

**POLICE COMMITTEE  
MEETING MINUTES  
APRIL 8, 2010**

**1. Call to Order**

Chairman Sylvia McIvor called the meeting to order at 6:02 p.m. in the City Council Chamber of the Darien City Hall. Committee members in attendance: Alderman John Galan and Alderman John Poteraske.

Staff members in attendance: City Administrator Bryon Vana, Chief of Police Robert Pavelchik, Deputy Chief David Skala and Deputy Chief of Police John Cooper

Elected officials in attendance: Treasurer Michael Coren, Alderman Halil Avci

Others in attendance: Frank Noverini, Carol Gierut, Stanley Niemiec, Steve Kowynia, Leonard Catalano, Gerald Piccoli, Mark Bozek, William Greenberg, Douglas Rumick, Gregory Cheaure, Steve Reed, Kevin Monahan

Alderman McIvor informed the meeting attendees that tonight's meeting will be limited to two hours and will end at 8:00 p.m. She then invited any members of the audience to make public comment before the meeting started.

Steve Kowynia addressed the committee and indicated that as a retired resident he has not received any increases to his retirement or social security and therefore thinks that there should be no increases to the police department either. He also said that the police department will eat up the total budget in the next few years.

**2. Approval of Minutes**

Alderman Poteraske made a motion to approve the minutes of the March 1, 2010 meeting; the motion was seconded by Alderman Galan and approved by a voice vote of 3 ayes.

**3. Communication**

There was no communication directed toward the Committee.

**4. New Business**

a. i. Police Department Budget – Financial Impact of Attrition During Next 6 Months  
Chairman McIvor asked Chief Pavelchik to explain what the financial impact on the FY11 Budget will be anticipating two retirements in the next six months. The Chief confirmed with the Committee that this discussion is about money and then directed the Committee's attention to a chart in their packet marked "4.a.i. On May 1<sup>st</sup>,

Sergeant Menzione will have retired and the salary line item will be reduced by approximately \$83,000. There will also be reductions from the health insurance and other employment benefits. The retirement will trigger a payout for ½ unused sick time and for accumulated comp time (those two payouts will be approximately

\$17,000).

On August 26<sup>th</sup>, Officer Gross will retire and the salary line item will be reduced by approximately \$55,376 (corrected from \$62,298 on the chart). There will also be a reduction in health insurance and other employment benefits. Officer Gross' payout for ½ his sick time and his accrued comp time will equal approximately \$26,800.

The FY11 Budget authorizes a sworn strength of 39 officers. These two retirements will reduce that strength to 37.

Alderman Galan then presented his interpretation of the police staffing. He indicated through use of a powerpoint and the police seniority list that even though the authorized "head count" was 39, the department has actually been functioning with 37 sworn officers. Thirty-seven is the number that Alderman Galan says is the proper authorized strength for the police department; how those thirty-seven are staffed is a discussion for another day. While speaking Alderman Galan also indicated that he thought the use of a police staff person for IT services these past few years was not proper.

Chief Pavelchik asked the Committee to please use like terms in this discussion: authorized strength is the budgeted manpower of the department where working strength is the actual number. Traditionally the department operates under its authorized strength for a variety of reasons.

Alderman Poteraske commented that the police department should operate at the thirty-seven level for three or four months and be evaluated monthly at the Police Committee.

Alderman Galan stressed that reductions in force should be done through attrition and not through layoffs. He also indicated that the current level of Sergeants appears to be working fine and should not be changed ("if it ain't broke, don't fix it"). He closed by commenting that police staffing levels on the street will be a discussion for another day.

Motion by Alderman Poteraske, second by Alderman Galan, that the City Council by motion or resolution, reduce the police authorized strength from 39 to 37 temporarily for a period of approximately six months and that the Police Committee will review the impact on the budget and on services. Motion carried by voice vote, three ayes.

a.i.i. Department Overtime Charges – Discuss Strategies to Reduce

During the discussion of Item 4.a.i., Chief Pavelchik indicated to the Committee that as long as the department operates at a minimum staffing level any reduction from that level will trigger overtime. The overtime that is controllable has been reviewed

during the budget process and much of that was left in tact by the Council (Darienfest, parade, K-9 still in; bike patrol out). He also added that the department supervisors routinely monitor overtime in order to implement controls.

b. **Darien Warrant Policy**

Alderman Poteraske indicated that he thought surrounding communities were charging additional fees for warrant services and that many people were coming to Darien where there is no fee. Chief Pavelchik said that some communities charge booking fees for all types of arrests, not just warrants. The police officers present at this meeting indicated that some people do come to Darien to avoid a booking fee from another municipality, but that the practice is not prevalent.

Staff will look into booking fees as a potential source of revenue to the City.

c. **Utilization of a Judge to Handle Tickets & Other Offenses**

Alderman Poteraske suggested that the City research the administrative fees charged by some of our neighbors when cars are towed in arrest situations. He and the Chief discussed that the review process for these tow fees utilizes the services of an administrative law judge: this ALJ could also be used for hearings on compliance and ordinance tickets.

Staff will look into administrative tow fees as a potential source of revenue to the City.

d. **County Records Management Systems**

Deputy Chief Cooper assisted the Committee in an understanding of how the County RMS works and what information/reports is derived. The Committee commented on several service calls they viewed in the reports and expressed surprise at the volume of some of these calls (specifically vehicle lock outs and ambulance calls).

Staff will look into what service related calls are currently performed that might generate a fee as a potential source of revenue to the City.

e. **Police Committee Meeting Schedule**

The Committee discussed moving their regular meeting date to the first Thursday of each month at 6:00 p.m. The next meeting will be Thursday, May 6<sup>th</sup>.

**5. Old Business**

a. **Status of Woodland and Other Homeowners' Agreements**

In 2008, the Administrative Finance Committee of the Darien City Council received a request from Jack Mancione of Werk Management for police enforcement of parking and traffic regulations in private residential developments. Since that time, the Chief has had several meetings with Mr. Mancione without coming to concurrence on the issue.

Alderman Poteraske indicated that the Police Committee is a better forum for this discussion. Chief Pavelchik indicated his desire that the police not be involved in this private parking issue; he will prepare materials and bring this issue back to the Committee.

**6. Department Report**

a. Overview of Monthly and YTD Statistics

Chief Pavelchik included in the Committee packet Calls for Service statistics for 2009 and for first three months of 2010. He also included the initial draft of the Illinois Uniform Crime Report for calendar year 2009. This initial draft of the IUCR is missing data from June 2009. The Committee asked that the IUCR report be brought back to the Committee once completed. Alderman Poteraske asked that the June Committee meeting be a review of the FYE10 budget and expenses for the police department.

b. Public Safety

There was no discussion to this specific topic.

c. Monthly Purchases

There was no discussion to this specific topic.

d. Monthly Expenses

There was no discussion to this specific topic.

**7. Public Comment**

There was no public comment.

**8. Next Meeting Date**

Thursday, May 6, 2010, 6:00 p.m.

**9. Adjournment**

Alderman Galan made a motion to adjourn the meeting; the motion was seconded by Alderman Poteraske and approved by a voice vote of 3 ayes. Meeting adjourned at 8:00 p.m.

Minutes Submitted by: Chief Robert Pavelchik

Approved: \_\_\_\_\_

Alderman: \_\_\_\_\_

Date

John Galan

Chairman: \_\_\_\_\_  
Sylvia McIvor

Alderman: \_\_\_\_\_  
John Pteraske