

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON FEBRUARY 2, 2023 IN THE CITY COUNCIL CHAMBERS  
OF THE BELVIDERE CITY HALL**

**CALL TO ORDER:** Chair Hunter called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:08 PM.

**ROLL CALL:** Commissioners Hunter, Gonzalez and Phillips were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods. Police Chief Shane Woody were also personally present in person as was Deputy Police Chief Wallace, Deputy Police Chief Gardner and Detective Sergeant Smaha. Fire Chief Shawn Schadle was not physically present for this Meeting because he was tending to a sick family member.

**PUBLIC COMMENT:** There was no Public Comment presented.

**READING OF THE MINUTES:** The Chair did not bring the proposed Minutes of the Board's November 9, 2022 Special Meeting to tonight's Meeting; the Board decided by consensus to postpone consideration of the November 9<sup>th</sup> Minutes until the next Board Meeting. Secretary Phillips had previously emailed to the Board Members the proposed Minutes of the Board's December 1, 2022 and January 19, 2023 Special Meetings. Commissioner Gonzalez made a verbal Motion To Approve the Minutes of the Board's December 1, 2022 and January 19, 2023 Special Meetings. Chair Hunter verbally seconded that Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the Minutes of the Board's December 1, 2022 and January 19, 2023 Special Meetings were approved.

**COMMUNICATIONS:**

A. *Bills Payable.* COPS and FIRE Personnel Testing, Inc.'s Invoice #107839 dated January 16, 2023 in the amount of \$ 175.00 for administration of a Pre-Employment Polygraph Examination to Police Officer Candidate Carlos Ochoa. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

Commissioner Phillips stated that he had received an email today from the Illinois Association of Fire & Police Commissioners indicating that the Board's Annual Dues of \$375.00 remained unpaid and were Past Due. Commissioner Gonzalez indicated that he had received a similar email. Commissioner Phillips said he was informed that the original Invoice was sent directly to the City Clerk. Commissioner Phillips stated that he would obtain a copy of said Invoice from the City Clerk and present it during the Board's next Meeting. The Board took no action of that Invoice during tonight's Meeting.

*B. Police Chief's Report.* Police Chief Shane Woody made the following verbal report:

(1) There were no updates to present on the Police Department's Field Training Officer Program.

(2) The Police Chief reminded the Board that the Orientation Meeting and the written testing for original-hire Police Officer Candidates would be conducted this Saturday, February 4, 2023 at the Belvidere High School. Board Members are encouraged to attend.

*C. Fire Chief Report.* Fire Chief Shawn Schadle was not present as there were no Fire Department related items on tonight's Agenda and because he was tending to a sick family member.

**UNFINISHED BUSINESS:** NONE.

**NEW BUSINESS:**

*(A) Police – Approve Report of Psychological Examination for Original-Hire Police Officer Candidate Carlos Ochoa.*

Detective Sergeant Smaha then distributed the two written reports of the required Psychological and Medical examinations administered to original-hire Police Officer Candidate Carlos Ochoa. The Board then examined both written reports. The Medical Examination Report included the results of the mandatory drug testing which found no prohibited substances present in Candidate Ochoa's body, urine or blood. Commissioner Gonzalez then made a verbal Motion To Find that Police Officer Candidate Carlos Ochoa had successfully completed both the Psychological and Medical Examinations as required by the Board's current Rules and Regulations. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips   Nay  
Commissioner Gonzalez   Aye  
Commissioner Hunter    Aye

Chair Hunter declared the Motion as Passed and that Police Officer Candidate Carlos Ochoa has successfully passed the required Psychological and Medical Examinations.

*(B) Police – Medical Exam for Entry-Level Candidate Carlos Ochoa.*

See above Paragraph (A).

*(C) Police – Appointment of Carlos Ochoa.*

Commissioner Gonzalez made a verbal Motion To Appoint Police Candidate Carlos Ochoa as a Probationary Police Officer for the City of Belvidere. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Nay
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Ochoa is hereby appointed as a Probationary Police Officer for the City of Belvidere.

**OTHER BUSINESS:       None.**

**ADJOURNMENT:**

Commissioner Phillips made a verbal Motion To Adjourn. Commissioner Gonzalez verbally seconded this Motion. A voice vote was held and Chair Hunter declared the Motion as Passed and the Meeting as adjourned. The Meeting adjourned at about 6:35 P.M.

Respectfully Submitted,

*Michael J. Phillips*

Michael J. Phillips  
Secretary of the Board of Fire and  
Police Commissioners

*APPROVED by Vote of the Board of Fire and Police Commissioners on February 28, 2023.*