



31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6200

Village Board Public Safety Committee

MINUTES

~ Thursday, December 8, 2016 ~

CALL TO ORDER

Trustee Nero, as Chair, called the meeting to order at 4:31 p.m.

ROLL CALL

Mayor Gunter, Clerk Szymiski, Trustee Addington, Trustee Barker, Trustee Barry, Trustee Guzzo, Trustee Liddle, Trustee Nero, Village Manager May, Fire Chief Weiss, and Police Chief Gunther

Also Present:

Deputy Fire Chief Connolly, Deputy Fire Chief Riley, Finance Director Parker, Community Development Director Zeigler, and Recording Secretary Brady

ABSENT

Deputy Police Chief Brenza and Deputy Police Chief Gruen

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF SEPTEMBER 1, 2016 PUBLIC SAFETY COMMITTEE MINUTES

Trustee Liddle made a motion, seconded by Trustee Guzzo to approve the September 1, 2016 Public Safety Committee Minutes as submitted. Motion carried unanimously.

FIRE DEPARTMENT

Promotions

Chief Weiss indicated that the Board had previously approved a Succession Plan for the Fire Department and the promotions being made at this meeting are part of that plan. As Deputy Chief Connolly will be stepping down from his Duty Chief responsibilities in the near future, the fourth Duty Chief position will be filled this evening with the promotion of Jim Little from Captain to Duty Chief. With that movement in rank, members will be promoted to Captains and Lieutenants from the existing promotional lists. In addition, he advised that personnel within the Emergency Management Agency will be promoted to officers, the first time two female members within that agency achieve the rank of Lieutenant.

Chief Weiss requested Mayor Gunter, Chair Nero, and Trustee Barry to join him to administer the Oaths of Office:

- Chair Nero administered the Oath of Office to EMA members Janet Turek and Robin Gardner, promoting them to the rank of Lieutenant, and Mayor Gunter and Chief Weiss presented them with their badges.
- Trustee Barry administered the Oath of Office to Firefighters Brendan Sullivan and Richard Zasada, promoting them to the rank of Lieutenant. Mayor Gunter and Chief Weiss presented them with their badges.
- Chair Nero administered the Oath of Office to Acting Captain Jeremiah Adeszko and Lieutenant John Barnacle, promoting them to the rank of Captain. Mayor Gunter and Chief Weiss presented them with their badges.
- Trustee Barry administered the Oath of Office to Captain James Little, promoting him to the rank of Duty Chief. Mayor Gunter and Chief Weiss presented him with his badge.

Mayor Gunter concluded by congratulating the officers and stated that it is encouraging to see members of the Fire Department and the Police Department present to offer not only their support but their fellowship as well.

POLICE DEPARTMENT

Chief Gunther stated that over the last two months since becoming Chief, the Department has been going through a transition process, including:

New Uniforms

The Department is adopting a new black uniform shirt color with moisture wicking material, providing better comfort for officers.

New Unmarked Squad Cars

The new unmarked squads are black with ghost markings that show up when lights reflect off them.

Policy Revisions

The Department is working to update its General Orders. Chief Gunther advised that Sgt. Patty Smallwood has been hard at work to ensure that they are up to date and follow best practices. He added that the General Orders are being moved from Microsoft format to Google so they will be available to officers in their squads on the Google Drive.

Training Mandates

The State of Illinois and the Department of Justice have mandated additional civil rights training requirements for police officers. This is an unfunded mandate and will increase the length of time for basic training from 480 to 560 hours. Following that training, the new officers must complete 14 weeks of field training with the Department. The new mandate extends their training by an additional two weeks before they are operational.

Property Control Room Inventory

Chief Gunther indicated that when there is a change of police chiefs, an audit of the property inventory must be conducted. The inventory was completed and all items were accounted for, e.g., guns, drugs, money, etc., and properly secured. Following the audit, a total of 3,306 items were destroyed appropriately, including items dating back to the 1990's. This has reduced the items in the Property Control room by at least half.

- In response to Mayor Gunter's inquiry, Chief Gunther advised that there are specific time limitations that property must be held based upon the type of incident with which they are associated. The recent audit helped the Department identify what it had in its inventory and what rules apply to each.
- Chief Gunther stated that the Department has \$5,000+ in unclaimed money, which, after 30 days, can be turned over to the Village Finance Department.
- In response to Trustee Barker's inquiry, Chief Gunther stated that the Police Department maintains its inventory control, receiving approximately 700 to 800 pieces of new property annually. When items are ready for disposal, outside vendors are used to dispose of hazardous materials and provide weapons destruction.

Personnel Changes

With the promotion of Sergeant Gruen to Deputy Chief, Sergeant Gabreleski has been appointed Administrative Sergeant.

Career Development

Chief Gunther advised that upon becoming Chief, he met with all the officers to hear their thoughts and ideas on career development. One that stood out was a desire for movement toward special units. He stated that special units keep the officers engaged in their jobs and provide opportunities to take on more responsibilities.

Temporary Sergeant

Chief Gunther advised that on the Board Agenda for this evening's meeting is an item addressing the Department's need to appoint a temporary sergeant's position. He stated that by ordinance the Department is allowed 44 officers, 7 of which are sergeants, and he is asking the Board to reduce the number of patrol officers by one and increase the number of sergeants allowed to eight. Chief Gunther advised that when there is a supervisor in charge, shifts, in general, run better. When a sergeant is gone on approved leave, having a relief sergeant to cover his absence provides continuity of supervision. The eighth sergeant's position will be on a temporary basis.

Village Manager May stated that what would be temporary is the authorized level of strength. In response to the Mayor's inquiry, Manager May advised that the authorized number of 44 officers does not change, just the ratio of officers and sergeants within that number.

Public Outreach

Chief Gunther advised that he has been working with Larry McIntyre on improving the Police Department's presence within the Village and making it more accessible through public outreach programs, such as participating at block parties, Village events, and the Department's Open House.

FIRE DEPARTMENT

Returning to Fire Department agenda items, Chief Weiss provided the following updates:

Revised 635 SEDCERN Agreement

Chief Weiss indicated that the current agreement has been in place for many years with Downers Grove, Clarendon Hills, Hinsdale, Tri-State, and Westmont. Now, with half of the Departments going to DuComm and the other to Addison Dispatch, the agreement has to be revised so the frequency can be kept and resources can be shared. Attorney Zemenek is working with the attorney for the Village of Downers Grove and the revised agreement should come before the Village Board for approval in January. He added that the agreement will involve a small maintenance fee.

Approval to Surplus Truck 1839 and Engine 1832

Chief Weiss advised that the Department is seeking approval at this evening's Board Meeting to surplus Truck 1839 and Engine 1832. He stated that Engine 1832 already is a reserve engine and when the new truck is delivered, there will be no need to have a second reserve. He added that the Department is trying to keep the current truck in service until delivery of the new truck.

Chief indicated it is his and staff's recommendation that the sooner these vehicles are marketed, the quicker buyers can be found. Chief Weiss added that whoever buys them will not take possession until the new truck is delivered.

ACDC Dispatch Information and Timeline

Chief Weiss advised that Deputy Chiefs Connolly and Riley have been meeting with police staff and Addison. A timeline is in place for transitioning and IT Director Liljeberg has been very involved in the process as well. Addison has been very cooperative in attempting to meet Westmont's needs.

- D/C Riley indicated that the Village's warning siren activation will be moved to Addison on January 1st and the build-out of radio channels is almost complete. He added that there has been a lot of behind the scene activities.
- Chief Weiss stated that there is \$20,000 in this year's budget for re-numbering and lettering Department vehicles and stations in order to meet the County CAD system's changing numbers for dispatch. Headquarters Station will be 118 and 119 and Station 2 will be 116 and 117. He added that every radio in DuPage County will need to be re-programmed and the Emergency Telephone and Safety Board will assume those costs. The re-numbering of each vehicle will be at the Department's expense.

North Westmont Fire Protection District

Chief Weiss advised that District's lawyer has forwarded a final letter to the County chairman to add to their next agenda requesting approval for the District and the Village of Westmont to begin work on an SSA agreement. He stated that it has been a long process to get to this point, but once the County approves, both attorneys will be able to proceed working on the agreement.

In response to Trustee Addington's statement that the SSA would eliminate the District, Chief Weiss agreed, and Trustee Addington added that the County has been working to eliminate these small, "paper" districts.

Chief Weiss advised that when the Board approved the last contract with North Westmont, it was for a five year extension and in the fourth year the SSA process would be started with completion by the fifth year.

ISO Visit

Chief Weiss indicated that when the Department was reviewed by ISO fourteen months ago, Westmont missed a rating of "1" by less than three-quarters of a point. He believed that there were some areas in the grading process that required redress and would possibly improve the Department's current rating of "2". With the involvement of Staff and members from other Village Departments, notably, the Water Department with maps, ISO visited again to review this additional information. A response from ISO is expected in the next two to three months. Chief Weiss stated his belief that it will be a great honor for the Department and Village if it can achieve the ISO "1" rating.

Promotional Testing for Captain and Lieutenant Ranks

Chief Weiss advised that the Department has exhausted its current promotional lists and new lists need to be developed. He stated that there is money in the current budget to conduct the testing process, which will be conducted through the Illinois Fire

Chiefs Association. Currently, there are six applicants for the Captain's testing and nine for the Lieutenant's, with the testing scheduled for March of 2017.

Creation of New Certified Firefighter EMT-B or P List

Chief Weiss said that the current list has been exhausted, with the last ten candidates having been hired and currently in training. He indicated that they recently advertised for the position, adding the requirement that candidates have their Fire Apparatus Engineer (FAE) certification. This was added as the drivers of the new truck will need that certification. Response was negligible, so the Department is in the process of re-advertising, eliminating that requirement.

Chief Weiss added that notices were forwarded to area fire departments through professional associations (Illinois Fire Chiefs, DuPage Fire Chiefs, and MABAS 10 departments) but, unfortunately, the chiefs of those full-time departments tend to "trash" these notices. To get the word out, Chief Weiss has requested all of the Department's officers go back to their full-time departments and spread the word.

Chief Weiss further stated that many full-time departments are restricting their members from working for part-time departments and Westmont may lose members as a result.

New Truck Update

D/C Riley advised that the new truck is on line being built and color of the main ladder has been finalized. Delivery is expected in April, with a target in-service date of July 1st. Once the new truck goes in service, 1839 and 1832 will be let go.

Fire Recovery Program Update

Chief Weiss indicated that the Village entered into an agreement several months ago with Fire Recovery to bill insurance companies for services provided at emergency incidents. He asked D/C Riley to update the Committee on the program's progress.

D/C Riley advised that the Village has received two checks in the last two months from Fire Recovery in the amount of \$7,466.00 for 20 claims submitted. Another 25 are in submission for an additional \$11,900.00, with 12 more claims pending submission. D/C Riley said the Village will be receiving approximately \$23,000 to \$25,000 for claims in a three month period. He added that the Department has seen an increase in call volume. Of the 45 incidents submitted, approximately a third were Village residents – of which only the insurance carrier will be billed; the remaining calls were for non-residents – of which Fire Recovery will pursue full payment from the insurance carrier and the insured. He added that residents in hardship can always appeal.

Chief Weiss concluded by stating that more and more departments are going to this program to recover costs. He added that the program is expected to bring in approximately \$100,000 additional revenue a year.

OTHER BUSINESS

There being no other business to discuss, Trustee Liddle motioned to adjourn, to which Trustee Addington seconded. The meeting subsequently adjourned at 5:25 p.m.

Respectfully submitted,

Lori Brady, Recording Secretary