

Police Committee Minutes

October 1, 2020

5:00 P. M. TELECONFERENCE

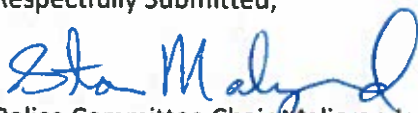
Village of Winnebago
Police Committee Meeting

Present on telephone conference or GOTO Meeting Application: Trustees Stan Maligranda (in person), Don Kimes, Julie O'Rourke, Sally Bennett (5:24 p.m.) Chief White and Officer Nick Haff.

1. **Call to Order** – 5:00 p.m.
2. **Public comment** – None
3. **Disclosure of Conflict of Interest** – None Identified
4. **Update on Randy Smith** – Trustees were updated on the status of Officer Smith and his continued rehabilitation from his medical event. Chief White advised trustees of Officer Smith's next doctor's appointment and possible further treatment if warranted.
5. **Holiday Time Off Requests** – Chief White suggested officers whose normal workdays fall on an observed holiday, should be required to fill their open shifts if they requested time off for those days. All agreed this is reasonable.
6. **Equipment Purchases** – Chief White spoke about replacing the oldest police department computer. He indicated he was awaiting a quote from Rockford IT for the cost of the computer, dual and dual monitor configuration, suggested no more than \$1,200.00 would be needed. (Line item 01-43-512 has \$1,520.29 remaining to cover cost). Purchase of Television to be utilized as a computer monitor, wall mounted to display work schedules, training dates, court dates and other relevant information. Could be used for training purposes as well. Kielty Donation (\$1,500.00 to be used) \$300-\$400 cost, bracket for wall mount as well. Current Philips brand AED is coming to its 10-year life. Industry standard suggests replacement of device after 10-year life. Costs and option for replacement discussed. Tire for squad 117. Chief White explained this vehicle will need all new tires before the snow season. Cost estimate \$124.30 per tire x 4 = 497.20. Cost including installation and all fees, \$567.92. He suggested 2 other tires be purchase at the same time, (2 @ 124.30 = 248) The purpose of purchasing 2 extra tire was explained that we currently have 2 tires in storage at the police garage, and this would allow for a complete set of tire, on-hand for emergency purposes. It was further explained that the types of tire used on police vehicles are made of softer rubber and wear faster than general use tire. It was also explained that tires in this type of usage, police vehicle pursuit rated tires cannot be patched due to safety concerns. Line item 01-43-525 (squad 117) currently has a balance of \$2,906.87 to cover cost of 4 tires for squad 117. Line item 01-43-520 has a balance of \$1,747.35 to cover purchase of 2 extra tires (\$248.60)

7. **Full-time Hiring update** – Chief White explained background checks continue to take place and should be completed by end of October. Interview of candidates would take place at that time.
8. **Administrative Assistant Budget** – Chief White suggested eliminating administrative assistant for the police department as new systems have streamlined some of the processes. Reports video footage requests from the Winnebago County State's Attorney's office can now be sent via a Cloud based system that eliminates the need for hand-delivery of reports and video. New Report Management System (RMS) will be utilized for report storage allowing for less printing and filing of reports. Trustee O'Rourke asked if these new systems have decreased the need enough to not require an administrative assistant in the police department. Chief White explained the police department has been working since early in 2020 without much assistance from an administrative assistant, even though part of that person's salary continues to be paid from the police department budget. This could save police department \$6,512.00 annually.
9. **Pay Scale Officer/Sergeant** – Chief White was seeking input to allow for a higher starting wage for candidates who have years of experience in another Illinois municipality. The arbitrary number of 7 years of experience was suggested. Trustees mentioned this would be better suited for the Finance Committee and may have be discussed at the full board meeting. Chief White was looking for guidance as to the starting wage for the Sergeant's position. He explained that other agencies use the standard of 5-10% higher wage above the highest paid patrol officer as a guide. Again, it was suggested this be brought up in the Finance Committee and may need to be spoken about during the full board meeting.
10. **Cellular Phone for Chief and Sergeant** – Chief White spoke about eliminating the stipend of \$50.00 per month for The Chief and Sergeant for utilizing their personal phones for Village / Police Department business. The issue with utilizing personal phone for business purpose, especially police related matters places those phones susceptible for records subpoenas. Chief White spoke about use the cost of a current Public Works phone that costs \$58.01 per month. He stated he would check with Verizon and see if a better plan is available. With this cost in mind, the monthly cost would only increase the billing to \$116.00 per month instead of the \$100.00 per month stipend.
11. **Chief White's Report** – Mike Mund released to unrestricted duty. Letter from Doctor for release to duty. Officer Nylund working with Quanex with active shooter planning. Response protocol.
12. **New Business** – None
13. **Executive Session** – None
14. **Adjournment** – 6:09 p.m.

Respectfully Submitted,



Police Committee Chair Maligranda

APPROVED: October 22, 2020