

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Mike Blaies
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
May 6, 2011

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

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, May 10, 2011, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
 - 2. Noise Ordinance
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of April 14, 2011 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
- B. New Business
 - 1. Pay reimbursement
- 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)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Tuesday, May 10, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, May 10, 2011 at 6:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern - absent, Chief of Police Mel Woodruff and Village Administrator Dennis Herzing. Guests present: Officer Stan Ruhmann and Officer John Cappello.

POLICE:**A. OLD BUSINESS:**

1. Police Contract: An executive session is needed to discuss this topic.

EXECUTIVE SESSION**6:50 P.M.**

Trustee Smith motioned to enter into Executive Session citing personnel 5 ILCS 120/2-(c)(1)a and collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) and Chairperson Baker seconded the motion. All voting aye, the motion carried

EXECUTIVE SESSION ENDED**7:45 P.M.**

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:45 p.m.

2. Noise Ordinance: Nothing new.

Mel advised the new car was put out on the street last Saturday. Mel said we will hold off on the other car until we have a budget in place. He received a request from Pete Vogel which stated New Athens is parking the police cars not in service at different banks because of the increases in bank robberies and would like to do the same here. Mel said he does not have a problem with the request and thinks we can justify it with the current conditions. Mel will check with the other banks to see if they would be interested in this and said Ray had no problems with it. The committee agreed to the request.

Mel said we had discussed an hourly part-time rate increase. They currently make \$12 per hour and said they made \$10 per hour when he was hired on 10 years ago. Mel received a grant program opportunity called Livescan. He said the fingerprint program would hook directly into the internet, the print is taken electronically. It's funded with 75% federal money/25% Village with a total cost of approximately \$20,000. Mel said we had \$20,000 in the budget for a police car and if we go with a pre-owned vehicle, we should have about \$5,000 left over to put towards the Livescan program. He

Personnel/Police Committee Meeting

Tuesday, May 10, 2011

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also said you can get a laptop with this for \$250. Dennis said we may have some leftover funds from the cameras to put towards the grant too. The deadline to file the grant is May 20th which will come through the Bureau of Justice.

B. NEW BUSINESS: Mel provided a request from Officer Cappello requesting a 60-day extension of 28 hours of vacation left from 2010 to use during his deployment.

Trustee Steve Smith motioned to recommend to the full Board Officer John Cappello be granted a 90-day extension of his vacation from 2010 and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of April 14, 2011 Minutes: *Trustee Steve Smith motioned to approve the April 14, 2011 Minutes and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Employee Handbook: Nothing at this time.

a. Public Works On Call Status: Nothing new.

3. Job Descriptions: Dennis provided ordinances for the utility billing clerk position and police department administrative assistant. These will be placed on the Committee as a Whole meeting agenda on May 16th. Dennis will start working on ordinances for the other job descriptions.

4. Safety Policy: Dennis said we are still working on it. The correspondence from IMLRMA was provided to show the public works employees went through the training listed.

B. NEW BUSINESS:

1. Pay reimbursement: Phil never received his \$1 per hour raise after successful completion of his probation. It calculates out to approximately \$2400. The committee was fine with the request.

We will be discussing Mel's request at the next Board meeting.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:50 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager

To: Freeburg Police Committee

From: Patrolman John R. Cappello

Subject: Vacation Hours

Date: April 29, 2011

Dear Members

I am requesting an extension on the Vacation hours I have left for 2010. I still have 28 Vacation hours still left to use from 2010. My annual year closed on April 23, 2010. I am requesting a 60 day extension for the 28 hours I have left. Thank you for your time in this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "John R. Cappello". The signature is written in a cursive, flowing style with a large initial "J" and "C".

Patrolman John R. Cappello

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Thursday, April 14, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, April 14, 2011 at 6:40 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Mayor Ray Danford, Chief of Police Mel Woodruff, Village Clerk Jerry Menard and Village Administrator Dennis Herzing. Guests present: Officer Stan Ruhmann, Officer John Cappello and Officer Terry Marquardt.

POLICE:

A. OLD BUSINESS:

1. Police Contract: An executive session is needed to discuss this topic.

EXECUTIVE SESSION

6:41 P.M.

Trustee Baker motioned to enter into Executive Session citing personnel 5 ILCS 120/2-(c)(1)a and collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) and Trustee Steve Smith seconded the motion. All voting aye, the motion carried

EXECUTIVE SESSION ENDED

7:47 P.M.

Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:47 p.m.

2. Noise Ordinance: Nothing new.

B. NEW BUSINESS:

1. Parking concerns: Mel reviewed the request from the residents around the high school who had signed a petition and previously presented it to the board. The only option would be to continue the limited parking signs on Belleville Street and also on Washington from the existing signs to Alton. Mel was fine with the resident request to install a speed bump at the entrance to the park. Mel had no problem with spacing the no parking signs more effectively by Total Fitness on Hill Mine Road. Dennis will pull the ordinance to see what it says. These requests will be taken to the next Street Committee meeting.

2. St. Clair County Dispatching Contract: *Trustee Steve Smith motioned to recommend to the full Board the 2011 St. Clair County Dispatching Contract for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting

Thursday, April 14, 2011

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Chief Woodruff updated the committee on the status of the police cars involved in the accident. He advised the committee he is gathering information on purchasing a pre-owned police car, possibly a Crown Vic or Dodge V-8 that we could get more mileage from. He would put his car into the existing fleet of police cars. Chief Woodruff left the meeting.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 9, 2011 Minutes: *Trustee Steve Smith motioned to approve the March 9, 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.

3. Job Descriptions: Dennis provided ordinances for the utility billing clerk position and police department administrative assistant. These will be placed on the Committee as a Whole meeting agenda for discussion since it ties in with budget discussions.

4. Safety Policy: Dennis said HD Supply was out today to conduct a safety audit for the electric department. They will provide a summary of what we are lacking along with a quote for the needed equipment. He said he, Ron and John are reviewing the safety manual that Julie input onto the computer. Ron has APPA safety manuals that we can reference as part of our safety policy. Once we have a written policy and equipment, we can then enforce it.

B. NEW BUSINESS: Dennis said Shane has 50 hours of vacation that he has been unable to use because of how busy they have been and he would like to save it to use for his honeymoon in May. The committee agreed with the request.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:25 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*


Julie Polson
Office Manager

Educate. Advocate. Empower.

April 15, 2011

Julie Polson
Risk Management Coordinator
Village of Freeburg
14 Southgate Center
Freeburg, IL 62243-1541

RECEIVED

APR 18 2011

**Re: Illinois Municipal League Risk Management Association
Training: Trenching and Shoring; Back Injury Prevention/Safe Lifting;
Slips and Falls; and Public Liability Exposures
March 29, 2011**

Dear Julie,

Thank you for allowing your employees to participate in an IMLRMA training session held March 29, 2011 in the Village of Freeburg. We provided training on the topics listed above and provided updates on risk management resources available on the Association website. Training certificates are enclosed for the following employees:

Tim Kunkelmann	Greg Eckels	Randy Kasper	Bob Elder
Shane Krauss	Clark Lucash	Jeff Mohr	Bob Jenkins

If you're like other Association members today, you provide your residents with more services than ever before which increases your municipality's exposure to property and liability hazards. Today's municipalities need to be more careful in how you conduct business, but also to being seen and perceived as exercising due diligence and doing everything in your power to prevent losses and injuries. That's why we are pleased that the Village of Freeburg sees the value in allowing employees to participate in Association risk management training like this.

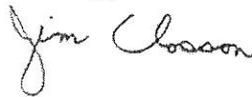
As you know, one of the best values you receive as a Member of the Association is risk management services, including training like this to help your employees prevent losses to your human, physical and financial assets. The following page lists additional risk management resources that are available on the Association's website. Please share them with all your Village departments. It's helpful to continually remind employees about the need to work safely – both at work and at home (since employee non-work injuries affect your municipality as well!).

As your IMLRMA Loss Control Specialist, I am available to provide risk management and loss control service at your request and convenience. If you would like to schedule future meetings, if you have questions, or if I can be of help in any way, please call me at (217) 254-9038 or e-mail me at jclosson@imlrma.org.



Once again, we want to thank you for your participation and for the opportunity to help the Village of Freeburg achieve your risk management objectives!

Sincerely,



Jim Closson
IMLRMA Loss Control Specialist

JC/bc
cc: Village President Raymond Danford
Loss Control File
Enclosure(s)

Additional IMLRMA resources:

Checklists. Checklists are great tools to help control potential loss producing situations that occur on municipal premises. You may use the checklists as they are, or use them to design your own checklists specifically for the conditions, operations, and exposures of your own municipality. You can see a complete list of our checklists at the following link.

<http://www.imlrma.org/page.cfm?category=885§ion=11>

Weekly Safety Wisdoms. The Weekly Safety Wisdoms (WSWs), posted every Monday, are single-topic safety talks designed to be shared and discussed with your employees by email, at brief safety talks or in Safety Committee meetings. Sharing and discussing these WSWs with your employees not only teaches them about the specific topic, but also provides weekly reinforcement about the need for overall workplace safety.

<http://www.imlrma.org/page.cfm?category=2220§ion=4>

IMLRMA Connections quarterly newsletter. Each quarter, we email you a link to our newsletter that provides risk management tips and advice for everyone in your municipality. Mayors and Village Presidents will benefit from reading the Leadership and IML columns, and Department Heads, supervisors and front-line employees will benefit from the loss prevention and safety tips.

<http://www.imlrma.org/page.cfm?category=1606§ion=4>

IMLRMA Today articles in the IML Review magazine. Each month, IMLRMA staff members write a risk management-related article for the Illinois Municipal Review magazine.

<http://www.imlrma.org/page.cfm?category=2204§ion=4>