed by the Department.
- (f) No person shall sell or offer for sale a new bicycle that is not equipped with an essentially colorless front-facing reflector.

VILLAGE OF FREEBURG DEPARTMENT OF POLICE

14 SOUTHGATE CENTER * FREEBURG, IL 62243 * OFFICE: 618/539-3132 * FAX: 618/539-9872

To: Village of Freeburg Police/Personnel C committee.

Attn: Chairperson Rita Baker.

Re: Unused Vacation Request.

Date: December 12, 2011

I have a remaining 80 hours of vacation, that I was unable to use due to understaffing issues, and will accrue three additional weeks of vacation on my anniversary December 18th 2011. At this time I am requesting your consideration for payment of the 80 remaining hours. As always thanks for your support.

Chief Mel Woodruff

A handwritten signature in black ink, appearing to read 'Mel Woodruff', written in a cursive style.

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, November 9, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, November 9, 2011 at 6:36 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Assistant Public Works Director John Tolan, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said we have mediation scheduled on Monday, November 14th on outstanding issues.

Chief Woodruff reported Kurt completed all testing and is now full-time. Kurt and Matt will be officially sworn in Monday at 2:00 p.m.

Chief Woodruff brought up the noise ordinance and he said we had decided in a previous committee meeting to take our current ordinance and improve it by putting time limits in there. He suggested we might also want to put a time limit on permits for special events. Dennis said we might want to give the board the approval on setting time limits for special events. Mel suggested 6:00 a.m. - 10:00 p.m. Monday through Thursday, 6:00 a.m. - 11:00 p.m. on Friday; 7:00 a.m. - 11:00 p.m. on Saturday and 7:00 a.m. - 10:00 p.m. on Sunday. Trustee Smith recommended this be sent to the Legal/Ordinance committee for them to review and present to the board.

B. NEW BUSINESS:

1. Approval of October 5, 2011 and September 14, 2011 Executive Session Minutes: Trustee Steve Smith motioned to approve the October 5, 2011 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the September 14, 2011 Executive Session minutes and Trustee Charlie Mattern seconded the motion. all voting aye, the motion carried.

Mel reported the police car that had been damaged by a fire department truck has been repaired and is back in service. Chief Woodruff left the meeting at 6:48 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of October 12, 2011 Minutes: Trustee Steve Smith motioned to approve the October 12, 2011 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee Handbook: Nothing at this time.
 - a. Public Works On Call Status: Nothing new.

Personnel/Police Committee Meeting
Wednesday, November 9, 2011

Page 1 of 2

3. Job Descriptions: Nothing new.
4. Safety Policy: Nothing new.
5. Electric lineman position: The applicants were reviewed in the Electric Committee and we have two applicants we would like to interview. John suggested we hold them in the next couple of weeks and ask Ron if he would like to sit in on the interviews.
6. Supervisor training: Trustee Smith gave Julie the information on the supervisor training. It is sponsored by the Illinois Public Service Institute and costs \$1200 for one week.

EXECUTIVE SESSION at 6:52 P.M.

Trustee Smith motioned to enter into Executive Session citing personnel, 5 ILCS 120/2-(c)(1) and Chairperson Baker seconded the motion. All voting aye, the motion carried

EXECUTIVE SESSION ENDED at 7:10 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:10 p.m.

- B. **NEW BUSINESS**: None.
- C. **GENERAL CONCERNS**: None.
- D. **PUBLIC PARTICIPATION**: None.
- E. **ADJOURN**: *Trustee Steve Smith motioned to adjourn at 7:11 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager