

# Village of Bellaire

## PUBLIC SAFETY COMMITTEE

Dan Bennett, Chairman

Dave Ciganick

David Schulz

### COMMITTEE MEETING MINUTES

Wednesday, January 20, 2016

1. **Call to Order:** Chairman Bennett called the meeting to order at 8:03 a.m.
2. **Roll Call Attendance**
  - Present:** Chairman Bennett, Dave Ciganick, and David Schulz
  - Absent:** None
  - Staff Present:** Lori Luckett, Clerk
  - Also Present:** None
3. **Approval of Agenda:** The agenda was approved.
  - Motion by Trustee Ciganick, seconded by President Schulz, to approve the agenda as presented. Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes of the December 18, 2015 meeting were approved.
  - Motion by President Schulz, seconded by Trustee Ciganick, to approve the minutes of December 18, 2015 as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
  - a) **Chief Vacancy and Recruitment** – Committee members reported that each had received an application and resume from Bill Drollinger. The position has been posted internally as authorized by village council. The committee reviewed the application and resume. As interviews are conducted by the Administration and Personnel Committee, a motion was made to recommend that the Administration and Personnel Committee interview Bill Drollinger for the position of Chief of Police in the Village of Bellaire.
    - Motion by President Schulz, seconded by Trustee Ciganick, to recommend that the Administration and Personnel Committee interview Bill Drollinger for the position of Chief of Police in the Village of Bellaire. Motion carried by unanimous voice vote.**
7. **New Business**
  - a) Based on recommendation under Old Business, Chairman Bennett suggested the committee develop a plan for filling the police officer position. There was discussion that as with the police chief position, the police officer position should be posted internally for five (5) days and then externally thereafter if there were no qualified applicants. Committee recommendations to the village council will be addressed at the next village council meeting on February 3, 2016. A motion was made to recommend to the village council that pending approval of Bill Drollinger as Chief of Police, the Public Safety Committee be authorized to pursue internal posting of the police officer position for five (5) days followed by external advertising, subject to his approval as

police chief. Trustee Ciganick requested and received clarification regarding internal posting of positions within the village.

**Motion by President Schulz, seconded by Trustee Ciganick, to recommend to the village council that, subject to the approval of Bill Drollinger as Chief of Police, the village post internally for five (5) days for the position of public safety officer, and in the event there are no internal applications, authorize the general advertisement of the vacant position. Motion carried by unanimous voice vote.**

**8. Discussion:** There was discussion about the locations for internal and external posting, posting to be done in The Antrim Review and with MCOLES, the Michigan Commission On Law Enforcement Standards. Previous advertisements will be reviewed for content in the current posting. There was a question about starting wages. President Schulz explained that at their next meeting, village council will be considering a wage scale proposal from the Administration and Personnel Committee. If approved, the wage scale will apply to all positions within the village. There was brief discussion about the application screening process and which committee would be involved. It was suggested that the village council could decide which committee should be involved in the process. Chairman Bennett stated that applicants should be sent letters thanking them for their application. Chairman Bennett asked staff about the cost to outfit an officer; President Schulz indicated that the proposed budget amount has been increased to cover uniforms and equipment for an officer. President Schulz next provided a brief overview of employee evaluations, wage recommendations and merit bonus being addressed by the Administration and Personnel Committee. Based on his experience, Trustee Ciganick thought that the development of a wage scale was critical.

**9. Communication/Informational:** None presented.

**10. Closing Member/Public Comments:** None presented.

**11. Adjourn:** Meeting adjourned at 8:37 a.m.

Compiled by Lori Luckett, Clerk  
Minutes are subject to approval.

Approved: \_\_\_\_\_  
Daniel Bennett, Chairman

Date: \_\_\_\_\_