

Village of Bradley
Police & Fire Committee
Monday, July 2, 2018
5:00 PM

Members Present: Trustee Gadbois, Trustee Watson, Trustee Allen, Chief Johnston, Lt. Mason & Chief Travis

Public Comment –None

Trustee Gadbois changed the agenda to have Budget Review be under both departments for reporting.

Police Department – Chief Johnston
Budget Review

Chief Johnston reported on the department's overtime activity as of the current payroll. It appears there are two Sgts with 60 hours OT each. The CBA has specific language that requires when a Sgt is off they must be replaced with a Sgt – unless all turn down the OT can then be covered by a Lt.

(The above paragraph is exact from the meeting – since then the Chief looked into the Overtime situation more, it was misunderstood and the overtime is actually 60 hours total for the two together, not as originally reported for each).

In the Detective Bureau to help reduce overtime this department will be going to 4 – 10's.

Since the States Attorney's Office will accept a probable cause statement with the arrest – therefore not having to stay over and complete paperwork. This can now be done when they return to their next shift.

Benchmark Analytics

This is a software package that was presented during budget time and approved. This program will be used in the police department for documentation and record keeping of all personnel training hours and a tool to be used by personnel to see what is available for training and what if any additional training they may want to do. With all the state mandates continuing to be placed on the police departments this will be a important tool for tracking and recording keeping – should the department ever be questioned about necessary training – this program will allow for accessibility of information quickly. This program will be used by Lt. Mason with access by the other administrative staff.

A finalized training certificate is created every time an officer completes training – this certificate then goes into the employees file and separate training file that is managed by Lt. Mason.

It is the goal of the department to be able to train as much as possible in house or on line. This will help reduce some OT expense and also allow more of the department to receive training in a timely manner.

Trustee Watson asked about the length of hours for the different training required. Chief explained that depending on what training course it can be 2 hours or even up to 40 depending on what it is.

Please see attachment – Lt. Mason prepared for the committee the complete and ever growing list of mandated as well as additional training for the department.

Comp Time/Vacation Policy

Chief Johnson mentioned that it may be time to create a Village Policy for comp time/vacation time and work to have a policy to help with future language in the CBA. Being a small department it is difficult sometimes to manage the schedule – honor comp time and/or vacation time without forcing OT. It is important that everyone be able to utilize their earned time but having a written policy by the Village then working to include in the CBA down the road.

FIRE DEPARTMENT – Chief Travis

Budget Review

Chief Travis did not have a department budget review at this time, however did bring up the newest Engine 42 was having troubles with the roll up doors – this is under warranty and being repaired,

In the capital budget it was approved for a new command vehicle – Chief Travis is letting the committee know that he has talked with Court Street Ford – they participate in the State Purchasing Program and he will be ordering this vehicle. Trustee Gadbois asked if the Chief did run this pass the Finance Director – just to make sure he would be prepared, Chief said that, yes he has talked with him and the Financial Director has no problem with this purchase taking place. This was a budgeted item at \$36,900.

Chief Travis did state that some equipment from the other vehicle will be able to be moved over, however the light kit and some other items will not – this is not unusual given body style changes.

Other department information, cadets are working out great.

Trustee Watson moved to adjourned at 5:50 pm – second by Trustee Allen.
All in favor, motion carried – meeting adjourned.

Respectfully submitted by,


Trustee Gadbois
Chair, Police & Fire Committee