

CITY OF OAKBROOK TERRACE

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Police Commission

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MINUTES Regular Meeting September 11, 2025

Chairman Shanahan called the meeting to order at 7:00 p.m. Commissioners present: Shanahan, Brown, Tomaselli and Interim secretary Debbie Shanahan. Also present were Mayor Esposito & Chief Calvello.

Public Comment - None

Additions or Deletions to Agenda - None

Minutes

Commissioner Brown motioned, seconded by commissioner Tomaselli to approve the minutes from the Regular Meeting of August 14, 2025, Executive Session of August 14, 2025, and Special Meeting of August 26, 2025. All in favor.

Correspondence

Emails:

Illinois Fire & Police Commissioners Association 8/15/25 – Frank Tomaselli registration is complete.
C.O.P.S. Testing 8/15/25 – new applicants oral interview schedules, forward to commissioners 8/16.
Deputy Chief Clark 8/18/25 – new entry level officer resignation, Andrei Rodriguez.
Chief Calvello 8/19/25 – information on city discipline ordinance 07-09, passed 7-10-07.
Advocate Health 8/20/25 – medical exam results for lateral applicant Noonan.
Joseph Miller, state association attorney 8/20/25 – suggested paragraph regarding discipline in updated rules & regulations.
Deputy Chief Cark 8/22/25 – updated roster & request for six (6) officers, forwarded to commissioners.
C.O.P.S. Testing 8/22/25 – Blue Line ad draft for lateral hiring.
Deputy Chief Clark 8/25/25 – Memo with collective bargaining agreement regarding discipline.
To C.O.P.S. Testing 8/26/25 – new applicant oral interview scores sent.
Lateral Robert Flores 8/28/25 – advising return date of 9/5/25.
Chief Calvello 8/28/25 – requesting update on posting date of lateral hire ad on Blue Line.
Response to Chief Calvello 8/28/25 – update on Blue Line to go live by 8/29/25. Also updated on Flores, new applicant oral interview scores, and notification to applicants.
To Chief Calvello 8/29/25 – Blue Line Ad for lateral hires is live.
C.O.P.S. Testing 8/29/25 – Initial eligibility list for new entry level applicants.
Brittany Martin 8/29/25 – to Chief Calvello, Mayor Esposito & Police Commission, asking how to file a complaint against an employee of the police department.
Deputy Chief Clark 8/29/25 – swearing in date of 9/15/25 for two (2) lateral officers Noonan & Salgado.
To Advocate Health 8/29/25 – requesting medical exam date for lateral Flores, response received 9/2/25.
Neal Hosper 8/30/25 – update on return date from deployment is 10/1/25, would like to test with

Oakbrook Terrace

To Commissioners, Mayor & Chief 9/3/25 – update on entry applicants final list date and Flores medical exam date.

Addy Lozano 9/3/25 – announcement of swearing in lateral officers on 9/15/25 at 11:00 a.m.

CLS Background Investigation 9/3/25 – copy of new IL SB1953 law regarding backgrounds on new hires effective 1/1/26, forwarded copy to commissioners.

John Kelly, state association attorney 9/3/25 – response/clarification to discipline hearings in updated Rules & Regulations, any promoted position within the department to a position where employee is no longer covered under CBA. Forwarded to commissioners, chief, deputy chief & mayor.

To commissioners 9/3/25 – draft copy of 8/14 and 8/26 meeting minutes.

C.O.P.S. Testing 9/9/25 – Final Eligibility List for entry level applicants including preference points, to be signed tonight by commissioners.

C.O.P.S. Testing 9/10/25 – Correspondence from their new email address is being returned, unable to send commission emails from their new email address. Email sent to interim city administrator Tanya Walker asking her to contact IT department to allow communication from new email address.

Noble Diagnostics 9/10/25 – Drug test results lateral applicant Flores

Mail:

DMACT Services, Inc 8/27/25 – Entry level oral interview scores and bills for panel of interviewers held on August 26, 2025.

Advocate Health 9/2/25 – 8/24/25 statement

C.O.P.S. Testing 9/10/25 – Two (2) invoices dated 5/27/25 that have not been paid. In reviewing copies of bills and minutes, they have not been submitted to the commission board for approval for payment.

Entenmann-Rovin Co. 9/10/25 – invoice for badge and case for new commissioner Tomaselli.

Bills Presented

C.O.P.S. Testing 8/21/25 - #1756 \$4,624.00: Blue Line Ad (\$298), 206 Online Applications (\$4,326) (code #5775 Testing)

Brian Brown 8/26/25 – reimbursement for Dunkin Donuts coffee & pastries for oral interview panel \$68.86 (code #5775 Testing)

DMACT Services Inc 8/27/25 – Entry level oral interviews \$500.00 (code #5775 Testing)

Matthew McCollum 8/27/25 – Entry level oral interviews \$500.00 (code #5775 Testing)

Timothy Griffin 8/27/25 – Entry level oral interviews \$500.00 (code #5775 Testing)

Tomas Roman 8/27/25 – Entry level oral interviews \$500.00 (code #5775 Testing)

Advocate Health 8/24/25 – statement, billed \$4118.00, minus \$2078 approved at 8/14/25 meeting, balance due \$2040.00 (code #5775 Testing)

(Nunez \$149 7/25/25, chest x-rays \$118 Garcia, \$118 Ebibi, \$118 Garza, and \$1,537 Salgado)

Illinois Fire & Police Commissioners Association 9/3/25 – #03851 Robert Shanahan fall seminars \$550 (code #5600 Training/Professional)

Illinois Fire & Police Commissioners Association 9/3/25 - #03852 Frank Tomaselli fall seminars \$625 (code #5600 Training/Professional)

C.O.P.S. Testing 9/10/25 – two (2) invoices dated 5/27/25. #1452 for \$950.86 (code #5775 testing) (9 lateral hire online applications \$735 and Blue Line ad \$298, minus PayPal credit of \$82.14).

Invoice #1460 \$14.14 – shipping cost to mail lateral police application files. (code #5775 testing).

Entenmann-Rovin Co. - \$180 badge and leather case for new commissioner Frank Tomaselli. This bill has already been submitted to City Council by Addy Lozano for approval at their 9/9/25 meeting.

Total all bills presented \$11,052.86

Motion made by commissioner Tomaselli, seconded by commissioner Brown to approve all bills as submitted. Roll call vote, ayes: Shanahan, Brown, Tomaselli. Motion carried.

Old Business

New entry Level Applicant Testing

Chairman Shanahan reported that C.O.P.S. Testing has received and tabulated all requested preference points, and they have prepared the final eligibility list that can be signed tonight. There are twenty-four (24) qualified candidates on the list. Of those twenty four, six (6) indicated on their applications previous full-time police experience and one (1) is a CSO, all will need to be verified through background investigations. Commission rules and regulations and state law allow skipping over non certified applicants to certified applicants on the register. Discussion held on sending all six applicants (#1, #2, #14, #16, #18 & #20) that noted previous full-time police employment, plus applicants 3, 4, 5 and 6 onto background investigation. Commissioner Brown asked how recent these applicants need to be certified before they have to go back for certification. Chief Calvello answered within two to three years. Chief Calvello also stated that a CSO would need 120-180 hours training. It was noted that the academy at College of DuPage starts January 5th, Chief Calvello stated the police department has four (4) academies they are using with staggered start dates.

Commissioner Tomaselli motioned, seconded by Commissioner Brown, to approve sending ten (10) applicants for preliminary background investigations. Roll call vote. All ayes. Motion carried.

Chairman Shanahan updated the board on extensive conversation he had with Dan Skoczylas from CLS Background Investigations regarding how the new IL SB1953 law going into effect 1/1/2026 will affect the background investigation process. *The way the law is written it will require background investigations to review personnel files from all previous employers. Dan stated that this will complicate the process, and it may now take several months to complete backgrounds per applicant. Illinois police departments will most likely comply, but other states don't play by Illinois rules and it may be very difficult to obtain those records. Other states use what is called work number verification which uses credit bureaus for dates of hire and termination which will not comply with what Illinois is requiring. In order to expedite the process boards may have to ask prospective applicants to use the Personal Records Review Act to request their own records and have the previous employer place them in a sealed, initialed envelope to prevent tampering, and then give them to the hiring board. There are penalties against commissions and administrations for not following the new law.* Board is hopeful there will be even more information at the fall training seminars.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to send the ten (10) applicants approved for preliminary background investigations onto full background investigations. Roll call vote. All ayes, motion carried.

Commissioner Brown motioned, seconded by Commissioner Tomaselli to give the chairman authorization to proceed with polygraphs on applicants that pass their background investigation. Roll call vote. All ayes, motion carried.

Lateral Applicant Testing

Two (2) applicants on the current lateral list will be sworn in on Monday September 15, 2025, Officer Sean Noonan and Officer Eduardo Salgado. The third applicant, Officer Robert Flores, has completed his medical exam as of today, awaiting results. Interim secretary Debbie spoke to Advocate Health and they advised the board should have results by tomorrow evening. Board discussed including Flores in the swearing in on Monday if he passes medical.

Chairman Shanahan reported that the new lateral testing is currently being advertised on the Blue Line since August 29, 2025 and is accepting applications through September 30th. Commissioner Shanahan stopped in at C.O.P.S. Testing this morning and picked up the entry level applications and they advised

that they have received one (1) completed eligible application, four (4) ineligible applications, and two (2) pending applications as of today.

Rules & Regulations

Correspondence received back from Illinois state association attorney, associate Joseph Miller, with a disclaimer to add to the rules to clarify that the police commission chapter on discipline does not apply to anyone covered by the Collective Bargaining Agreement:

Notwithstanding anything to the contrary contained within these Rules, matters of discipline for police officers within the City of Oakbrook Terrace Police Department shall be conducted in accordance with the terms and conditions as set forth in the Collective Bargaining Agreement. A copy of the Collective Bargaining Agreement is attached hereto and incorporated herein as Appendix A to these rules and regulations.

Correspondence received back from state association attorney, John Kelly, answered the commission and chief's question of when the police commission would need to have a discipline chapter in commission rules. Mr. Kelly's response:

I am not sure of the rank structure in the Oakbrook Terrace Police Department or whether the Sergeants are in the bargaining unit. That being said, any sworn officer not covered by the bargaining agreement would be entitled to the disciplinary process outlined in the Commission's rules. For instance, if a patrol officer is promoted or appointed to a rank not covered by the CBA, they would be entitled to the disciplinary process outlined in your current rules and required by the Fire and Police Commission Act. If a sworn officer is appointed to the position of Deputy Chief and it is necessary to take disciplinary action or terminate that person, they do have to have a process for that discipline.

Attorney's advice is to have a discipline chapter in the board's rules and regulations, and it is required by the Fire and Police Commission Act to have a discipline chapter. Commissioner Brown stated he does not think there should be a discipline chapter in the commission's rules, commissioner Tomaselli agreed. Chairman Shanahan stated he thinks the board should follow the advice of the Illinois state association attorney and follow the requirements of the Fire & Police Commission Act and feels it should be there in the event it is needed; it would be better to have it and not need it, than to need it and not have it. Commissioner Brown asked how long it has been part of the board's rules. Chairman Shanahan replied it had always been in the rules until the last revision in 2021. Commissioner Brown suggested more time to review and hopefully get more information at the Illinois Fire & Police Commissioners Association fall seminars.

Fall Seminars

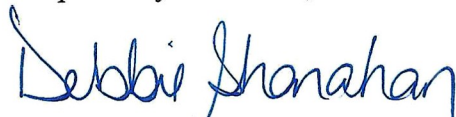
Chairman Shanahan and Commissioner Tomaselli have registered. Commissioner Brown stated he will register for the Friday night class and will see about attending the General Sessions. Interim secretary has not registered yet, not sure how long continuing on as secretary, did not want to spend funds if not continuing. Commissioner Brown said to register. There will also be many vendors at the seminars.

New Business - None

Closed Executive Session - None.

Commissioner Brown motioned, seconded by Tomaselli to adjourn meeting at 7:43 p.m.

Respectfully submitted,



Debbie Shanahan
Interim Secretary