

MINUTES
VILLAGE OF ELBURN
BOARD OF POLICE COMMISSIONERS
MARCH 17, 2022
AT ELBURN VILLAGE HALL

Board Members Present: Addam Gonzales, Chairman John Marshall, Secretary Judith Miller

Board Members Absent:

Staff Members Present: Police Chief Nick Sikora; Village Attorney Bill Thomas

Others Present:

1. Call to Order – Chairman Marshall called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance – Commissioner Miller led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call ensued.
4. Public Comments – None
5. Approval of Previous Meeting Minutes
 - a. February 7, 2022 Regular Session – A motion to approve regular session and executive session (with phone call and email date corrections as provided by Chief Sikora) minutes was made by Miller and seconded by Gonzales. The motion carried by unanimous voice vote.
 - b. February 7, 2022 – Executive Session – A motion to approve regular session and executive session (with phone call and email date corrections as provided by Chief Sikora) minutes was made by Miller and seconded by Gonzales. The motion carried by unanimous voice vote.
6. Police Department – Chief Sikora reported he presented the PD's FY2023 proposed budget to the Village Board this week and there were no questions. The Village Board also approved the 5-year CIP which includes an additional full-time officer effective May 1, 2022. Marschinke is the next candidate on the eligibility list and is currently a part-time officer on the department. After the FY2023 budget is officially approved, Chief Sikora intends to have the Commission entertain a final job offer to Marschinke to become full-time. Chief Sikora may be out of town for the next regularly scheduled meeting on April 28, 2022. It was agreed, the meeting will be rescheduled to Wednesday, April 20, 2022 at 4:30pm.

Chief Sikora and department staff met with a representative from the Secretary of State Records Department. The Police Commission can no longer piggyback onto the Village of Elburn's records disposal process—the Police Commission must submit their own request for records destruction. Appropriate destruction of certain records is a requirement of all local units of government. Since the Police Commission was established in 2011, no records have been disposed of. Going forward, this will be completed on a regular basis.
7. Discuss/Review Board of Police Commissioners Rules & Regulations – The current rules and regs for Elburn have been in place since 2011. Things change and this process will keep them up with the times, etc.

Commissioners were provided copies of Sugar Grove, Geneva, Montgomery and Plano lateral hire policies for review. Chairman Marshal reviewed other towns of similar size to Elburn for comparison. It was noted that Elburn is a non-home rule community. Discussion ensued regarding desirable requirements of potential lateral hires such as: actively employed unless it is a "layoff" situation due to budget cuts, etc.; 2-year time requirement with previous employer and/or 1-year following probation; power testing (or not). Regarding maintaining a lateral candidate list (or not), must the list have an expiration, must candidates be ranked, etc. Seniority/shift picks, pay level, etc. are other things to keep in mind. It was noted that Collective Bargaining Agreements (CBAs) override Rules & Regs. There was discussion as to whether or not candidates can be considered out of order. Attorney Thomas will research if Statutes require lateral lists include an expiration date and if candidates may be considered out of order. There was consensus that formal application must be made by potential lateral hires and Elburn's current application form should include a checkbox indicating it is a lateral hire application.

Small towns under 5,000 population do not have police commissions and we should consider what testing/vetting procedures smaller communities have in place and whether or not they are adequate for Village of Elburn standards.

Based on the above discussion, Chief Sikora and Attorney Thomas will put a draft together and send to Commissioners prior to the April meeting for review.

8. Other Business – None
9. Adjournment – Miller motioned to adjourn the meeting at 8:31 p.m. with Gonzales seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,



Diane McQuilkin
Village Clerk