

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON FEBRUARY 23, 2017 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: In the absence of Chair Gonzalez, Commissioner Hunter called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:54 PM because Commissioner Phillips was late in arriving. By consensus, Commissioner Hunter acted at Chair *Pro Tempore* for this Special Meeting.

ROLL CALL: Commissioners Hunter and Phillips were personally and physically present in the meeting room. Chair Gonzalez was absent. No Commissioner attended by electronic or remote methods. Also present was Fire Chief Al Hyser, Deputy Police Chief Shane Woody, and Deputy Police Chief Matthew Wallace. Police Chief Jan Noble was absent. No members of the public were present.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: The proposed Minutes of the following Meetings were distributed for consideration: January 11, 2017 Special Meeting; January 26, 2017 Regular Quarterly Meeting and February 9, 2017 Special Meeting. Commissioner Phillips made a verbal Motion To Postpone Consideration of these three Minutes until Chair Gonzalez was present. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and the proposed Minutes will be considered at a future Board Meeting when all three Board Members are present.

COMMUNICATIONS:

A. Bills Payable.

Personnel Evaluation, Inc. presented an Invoice in the amount of \$ 80.00 for the administration of examination to three Candidates (Parra, Smith and Barry). Commissioner Phillips made a verbal Motion To Pay This Invoice As Presented. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and payment for this Invoice was approved.

C.O.P.S. and F.I.R.E. Personnel Evaluation, Inc. presented an Invoice in the amount of \$160.00 for the administration of a polygraph examination to Fire Fighter Candidate Stephen

Meade. Chair *Pro Tempore* Hunter made a verbal Motion To Pay This Invoice As Presented. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and payment for this Invoice was approved.

C.O.P.S. and F.I.R.E. Personnel Evaluation, Inc. presented an Invoice in the amount of \$2,550.00 for the administration of a psychological promotional examination. Chair *Pro Tempore* Hunter made a verbal Motion To Pay This Invoice As Presented. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and payment for this Invoice was approved.

C.O.P.S. and F.I.R.E. Personnel Evaluation Invoice in the amount of \$ 450.00 for the administration of psychological examination to Fire Fighter Candidate Stephen Meade. Chair *Pro Tempore* Hunter made a verbal Motion To Pay This Invoice As Presented. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and payment for this Invoice was approved.

B. Police Chief's Report.

Police Chief Jan Noble was not present because he was directing police operations for the public protest at the Boone County Courthouse. Deputy Police Chief Woody reported as follows:

- 1) Polygraphs for the Police Department has been rescheduled because the tester was ill and unable to administer the polygraph examinations;
- 2) Probationary Police Officer Cameron Worley is doing well in Week #7 at the Police Training Institute in Champaign;
- 3) Probationary Police Officers Korn and Weiland are in Step II of the FTO Program ("FTO Program") and are doing fine with no serious issues;
- 4) Probationary Policy Officer Reese is now in Step V of the Field Training Officer Program and is scheduled to complete his Probationary Period on April 3, 2017; and
- 5) The PTI Training Institute is moving to a new building in Decatur, Illinois.

C. *Fire Chief's Report.*

On March 27, 2017 Probationary Fire Fighter Stephen Meade will start at the Northern Illinois Public Safety Training Academy. He will graduate on June 16, 2017.

Probationary Fire Fighter Ron Herman will start on April 11, 2017.

UNFINISHED BUSINESS:

A. *Fire – Review Stephen Meade psych and medical reports.*

The Board then reviewed the written reports of the psychological and medical examinations of Fire Fighter Stephen Meade. Chair *Pro Tempore* Hunter made a verbal Motion To Find that Fire Fighter Candidate Stephen Meade has successfully completed the required psychological and medical examinations. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and Fire Fighter Candidate Stephen Meade has successfully completed the required psychological and medical examinations.

B. *Fire – Offer of employment to Stephen Meade.*

Chair *Pro Tempore* Hunter made a verbal Motion To Appoint Stephen Meade as a Probationary Fire Fighter for the City of Belvidere. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and Fire Fighter Candidate Stephen Meade is hereby appointed as a Probationary Policy Officer for the City of Belvidere.

C. *Fire – Review backgrounds for 5 entry level fire candidates.*

The Board next reviewed the background reports on the next five highest rates Fire Fighter Candidates on the Final Eligibility Register. Chair *Pro Tempore* Hunter made a verbal Motion To Postpone further consideration of the background reports of the next five Fire Fighter Candidates until the Board's March 2, 2017 Special Meeting. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will consider the background reports during the Board's March 2, 2017 Special Meeting.

D. *Fire – Move forward on polygraphs for the next 5 entry level fire candidates.*

Chair *Pro Tempore* Hunter made a verbal Motion To Postpone further consideration of scheduling the polygraph examinations for the next five Fire Fighter Candidates until the Board's March 2, 2017 Special Meeting. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will consider scheduling the polygraph examinations during the Board's March 2, 2017 Special Meeting.

E. *Police – Sign Certification of the Promotion for Wallace and Smaha.*

Commissioner Phillips made a verbal Motion To Postpone further consideration of scheduling of the Certificates of Promotion for Deputy Police Chief Matthew Wallace and of Detective Sergeant Daniel Smaha until the Board's March 2, 2017 Special Meeting. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will consider the signing of the Certificates of Promotion during the Board's March 2, 2017 Special Meeting.

F. *Police – Review, discuss and decide on Attorney Holzwarth's opinion regarding Peer Reviews for entry level police candidates and notification to promotional candidates.*

The Board then considered Attorney Holzwarth's written opinion and handout on establishing a Peer Review step for hiring of new Police Officers. It would include a scored oral interview by the command staff of the Police Department. In the absence of Board Chair Ed Gonzalez, the Board took no final action on this proposal.

G. *Police – Review entry level police candidate background.*

Detective Sergeant Daniel Smaha reported to the Board the Police Officer Candidate Matthew Smith had requested in writing that his name be removed from the Final Eligibility Register for original appointment as a probationary police officer. Commissioner Phillips made a verbal Motion To Grant Police Officer Candidate Matthew Smith's request to remove his name from the Final Eligibility Register. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter Aye
Commissioner Phillips Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will remove Police Officer Candidate Matthew Smith's name from the Final Eligibility Register.

H. Police – Set dates for entry level testing.

Commissioner Phillips made a verbal Motion To Schedule the Physical Agility Test and the Written Examination for May 21, 2017. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter Aye
Commissioner Phillips Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will conduct a Physical Agility Test and a Written Examination on May 21, 2017.

I. Police – Change Entry Level candidate testing date.

The Board took no action on this matter. See above Motion in Section H.

J. Approval of CY 2016 Annual Report.

Commissioner Phillips made a verbal Motion To Postpone further consideration of the Board's CY 2016 Annual Report until the Board's March 2, 2017 Special Meeting. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter Aye
Commissioner Phillips Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will consider the Board's CY 2016 Annual Report during the Board's March 2, 2017 Special Meeting.

K. FY18 Budget Request.

Commissioner Phillips made a verbal Motion To Postpone further consideration of the Board's FY 2018 Budget Report until the Board's March 2, 2017 Special Meeting. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter Aye
Commissioner Phillips Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will consider the Board's FY 2018 Budget Request during the Board's March 2, 2017 Special Meeting.

Commissioner Phillips made a verbal Motion To Schedule A Special Board Meeting at 6:30 PM on March 2, 2017. Chair *Pro Tempore* Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

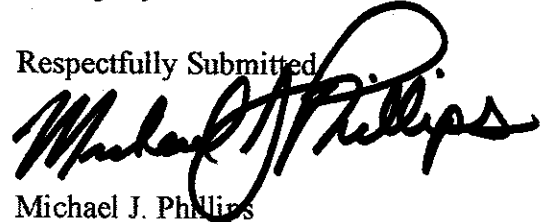
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair *Pro Tempore* Hunter declared the Motion as passed and The Board will conduct a Special Meeting at 6:30 PM on March 2, 2017 in the City Council Chambers in Belvidere City Hall.

ADJOURNMENT:

Chair *Pro Tempore* Hunter made a verbal Motion To Adjourn. Commissioner Phillips verbally seconded this Motion. A voice vote was held and Chair *Pro Tempore* Hunter declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 8:05 P.M.

Respectfully Submitted



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

APPROVED by Vote of the Board of Fire and Police Commissioners on Nov. 17, 2020, ~~2017~~.