

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

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

August 3, 2012

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, **Monday, August 6, 2012, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Full-time and part-time police officer hires
 - 2. Executive Session to discuss charges of misconduct and recommendation for discharge of Officers Blomenkamp and Burrows, [5 ILCS, 120/2-(c)(1)]
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of July 12, 2012 Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Employee raise/job description update
- B. New Business
- 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)] 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, August 6, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, August 6, 2012 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies (via telephone), Trustee Seth Speiser, Trustee Ray Matchett, Mayor Ray Danford, Village Clerk Jerry Menard, Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Attorney Brian Manion, Steve Burrows, John Blomenkamp, Tom Carpenter and numerous residents.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires: Mel stated he has no recommendations at this time.

B. NEW BUSINESS:

1. Executive Session to discuss charges of misconduct and recommendation for discharge of Officers Blomenkamp and Burrows, [5 ILCS, 120/2-(c)(1)]:

EXECUTIVE SESSION 6:31 P.M.

Trustee Steve Smith motioned to enter 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 7:37 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:40 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of July 12, 2012 Minutes: Not discussed.
2. Employee Handbook: Not discussed.
 - a. Public Works On Call Status: Not discussed.
3. Job Descriptions: Not discussed.
4. Safety Policy: Not discussed.
5. Non-union employee raises: Not discussed.

6. Storage situation: Not discussed.

B. **NEW BUSINESS:** Not discussed.

C. **GENERAL CONCERNS:** Not discussed.

D. **PUBLIC PARTICIPATION:** None.

E. **ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:40 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Thursday, July 12, 2012 at 5:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, July 12, 2011 at 5:02 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Seth Speiser, Trustee Ray Matchett, Village Clerk Jerry Menard, Chief Mel Woodruff and Village Administrator Dennis Herzing. Guests present: Steve Burrows, John Blomenkamp and Tom Carpenter.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires: Mel said after the agreed upon deadline, we received a total of 76 applications for both full- and part-time officers. Of that total, 22 applicants are fully trained and ready to work; 19 need some form of training and 35 have no training or experience. He sent letters to all of the individuals that didn't qualify. We sent a similar letter to the partially qualified applicants advising we would keep their applications on file. The qualified applicants were sent a letter on Monday along with the police department application which authorizes us to do a background check. They were given a deadline of 7/20/12 to get that back into us. Mel offered anyone to review the applications if they wanted to.

Steve asked if the part-time officers we have hired have taken care of the overtime issue and Mel said predominantly, yes. Mel believes it is a good idea to add a couple more part-time officers to the department. Mel only had to fill overtime shift last month.

B. NEW BUSINESS:

1. Event at Freeburg Recreation Park: Mel said Glen approached the Board about this and was told to put his request in writing. Mel does not have a problem with it. Glen called Mel and asked for officers to be provided and understood the fee that would be charged for that service. Jerry asked if we would be charging a fee and Mel said yes, he explained that to Glen. She asked Mel if he would be handling the parking as well and he said no. Mel said the only concern he saw might be the late hour. Homecoming is usually over by midnight. Steve brought up the directions the speakers would be facing and said he would like them directed towards the trees and away from the homes. Mel said Glen is willing to come to any meeting to answer any questions. Steve would just try to keep the noise down for the people that live around the park. Dennis said the liquor license may need to be reviewed by the Mayor to see if it fits with the event description.

EXECUTIVE SESSION

5:18 P.M.

Trustee Steve Smith motioned to enter 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 5:24 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 5:24 p.m.

Personnel/Police Committee Meeting
Thursday, July 12, 2012

PERSONNEL:

A. OLD BUSINESS:

1. Approval of June 19, 2012 Minutes: *Trustee Steve Smith motioned to approve the June 19, 2012 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 basically done.
3. Job Descriptions: Nothing at this time.
4. Safety Policy: Nothing new.
5. Non-union employee raises: Mike asked if we are waiting on input from Gene for that. Mike said he is extremely busy with the consolidation.
6. Storage situation: Charlie asked for this to be added and to talk to Greg Blomenkamp. Dennis said a lot of things have backed up because we've been concentrating on the pool.

Trustee Speiser asked if we've done any interviewing for the electric lineman position and Mike said we have interviews set up for Monday, Tuesday and Wednesday. Rita said we'll be advised when the final interviews have been scheduled.

EXECUTIVE SESSION 5:28 P.M.

Trustee Steve 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 5:54 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 5:54 p.m.

B. NEW BUSINESS: Dennis will pass along the letter Rita received to Attorney Manion.

C. GENERAL CONCERNS:

D. PUBLIC PARTICIPATION: Steve Burrows was present and said it's been 70 days since he was placed on administrative leave and would like to get this over with. He said there are 6 grievances and he is available to talk to anyone that has any questions.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 5:55 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager

ESDA Coordinator - Job Duties
as per Ordinance #587

RESPONSIBILITIES

- Responsibility for Organization.
- Responsibility for Administration.
- Responsibility for training.
- Responsibility for operation.
- Responsibility for the coordination of local Government Services of manpower and materials to affect restoration of normal Government services of utilities, community shelter, police protection/security as well as the receipt and dissemination of emergency (potentially life threatening) information to the citizens of the Village of Freeburg, as per National Incident Management System Resolution #05-15, signed 11/2005.
- Responsible for the coordination and operation of the ARRL Amateur Radio Emergency service (ARES®/Radio Amateur Civil Emergency Service (RACES®) operations within St. Clair County for “support communications” to the Freeburg ESDA communications system, particularly during severe weather events.
- Responsible for the bi-yearly updates to the Village ESDA EOP (Emergency Operations Plan), including but not limited to: phone numbers and personnel changes, department agreed responsibilities, changes to the Community Shelter program, etc.
- Responsible for the operation and implementation of the “divisions within ESDA, including: Ministers on Special Emergency Services (MOSES), Local Team of Nurses (LTN), Shelter Managers (SM).
- Responsible for the use of the local newspaper to provide emergency safety information for preparedness, including but not limited to Severe Weather, Earthquake, potential wide spread health threats.
- Responsible to work closely with the County Health Department’s Committee for Emergency Community Response Team.
- Responsible for the proper Federal Communication Commission radio licensing, includes modification of FCC issued licenses for Police, Public Works and ESDA.
- Responsible for obtaining Local Memorandums of Agreement (LMA’s) for the use of buildings and commercial resources as well as school district resources.
- Responsible for school district communication interties for emergencies and conduct yearly State ESDA/EMA NOAA severe weather communication tests.
- Responsible for the PUBLIC notification of emergencies, particularly Tornadic weather emergencies, via outdoor warning siren system and City wide telephone notification system.
- Provide training to local schools on severe weather safety issues to students and faculty on an every three-year program basis.
- Responsible for the testing of and maintenance scheduling of all warning and communication systems used by local ESDA.
- Responsible for the continued research for Federal and State Funding for specific needs from FEMA and IEMA.
- Responsible for the emergency communications network involving local school districts, police department, utilities department and local fire department.
- Responsible for the “professional management for ESDA Coordinator” training via attending IEMA yearly training conferences on a bi-yearly basis or as special and specific training is available at the annual IEMA conferences.

- Responsible for IEMAS (Illinois Emergency Services Management Association) membership and insurance for volunteers through the IESMA program.
- Responsible to manage the ESDA budget for operations of department.
- Responsible for the monitoring and dissemination of threat information to the Mayor and Trustees as it relates to Homeland Security issues.
- Responsible for monitoring and dissemination of information from the Storm Prediction Center (SPC) and the NOAA Space weather division as it relates to potentially damaging solar flares.
- Responsible for the “weekly” communication test for the County ARES® communications system.
- Responsible for the operation change from ESDA office operations to ESDA EOC operations.
- Responsible for the attainment and continued qualifications to keep StormReady® community status via training from the local National Weather Service office.
- Responsible for the maintenance of the wireless Weather instruments for proper operation.
- Responsible for reports including but not limited to, Shelter Management Occupancy Reports, ARES® roster, Emergency Events (standby status during Homecomings, graduations, etc.).
- Responsible for department activations for emergency response reports to Mayor and Village board.
- Intertie communications via ARS with SATERN (Amateur Radio Station with Salvation Army Team Emergency Radio Network) with weekly radio roll calls.
- Responsible for the coordination of any Village wide evacuation of citizens.

AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CODE OF ORDINANCES TO COMPLY WITH THE VILLAGE'S ORGANIZATIONAL CHART

WHEREAS, the Village Board has adopted an organizational chart, and;

WHEREAS, sections of the Freeburg Revised Code of Ordinances do not reflect the organizational chart adopted August 19, 1991.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ILLINOIS, THAT;

SECTION 1. CHAPTER 15, ARTICLE 1, SECTION 15-1-2(D), Revised Code of Ordinance, is amended to read as follows:

- (D) The authority and responsibility of the Board to establish management of the business and direct the working forces consistent with the provisions of the adopted organizational chart, shall not be abridged.

SECTION 2. CHAPTER 30, ARTICLE III, SECTION 30-3-2(B), Revised Code of Ordinances, is amended to read as follows:

- (B) The coordinator shall have the direct responsibility for the organization, administration, training, and operation of the ESDA, subject to the direction and control of the Mayor as implemented in the organizational chart adopted by resolution.

SECTION 3. This ordinance shall be made effective upon its passage, approval, and publication in pamphlet form as required by law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT THIS 19 DAY OF August, 1991.

AYES 5 NAYS _____ ABSENT 1

APPROVED THIS 19 DAY OF August, 1991.

George Klann
George Klann, Village President

ATTEST:

Dora Becker
Dora Becker, Village Clerk

Approval as to Legal Form: Michael V. Frierdich, Village Attorney

EMERGENCY SERVICES AND DISASTER AGENCY**§ 35.20 ESTABLISHMENT.**

There is created the Freeburg Emergency Services and Disaster Agency (ESDA) to prevent, minimize, repair, and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage, or other hostile action or from natural or man-made disaster, in accordance with "The Illinois Emergency Management Agency Act of 1988", ILCS Ch. 20, Act 3305, §§ 1 et seq." and any amendments that may be made to this act. This ESDA shall consist of the Coordinator and such additional members as may be selected by the Coordinator.

(Former Code, § 30-3-1)

§ 35.21 COORDINATOR.

(A) The Coordinator of the Village ESDA shall be appointed by the Mayor, with the consent of the Village Board, and shall serve until replaced by the Mayor.

(B) The Coordinator shall have the direct responsibility for the organization, administration, training, and operation of the ESDA, subject to the direction and control of the Mayor as implemented in the organizational chart adopted by resolution. (Ord. 788, passed 8-19-91)

(C) In the event of the absence, resignation, death, or inability to serve as the Coordinator, the Mayor, or any person designated by him or her, shall be and act as Coordinator until a new appointment is made, as provided in this subchapter.

(Former Code, § 30-3-2)

§ 35.22 FUNCTIONS.

The Village ESDA shall perform such ESDA functions within the village as shall be prescribed in and by the State ESDA plan and program prepared by the Governor and such orders, rules, and regulations as may be promulgated by the Governor, and in addition, shall perform such duties outside the corporate limits as may be required pursuant to any Mutual Aid Agreement with any other political subdivision, municipality, or quasi-municipality entered into, as provided by "The Illinois Emergency Management Agency Act of 1988", ILCS Ch. 20, Act 3305, §§ 1 et seq. and any amendments that may be made to this act."

(Former Code, § 30-3-3)