

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON MARCH 29, 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 6:03 PM.

ROLL CALL: Commissioners Hunter and Phillips were personally and physically present in the meeting room. Commissioner Gonzalez had officially retired from the Board, but a replacement had not yet been officially appointed and confirmed by the Mayor and the City Council. Commissioner Gonzalez was not physically present nor was he present by remote means. No Commissioner attended by electronic or remote methods. Police Chief Shane Woody were also personally present in person as was Deputy Police Chiefs Garner and Wallace and Police Detective Sergeant Smaha. Fire Chief Shawn Schadle was also physically present for this Meeting.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: Previously, Secretary Phillips distributed the proposed Minutes of the Board's Special Meeting as held on March 23, 2023. Commissioner Hunter made a verbal Motion To Approve As Presented the proposed Minutes of the Board's March 23, 2023 Special Meeting. Commissioner Phillips verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the proposed Minutes of the Board's Special Meeting as held on March 23, 2023 were approved as presented.

COMMUNICATIONS:

A. *Bills Payable.* NONE

B. *Police Chief's Report.* Police Chief Shane Woody stated that he had nothing new to report at tonight's Board Meeting.

C. *Fire Chief Report.* Fire Chief Shawn Schadle stated that today he had consulted by telephone with Board Counsel Roberta Holzwarth as to the proposed amendments to the Board's current Rules and Regulations. Ms. Holzwarth stated that she would consult with City Attorney Mike Drella and hoped to issue a written legal opinion as to the validity of and the procedure needed to complete said amendments no later than Monday, April 3, 2023.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

(A) Fire – Review Polygraphs for Entry-Level Firefighter Candidates.

Fire Chief Schadle then distributed a written Summary of the Polygraph Examination that was administered today to Entry-Level Firefighter Candidate Jason Jankowski which the Board then reviewed. After much discussion with the Fire Chief, Commissioner Hunter made a verbal Motion To Find that Firefighter Candidate Jason Jankowski had successfully completed the required Polygraph Examination Step as required by the Board's current Rules and Regulations. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Firefighter Candidate Jason Jankowski has successfully completed the required Polygraph Examination.

(B) Fire – Interview Entry-Level Firefighter Candidate.

The Board then conducted an in-person interview of Entry-Level Firefighter Candidate Jason Jankowski. The Fire Chief also each asked questions of Firefighter Candidate Jason Jankowski in the presence of the Board. The Board then discussed Firefighter Candidate Jason Jankowski, first among itself and then with the Fire Chief. Commissioner Phillips made a verbal Motion To Find that Entry-Level Firefighter Candidate Jason Jankowski has successfully completed the required In-Person Interview of the hiring process. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Entry-Level Firefighter Candidate Jason Jankowski has successfully completed the required In-Person Interview of the hiring process.

(C) Fire – Conditional Offer of Employment For Entry-Level Candidate.

Commissioner Phillips made a verbal Motion To Extend to Firefighter Candidate Jason Jankowski an Offer of Employment as a Probationary Firefighter Conditioned upon his successful completion of the required Medical and Psychological Examinations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that an offer of employment is hereby extended to Firefighter Candidate Jason Jankowski conditioned upon his successful completion of the required Medical and Psychological Examinations.

(D) *Fire – Authorize Conducting Psychological and Medical Examinations for Entry-Level Firefighter Candidates.*

Commissioner Phillips made a verbal Motion To Authorize the Fire Chief to Schedule the required Medical and Psychological Examinations for Entry-Level Candidate Jason Jankowski. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Fire Chief is hereby authorized to schedule for required Medical and Psychological Examinations for Firefighter Candidate Jason Jankowski.

(E) *Fire – Approve amendment to Section 5.19(b) of the Board's Rules and Regulations as to Firefighter Residency Requirement.*

Because the Board has not yet received the written legal opinion from Board Counsel Roberta Holzwarth on the procedure to implement the proposed amendment, Commissioner Phillips made a verbal Motion To Postpone Consideration of this Agenda Item (i.e., the proposed amendment to Section 5.19(b) of the Board's current Rules and Regulations) until the Board's next Special Meeting to be held at 6:00 o'clock P.M. on Tuesday, April 4, 2023. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Agenda of the Board's Special Meeting to be held on April 4, 2023 shall include the Approval of the proposed amendment to Section 5.19 of the Board's current Rules and Regulations.

Fire Chief Schadle then departed the Meeting Room as there were no more Fire Department Agenda Items on tonight's Agenda.

(F) *Police – Review Reports of Polygraph Examinations of Entry-Level Candidates.*

Police Chief Woody then presented to the Board a written report as to the polygraph examination administered to Police Officer Entry-Level Candidate Gerardo Venegas and the Board then reviewed said report. Commissioner Phillips made a verbal Motion To Find that Entry-Level Police Officer Candidate has successfully completed the required Polygraph Examination. Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Entry-Level Police Officer Candidate Gerardo Venegas has successfully completed the required Polygraph Examination.

(G) Police – Interview Entry-Level Police Officer Candidates.

The Board then conducted in-person interview of Police Officer Entry-Level Candidate Gerardo Venegas. Police Detective Sergeant Smaha, Deputy Police Chiefs Gardner and Wallace and Police Chief Woody also each asked questions of each Police Officer Entry-Level Candidate Gerardo Venegas in the presence of the Board. After each of said interviews, the Board then discussed Police Officer Entry-Level Candidate Gerardo Venegas first among itself and then with the above four members of the Police Command. Commissioner Phillips made a verbal Motion To find that Police Officer Entry-Level Candidate Gerardo Venegas has successfully completed the required in-person interview. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Police Officer Entry-Level Candidate Gerardo Venegas has successfully completed the required in-person interview.

(H) Police - Conditional Offer of Employment For Entry-Level Candidate.

Commissioner Phillips made a verbal Motion To Extend to Entry-Level Police Officer Candidate Gerardo Venegas an Offer of Employment as a Probationary Police Officer Conditioned upon his successful completion of the required Medical and Psychological Examinations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that an offer of employment is hereby extended to Police Officer Candidate Gerardo Venegas conditioned upon his successful completion of the required Medical and Psychological Examinations.

(I) Police – Authorize Conducting Psychological and Medical Examinations for Entry-Level Police Officer Candidates.

Commissioner Phillips made a verbal Motion To Authorize the Police Chief to Schedule the required Medical and Psychological Examinations for Entry-Level Firefighter Candidate Gerardo Venegas. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Police Chief is hereby authorized to schedule for required Medical and Psychological Examinations for Entry-Level Police Officer Candidate Gerardo Venegas.

(J) *Police – Promote Candidate to Rank of Police Sergeant.*

Commissioner Phillips made a verbal Motion To Promote Belvidere Police Officer Paul King to the rank of Police Sergeant. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Belvidere Police Officer Paul King is hereby promoted to the rank of Police Chief.

(K) *Police - Approve amendment to Section 3.17(b) of the Board's Rules and Regulations as to Police Officer Residency Requirement.*

Because the Board has not yet received the written legal opinion from Board Counsel Roberta Holzwarth on the procedure to implement the proposed amendment, Commissioner Hunter made a verbal Motion To Postpone Consideration of this Agenda Item (i.e., the proposed amendment to Section 3.17(b) of the Board's current Rules and Regulations) until the Board's next Special Meeting to be held at 6:00 o'clock P.M. on Tuesday, April 4, 2023. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Agenda of the Board's Special Meeting to be held on April 4, 2023 shall include the Approval of the proposed amendment to Section 3.17 of the Board's current Rules and Regulations.

(L) *Police – Authorize Police Chief to Negotiate Contract for Entry-Level Police Officer Candidate Testing with C.O.P.S & F.I.R.E. Personnel Services*

Because of the few names of Entry-Level Police Officer Candidates now remaining on the Final Eligibility Register, the Police Chief requested permission from the Board to contact and negotiate with C.O.P.S. & F.I.R.E. Personnel Services an agreement for COPS to conduct a new testing for Entry-Level Police Officer Candidates. Commissioner Phillips made a verbal Motion To Authorize Police Chief Woody to negotiate a new agreement with COPS for police officer testing services, subject to the consent of Board Counsel Roberta Holzwarth. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Belvidere Police Chief is hereby authorized to negotiate a new agreement with COPS & FIRE Personnel Services for police officer testing services, subject to the consent of Board Counsel Roberta Holzwarth.

M. Board – Approval of Annual Report for CY 2022.

The Board then discussed the proposed Annual Report for Calendar Year 2022 as drafted by Commissioner Phillips. Chair Hunter said that he had no changes to said proposed Annual Report. Commissioner Hunter made a verbal Motion To Postpone Consideration of this Agenda Item (i.e., the Annual Report for CY 2022) until the Board's next Special Meeting to be held at 6:00 o'clock P.M. on Wednesday, March 29, 2023. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the proposed Annual Report for CY 2022 is hereby approved for submission to the Mayor of the City of Belvidere.

OTHER BUSINESS:

Police Chief Woody noted that the Board still needed to send Police Officer Entry-Level Candidate for the required Polygraph Examination. Commissioner Phillips then made a verbal Motion to Authorize the Police Chief to schedule the required Polygraph Examination for Police Officer Entry-Level Candidate Evan Bendel. Commissioner Hunter verbally seconded this Motion. A Roll Call vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Police Chief is hereby authorized to schedule the required Polygraph Examination for Entry-Level Police Officer Candidate Evan Bendel.

ADJOURNMENT:

Commissioner Phillips made a verbal Motion To Adjourn. Commissioner Hunter 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 7:48 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 April 4, 2023.