

**Village of Bellaire**  
**PUBLIC SAFETY COMMITTEE**

**Dan Bennett, Chairman**

**Patrick Boyd**

**Eldon McPherson**

**COMMITTEE MEETING MINUTES**

**December 29, 2021**

**1:00 PM**

**I. Call to Order:** The meeting was called to order at 1:00 PM

**II. Roll Call - Attendance:**

**Present:** Patrick Boyd, Eldon McPherson, and Dan Bennett

**Absent:** None

**Staff Present:** Cathy Odom, Treasurer; Nicole Essad, Clerk; Bill Drollinger, Police Chief

**Public Present:** Haley Gray, Officer

**III. Approval of Agenda:** The agenda was approved as amended to add a new item b Probationary Period, and new item c. New Patrol Unit & Sale of old Police Vehicle, with the Budget FY 2022-23 being item d.

**Motion by McPherson, seconded by Boyd to approve the agenda as amended. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes – February 22, 2021:** The minutes of the February 22, 2021 meeting were approved as presented.

**Motion by McPherson, seconded by Boyd to approve the February 22, 2021 meeting minutes as presented. Motion Passed by unanimous voice vote.**

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business:** None.

**VIII. New Business**

- a. Third Officer Wage after FTO and Probation Period:** Clerk Essad stated that the third officer's wages were not determined for after FTO and she also stated that there needs to be a determination of when the probation period ends. She explained that the FTO was to end on March 1, which is also when the new wage scale would go into effect, if Council approves the cost-of-living increase. Treasurer Odom stated that when the wage is set, staff needs to know if that includes the cost-of-living increase or not. Trustee Boyd stated that they did not know what the cost-of-living increase would be yet. He stated that he would assume that the third officer's wage would start at the starting rate on the wage scale. General discussion was held

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about the third officer's starting wage and when she started working here. Trustee Boyd stated that her anniversary date would be when she started the academy. He stated that she would start at starting rate then August 17<sup>th</sup> would be her one-year mark. Trustee McPherson and Chairperson Bennett agreed.

**Motion by Boyd, seconded by McPherson to recommend to Village Council that Officer Gray's wage after FTO would be at the start rate plus any cost-of-living increase and August 17<sup>th</sup> would be her one-year mark. Motion Passed by unanimous voice vote.**

Trustee McPherson asked about the pay increase for Police Officers. Treasurer Odom stated that Administration Committee will be addressing that. Chief Drollinger stated that this Committee could make that recommendation because it is Public Safety. Clerk Essad stated that because the Administration and Personnel Committee has to address the entire wage scale, that is when any increase to the police officers would be addressed. General Discussion was held about police officer wages.

- b. Probationary Period:** Clerk Essad stated that there is a question of when Officer Gray would get her holiday pay, and other benefits because under the agreement she signed, it was ambiguous to when her probationary period started and ended. She explained that the handbook stated date of hire for when it would start, and it would be 30 days, but the agreement stated that she would be under the handbook when she became a certified police officer and passed FTO. Clerk Essad stated this Committee needs to make a recommendation on when her probationary period starts and ends so she can start receiving benefits, such as holiday pay. She stated that she thought that probationary period would start after she graduated from the academy for the 30 days. Chief Drollinger stated that the handbook states that once she is hired, she starts her probationary period. He explained that during Christmas she took the two holidays off but did not get paid for them. Trustee McPherson stated that he thought the probationary period would start when she was hired. Clerk Essad explained that even though she is a fulltime employee she would still have to pass her probationary period to get holiday pay. She stated that we need to determine when that probationary period started and when it ends so that we can determine if she get holiday pay. Trustee McPherson stated that it started when she was hired. Trustee Boyd asked about what was in her contract. Chief Drollinger stated that it was not specified. Clerk Essad explained that the agreement stated that upon becoming a certified officers and completing FTO she would be subject to the Village handbook. Treasurer Odom stated under the agreement the handbook does not apply until she completes FTO and is a certified officer. She stated that what staff is asking of this Committee is to tell us when it thinks the probationary period should start and end. General discussion was held about the agreement and holiday pay.

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**Motion by McPherson, seconded by Boyd to recommend to the Village Council that Officer Gray's probationary period started August 17<sup>th</sup>. Motion Passed by unanimous voice vote.**

- c. **New Patrol Unit & Sale of old Police Vehicle:** Chief Drollinger stated to get a new patrol car he must order a year in advance. He also stated that the Village would have to up the amount being put into the CD in future years to \$10,000. He explained what kinds of vehicles he was looking for. He stated that the vehicle would not be available until November 2022. He is asking to pre order the vehicle and tell them it would be accepted in 2022. General discussion was held about different dealerships Chief Drollinger is talking to. Treasurer Odom stated that there is about \$28,000 in the CD currently then in November 2022 it would be \$35,000. Trustee Boyd asked about much the new vehicle would be. Chief Drollinger stated that it would be about \$38,000 plus about \$10,000 to put the equipment in it. Treasurer Odom stated that the expense of the vehicle will need to be put in the budget for Fiscal Year 2022-23. She explained that the money that has been put away for the vehicle is in fund balance and the Public Safety fund balance is within the General Fund fund balance. She stated that the expense for the police vehicle and equipment will come out of the fund balance. She explained that the Public Safety budget is increasing because of the third officer and then there is the expense of the new police vehicle. She stated that the Public Safety budget is increasing by approximately \$100,000. Chief Drollinger stated that the 2013 is worth \$15,000. Treasurer Odom stated that amount would be included under revenue. Trustee Boyd asked if the new one was a 2023. Chief Drollinger stated that it would be a 2022. He stated that he may not be able to get the 2022, he may have to wait for the 2023.

**Motion by McPherson, seconded by Boyd to recommend to the Village Council to preorder the police car. Motion Passed by unanimous voice vote.**

Chief Drollinger also asked to have the proceeds of the sale of the old patrol car put towards the new patrol car.

**Motion by Boyd, seconded by McPherson to recommend to the Village Council to put proceeds of the sale of the 2013 towards the new car. Motion Passed by unanimous voice vote.**

General discussion was held about repairs made to the 2013 patrol car.

- d. **Budget FY 2022-2023:** Chief Drollinger explained that he based wages off of the \$17 per hour for the third officer and he averaged the Social Security, but Treasurer Odom stated that it could be lowered. He explained that Officer Gray is under her father's insurance, but she may be taking her own. Treasurer Odom stated that she

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has to look into if Officer Gray taking her own insurance would change the amount of insurance the Village pays for. She thought that the price would be the same if Office Gray was on her own or if she stayed on her father's., but she had to check with the insurance representative. Chief Drollinger then went through the budget to explain why he put the number he did. He stated that a lot of the standard line items were the same but some line items he increased due to the third officer. Chief Drollinger stated that they needed three new portable radios but thought he could buy them in this year's budget (FY 2021-22). General discussion was held about the current year's budget and if there was enough to buy radios in the current year (FY 2021-22), and not put them into FY 2022-23. Chief Drollinger stated that wages were lower that anticipated. Treasurer Odom told him that there were two months left in the fiscal year. Chief Drollinger stated that he did not believe that the Public Safety was going through \$20,000 in wages in two months. Treasurer Odom stated that repair and maintenance was higher than expected because of the move upstairs.

General discussion was held about adding the expense for the police vehicle to the budget and the revenues for the sale of new vehicle. Chairperson Bennett asked how much Chief Drollinger could trim his budget. Chief Drollinger stated that he would not know now because this would be a new year with the third officer, but he did not see where there were any major increases. Treasurer Odom asked about the cost of the new equipment for the new vehicle. Chief Drollinger stated that he thought it would be \$10,000. He stated that was why he was asking for the revue from the sale of the old vehicle be put towards the new vehicle. Treasurer Odom stated that all revenue is recorded in revenues and all expense is recorded in expenses. She stated that it is not a separate account. She explained that if it is going to be \$10,000 for the equipment then that needs to be added to capital outlay as well. General discussion was held about the value of the old patrol car and how much the Village bought it for, and how to sell it. Clerk Essad stated that the proceeds of the sale of the 2013 should be under revenue sale of fixed assets, so \$10,000 should be added to that. Trustee Boyd stated that social security should be about \$9,700. Treasurer Odom stated that the fringes would be lowered as well.

It was the consensus of the Committee to go forward with the budget as discussed.

General discussion was held about getting warranty for new vehicles and the Public Safety being under budget for the past few years.

**IX. Correspondence/Reports:** None presented.

**X. Member/Public Comment:** Chairperson Bennett stated that he had to lock is house up for the first time when he went away to visit his son, because crime in the Village is up. He also welcomed Officer Gray on board and asked how the academy went. Chief Drollinger stated

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that she did very well in the academy and graduated with honors and got an award. He also gave an update on the academy in general. Officer Gray stated that she also made the Kirkland's Dean's List.

Chairperson Bennett also stated that there was a DDA meeting and the DDA is very complimentary towards the Council and want to work with them. Chief Drollinger stated that he met with the businesses about retail fraud. He stated that it is not an arrestable offense anymore. Trustee Boyd stated that the downtown businesses have a call list now to alert other businesses of fraud happens. Trustee McPherson asked about why people were not being put in jail anymore. Clerk Essad explained that the State passed a jail reform law effective April 1, 2021 that changed what crimes people could be taken to jail for, and when people had to see magistrates by. She stated that they only lodge people for violent crimes now. General discussion was held about the update in the law, and the potential new jail for the county, and potential renovation annex building.

**XI. Adjourn:** The meeting was adjourned at 1:40 PM to the call of the Chair.

Minutes compiled by:  
Nicole E. Essad, Clerk

**Minutes are subject to approval.**

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

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