



VILLAGE OF CHANNAHON

FIRE AND POLICE COMMISSION

Dan Hoppe, Chairman
Paul Lair, Secretary
Frank Myers, Commissioner

Channahon Board of Fire and Police Commission

April 19, 2023

Channahon Village Hall
24555 S. Navajo Drive
Channahon, IL 60410

MINUTES

- I. Call to Order 7:00 PM
- II. Roll Call
Commissioners Hoppe, Lair present. Chief Casey, Frank Myers present as guest.
- III. Public Forum (Citizen Comments). Myers is considering a position on the Commission. He introduced himself, as did Commissioners Lair and Hoppe. Chairman Hoppe discussed with Myers the duties and commitments of the Commission.
- IV. Approval of Meeting Minutes from October 19, 2022
All present reviewed minutes from the October 19, 2022, meeting. With no corrections, additions, or deletions noted Chairman Hoppe asked for a motion to approve the regular meeting minutes. Commissioner Lair made the motion, second by Chairman Hoppe. Voice vote, motion passed 2-0.
- V. Communications
Letter of Resignation – Valerie Hartmann
The Commission was given copies of Officer Hartmann’s letter of resignation. Commission asked if she left for another police agency. They were informed she left to work in the private sector as a safety consultant.
- VI. Old Business:
Rules and Regulations of the P & F Commission
This continues to be an ongoing project the commission hopes to wrap up between their last two meetings this year. This sparked discussion related to the method for choosing a Commissioner; which the Commission was reminded that is a function of the Village President and outside the scope of the Commission’s Rules and Regulations. Additional conversations were started as it relates to the Sergeant eligibility list and a timeline for establishing the next list.
IFPCA Emails (are Commissioners receiving)
Chairman Hoppe is still not receiving emails from the IFPCA, Chief Casey will continue to forward any correspondence to the Commission until it is resolved.

Commissioner's records (filing cabinet)

Discussion about the Commission's filing cabinet. Commissioners agree the filing cabinet could use organizing. There was some discussion as to whether or not it was fireproof, and the security of its location. Discussion about possibly digitizing the files.

Review of Closes Meeting minutes

Chief Casey reminded Commission that twice annually they are to review closed meeting minutes and decide if any should be made public. Chief Casey said he would remove this reminder from future agendas unless directed otherwise.

VII. New Business:

New commission cards

Commissioners were provided with their new IFPCA membership cards.

Approval of annual report/budget request

Chief Casey provided the Commission with Copies of their Annual Report for consideration and approval. Chief Reminded the Commission this should be completed prior to January 1st of each year. The report includes a budget request for FY24 which was discussed at the October meeting and their suggestions incorporated into the document. One change noted on the documents cover; FY 2023 Budget Request, should be FY 2024 Budget Request. With that one correction noted, Chairman Hoppe asked for a motion to approve the Commission's Annual Report and Budget Request. Commissioner Lair made the motion, second by Chairman Hoppe. Voice vote, motion passed 2-0.

Election of Board positions

Each April the Commission must hold elections for the position of Chairman and Secretary of the Commission. Chief Casey suggested, given the difference in tenure between Commissioners Hoppe and Lair that they remain in their current roles. Both Hoppe and Lair agreed that was sound logic and good operationally for the Commission. With that, Chairman Hoppe made the motion and presented a slate of officer as follows: Hoppe Chairman, Lair Secretary, with a vacant Commission position to be filled by the Village President; second by Commission Lair. Voice vote, motion passed 2-0.

Records retention policy (Chairman Hoppe)

Chairman Hoppe will keep this item on a list of things to do, but it can be removed from further agendas. Chief Casey stressed that the Commission is not adding many records since hiring was moved to a function of the police department, and regular meetings have been moved to quarterly.

IFPCA Spring Conference (May 5 – 6)

Chief Casey reminded the Commission the IFPCA conference was being held in Springfield May 5-6, and there was still time to register if they were interested. Commissioner Lair stated he had prior obligations and could not make this conference. Chairman Hoppe stated he will check his schedule and get back with his availability.

Personnel outlook for 2023

Chief Casey discussed the personnel outlook for 2023. Chief anticipates a minimum of three officers being hired in 2023. One being Officer Hartmann's replacement; second being a street officer replacement for Officer Vancura who will be going into CSD17 as a full-time School Resource Officer; and lastly Chief Casey anticipates at least one replacement due to retirement based on several police personnel being eligible for

retirement. Chief Casey informed the Commission the agency is in the process of compiling an eligibility list.

Next Meeting Date: July 19, 2023

Channahon Village Hall, 7:00 PM

VIII. Bills:

Invoice for Hotel Arista (previously approved up to \$250)

Chairman Hoppe pointed out this expense was previously approved up to \$250 at the October meeting, the invoice was for \$171.71, and therefore did not need another approval. Chairman Hoppe asked that the invoice be placed on file.

Invoice IFPCA membership dues \$375 (previously approved up to \$500)

Similar to above, Chairman Hoppe pointed out this expense was previously approved up to \$500 at the October meeting, the invoice was for \$375.00, and therefore did not need another approval. Chairman Hoppe asked that the invoice be placed on file.

IX. Closed Meeting: Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Channahon
Not Needed

X. Adjournment

Motion to adjourn at 7:52 PM by Commissioner Lair, second by Chairman Hoppe. Voice vote, motion passed 2-0.

Respectfully Submitted on 04/26/23,

Paul Lair
Commission Secretary