

**VILLAGE OF HUNTLEY
POLICE COMMISSION MEETING
JULY 26, 2012
GENERAL MEETING MINUTES**

CALL TO ORDER:

On Thursday July 26, 2012 a meeting of the Village of Huntley Board of Police Commissioners was held at 1:00 pm at the Municipal Complex, Conference Room C107, 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

ATTENDANCE:

PRESENT: Chairman Jim Waters
Secretary Tom Schaefer
Commissioner Don Arseneau
Jan Stevens, Human Resources Coordinator

The meeting was called to order at 1:03 pm.

A MOTION was made to approve the General Session Minutes of April 18, 2012.

MOVED: Secretary Tom Schaefer
SECONDED: Chairman Jim Water
AYES: 3
NAYES: None
ABSTAIN: 0
MOTION CARRIED: 3:0:0

Jim asked Tom what his status was in regards to moving out of Huntley. Tom indicated the move had been delayed and he may not be moving out of the Village. Tom asked the Mayor if he could stay on if he moves as a liaison. Jim expressed concern if Tom moves during the recruitment process.

Jim indicated that Don was going to conduct the meeting.

RECESS TO EXECUTIVE SESSION

A MOTION was made to adjourn to Executive Session at 1:28 pm for the purpose of discussing Executive Session minutes.

MOVED: Chairman Jim Waters
SECONDED: Commissioner Don Arseneau
AYES: All
NAYS: None
ABSTAIN: None
MOTION CARRIED: 3:0:0

THE OPEN SESSION RECONVENED AT 1:29 pm.

A motion was made to approve the Executive Session minutes of April 18, 2012 for content only.

**MOVED: Secretary Schaefer
SECONDED: Chairman Jim Waters
AYES: All
NAYS: None
ABSTAIN: None
MOTION CARRIED: 3:0:0**

Jan provided the Commissioners with the draft documents for the recruitment process. Tom suggested charging for the applicants who submitted applications. He indicated that Woodstock is charging \$40. This issue was discussed and the Commission decided not to charge a fee.

Tom did not want to allow application to be postmarked. Don read a portion of the notes from the April 4, 2012 meeting which stated the process would be limited to 75 applications and the packets will be time and date stamped. There will be a lottery if applications are received simultaneously. Don recommended that the postmarked language in the advertisement be kept as written.

The Commissioners suggested three changes to the advertisements. The changes are:

**State that 75 completed eligible application will be considered
NIPSTA identification card must be earned six months prior to November 30
Address – Attn: Board of Police Commissioners**

A motion was made to approve the changes to the advertisement.

**MOVED: Commissioner Don Arseneau
SECONDED: Secretary Schaefer
AYES: All
NAYS: None
ABSTAIN: None
MOTION CARRIED: 3:0:0**

The timeline was discussed and approved.

Jim requested that Jan ask Chief Perkins if there is CALEA language that allows candidates to correct incomplete application packets.

Tom requested that Jim sign the recruitment letter.

RECESS TO EXECUTIVE SESSION

A MOTION was made to adjourn to Executive Session at 2:20 pm for the purpose of discussing the recordings of Executive Session minutes that can be destroyed.

**MOVED: Chairman Jim Waters
SECONDED: Commissioner Don Arseneau
AYES: All
NAYS: None
ABSTAIN: None
MOTION CARRIED: 3:0:0**

THE OPEN SESSION RECONVENED AT 2:22 pm.

A MOTION was made to destroy the recording of Executive Session minutes prior to 18 months from July 26, 2012

**MOVED: Chairman Jim Waters
SECONDED: Commissioner Don Arseneau
AYES: All
NAYS: None
ABSTAIN: None
MOTION CARRIED: 3:0:0**

Jim asked Jan to have Chief Perkins review the Rules and Regulations to confirm that they are compliant with CALEA policies.

Tom notified the Commission that the Mayor can't appoint a replacement 30 days prior to the end of his term.

The next meeting will be in the end of October.

Don provided a copy of the top Police Officer salaries. The Commissioners would like Jan to calculate the average salary for our officers.

Don indicated he would like polo shirts ordered for the Commissioners.

A motion was made to adjourn the Huntley Police Commission meeting at 2:45 p.m.

**MOVED: Commissioner Don Arseneau
SECONDED: Chairman Jim Waters
AYES: All
NAYS: None
ABSTAIN: None
MOTION CARRIED: 3:0:0**

**Respectfully submitted,
Jan Stevens**