

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON MARCH 9, 2016 IN THE CITY COUNCIL CHAMBERS  
OF THE BELVIDERE CITY HALL**

**CALL TO ORDER:** Chair Gonzalez called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:30 PM.

**ROLL CALL:** All Commissioners were personally and physically present in the meeting room. No Commissioner was absent. No Commissioner attended by electronic or remote methods. Also present was Police Chief Jan Noble, Fire Chief Al Hyser, Deputy Police Chief Tony Martin and Police Sergeant Matthew Wallace.

**PUBLIC COMMENT:** Since no members of the public were present, there was no Public Comment presented.

**READING OF THE MINUTES:** Board Secretary Phillips did not yet prepare proposed Minutes of the prior Special Board Meeting held on February 17, 2016. By consensus, the Board decided to postpone consideration until the next Board Meeting.

**COMMUNICATIONS:**

*A. Bills Payable.* The Police Chief stated that the Police Department had incurred three Invoices to confirm the background academic degrees of Candidates. Police Chief asked the Board if the Board was willing to confirm that the degrees were actually awarded. Sgt. Wallace explained the reasons for this new procedure, because of a rash of invalid academic degrees being issued by unaccredited websites. The Board discussed the same.

The Police Department's Inquiries to confirm if the academic degrees were actually awarded amounted to \$12.50 for two Invoices and \$15.00 for one Invoice, all from the National Student Clearinghouse. Chair Gonzalez made a Motion To Pay the National Student Clearinghouse for the three Invoices for the Confirmation of Degrees as claimed by the Police Candidates. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the submitted Invoice was approved for payment.

Chair Gonzalez declared the Motion as Passed and the three submitted Invoices of the National Student Clearinghouse were approved for payment.

Commissioner Phillips made a verbal Motion To Pay these type of Invoices from for background checks in the future. this Invoice as Presented. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board agrees to pay such similar Invoices in the future to confirm academic degrees of Police Candidates Invoice.

*B. Police Chief's Report.*

Police Chief Jan Noble reported as follows:

1) Probationary Police Officer Katelyn Lopez is going very well and has been promoted to Step III of the Field Training Officer ("FTO") Program after satisfactorily completed all of the assignments and standards of Step II of the FTO Program.

2) Probationary Police Officer Jenna Dziejwior is currently having significant problems and may not successfully complete the FTO Program. According to Section 3.16 of the Board's Rules and Regulations, new police officer hires are on probation for twelve months and the Board must approve termination of probationary police officers. The Command Staff of the Police Department will be meeting with Officer Dziejwior on Friday, March 11, 2016 to discuss her status with the Belvidere Police Department.

*C. Fire Chief's Report.* Fire Chief Hyser reported as follows:

1. Four Firefighters are approaching their one-year anniversary and all are doing very well.

2. The Fire Department is authorized to employ 28 sworn personnel, but is now at 27 sworn firefighters. As of March 26<sup>th</sup> the Fire Department will be down to 26 sworn firefighters as another firefighter is leaving the Department to join a Fire Department in the Chicago suburbs.

3. The Application process operated by COPS & FIRE Personnel Testing Service is going well. Many applications have been received, including several from Hispanic candidates.

4. The Fire Chief is seeking suggestions to solicit Latino-Hispanic Candidates, especially from Chair Gonzalez, such as ALERTA and ALAS at Rock Valley Community College and some Belvidere area groups. Commissioner Hunter will contact the Latino program at Northern Illinois University. March 31<sup>st</sup> is Application Deadline being handled on BlueLine.

**UNFINISHED BUSINESS:**

**A. Approval of FY 2016-2017 Budget Request –**

Secretary Phillips has not yet completed the draft of the FY 2016-2017 Budget Request for the Board. Chair Gonzalez made a verbal Motion To Postpone consideration of the FY 2016-2017 Budget Request until the Board's next Meeting. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the submitted Invoice was approved for payment.

**B. Approval of CY 2015 Annual Report**

Secretary Phillips has not yet completed the draft of the CY 2015 Annual Report for the Board. Commissioner Hunter made a verbal Motion To Postpone consideration of the CY 2015 Annual Report until the Board's next Meeting. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board's consideration of the CY 2015 Annual Report is postponed to the Board's next Meeting.

**NEW BUSINESS:**

**(A) Police – Review of Candidate Zachary Reese Psychological and Medical Reports.**

After reviewing a printed copies of the Reports of Police Candidate Zachary Reese's Psychological and Medical Examinations, Commissioner Gonzalez made a verbal Motion to find that Police Candidate Zachary Reese had successfully completed the Psychological and Medical Examinations as required by the Board's Rules and Regulations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board hereby finds that Police Candidate Zachary Reese has successfully completed the Psychological and Medical Examinations as required by the Board's Rules and Regulations.

**B. Police – Offer of Employment to Zachary Reese.**

The Police Chief suggested that Police Candidate Zachary Reese be hired as of April 4, 2016. Commissioner Phillips made a verbal Motion To Offer Zachary Reese an Appointment as a Probationary Police Officer for the City of Belvidere, effective as of April 4, 2016. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board hereby offers Zachary Reese an appointment as a Probationary Police Officer for the City of Belvidere, effective as of April 4, 2016.

C. Police - Status Update on Backgrounds on 14 Police Candidates.

Sergeant Matthew Wallace then updated the Board verbally and in a written report as to his results of his Background Investigation of Police Officer Candidate Ian Bristol, who ranks #6 on the January 20, 2016 Final Hiring List for Police Officers. After hearing and reading said reports, Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Ian Bristol (who ranks #6 on the January 20, 2016 Final Hiring List for initial hiring as a Police Officer) had not successfully completed the Oral Interview Portion of the Police Officer Hiring Process as is required by the Board's current Rules and Regulations and to remove the name of Ian Bristol from the January 20, 2016 Final Hiring List for Police Officer Candidates. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and Police Officer Candidate Ian Bristol's name is hereby removed from the January 20, 2016 Final Hiring List for Police Officer Candidates.

Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Christopher Garcia (who ranks #4 on the January 20, 2016 Final Hiring List for initial hiring as a Police Officer) had successfully completed the Background Investigation Portion of the Police Officer Hiring Process as is required by the Board's current Rules and Regulations and to authorize the said Christopher Garcia to submit to a Polygraph Examination at the expense of the Board and as is required by the current Rules and Regulations of the Board. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board finds that the said Police Officer Candidate Christopher Garcia has successfully completed the Background Investigation step and further that Police Officer Candidate Christopher Garcia is hereby requested to submit to a Polygraph Examination for the position of Police Officer with the City of Belvidere as is required by the current Rules and Regulations of the Board.

Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Joseph Callahan (who ranks #7 on the January 20, 2016 Final Hiring List for initial hiring as a Police Officer) had successfully completed the Background Investigation Portion of the Police Officer Hiring Process as is required by the Board's current Rules and Regulations and to authorize the said Joseph Callahan to submit to a Polygraph Examination at the expense of the Board and as is required by the current Rules and Regulations of the Board. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board finds that the said Police Officer Candidate Joseph Callahan has successfully completed the Background Investigation step and further that Police Officer Candidate Joseph Callahan is hereby requested to submit to a Polygraph Examination for the position of Police Officer with the City of Belvidere as is required by the current Rules and Regulations of the Board.

Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Quinn Martensen (who ranks #8 on the January 20, 2016 Final Hiring List for initial hiring as a Police Officer) had successfully completed the Background Investigation Portion of the Police Officer Hiring Process as is required by the Board's current Rules and Regulations and to authorize the said Quinn Martensen to submit to a Polygraph Examination at the expense of the Board and as is required by the current Rules and Regulations of the Board. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board finds that the said Police Officer Candidate Quinn Martensen has successfully completed the Background Investigation step and further that Police Officer Candidate Quinn Martensen is hereby requested to submit to a Polygraph Examination for the position of Police Officer with the City of Belvidere as is required by the current Rules and Regulations of the Board.

D. Fire – Review the status of hiring of Candidate Daniel Contreras.

The Fire Chief suggested that Fire Candidate Daniel Contreras be hired as of April 4, 2016. Commissioner Phillips made a verbal Motion To Offer Daniel Contreras an Appointment as a Probationary Firefighter for the City of Belvidere, effective as of April 4, 2016. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board hereby offers Daniel Contreras an appointment as a Probationary Firefighter for the City of Belvidere, effective as of April 4, 2016.

E. Next Step for Fire Candidate Ron Herman.

The Board next discussed Fire Fighter Candidate Ron Herman (who ranks #26 on the current Final Hiring List for initial hiring as a Fire Fighter). The Fire Chief stated that he only learned today that the Fire Department is losing another sworn firefighter to a Chicago suburban fire department as of March 26, 2016. This loss creates a type of emergency as the Fire department is becoming understaffed and there are no candidates on the Final Hiring List ready to be hired. Commissioner Phillips made a verbal offer of employment as a probationary

firefighter to Ron Herman conditioned upon Mr. Herman successfully passing the Psychological and Medical Examinations as required by the Board's Rules and Regulations. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:


Commissioner Hunter	Aye
Chair Gonzalez	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the Board hereby offers Firefighter Candidate Ron Herman employment as a Probationary Firefighter for the City of Belvidere conditioned upon Mr. Herman successfully passing the Psychological and Medical Examinations as required by the Board's Rules and Regulations.

**ADJOURNMENT:**

Chair Gonzalez made a verbal Motion To Adjourn. Commissioner Hunter seconded this Motion. A voice vote was held and Chair Gonzalez declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 7:35 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 March 16, 2016.*