

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON MARCH 30, 2022 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 6:05 PM.

ROLL CALL: Commissioner Hunter and Phillips were personally and physically present in the meeting room. Commissioner Gonzalez was absent because he is recovery from a recent surgery. No Commissioner attended by electronic or remote methods.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: The Board did not considered the proposed Minutes of any prior Meeting of the Board.

COMMUNICATIONS:

A. *Bills Payable.* Personnel Evaluation Inc. submitted Invoice #43269 dated February 28, 2022 in the amount of \$20.00 for services provided to the Board. Commissioner Phillips made a verbal Motion To Approve The Invoice As Presented. Commissioner Hunter verbally seconded this Motion and a Roll Call Vote was held as follows:

Commissioner Phillips Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and the Invoice was approved for payment as presented.

B. *Police Chief's Report.* Police Chief Shane Woody made a short verbal report as to the those probationary officers participating in the Department's Field Training Program:

(1) The three Lateral Probationary Police Officers are all in Step 5 of the FTO Program and all are progressing well; and

(2) Probationary Police Officer Sunsette Winsler is currently in Step 5 of the Department's Field Training Officer Program and is working with FTO Danielak and is also progressing well.

C. *Fire Chief Report.* Fire Chief Al Hyser presented a short verbal report as follows:

(1) The Fire Chief is retiring as of May 15, 2022 and he is not yet aware of whom the Mayor will appoint as his successor as Fire Chief; and

(2) Probationary Fire Fighter Corey Mitchell is assigned to "C" Shift, is currently enrolled in Paramedic Training and is progressing well.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

(A) *Police – Present Lateral Backgrounds.*

The Board reviewed the written background investigation report conducted by Detective Sergeant Smaha as to Lateral Hiring Candidate Ludvin E. Santos-Tejada. After reviewing the written report, Commissioner Phillips made a verbal Motion To Find that Lateral Hiring Candidate Ludvin E. Santos-Tejada did NOT successfully pass the required Background Investigation Step of the Lateral Hiring Process and to remove him from any further consideration of being hired as a Police Officer for the City of Belvidere. Commissioners Hunter verbally seconded this Motion and a Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that Lateral Hiring Candidate Ludvin E. Santos-Tejada had NOT successfully passed the required Background Investigation Step of the Lateral Hiring Process and that his name is hereby removed from any further consideration to be hired as a Police Officer for the City of Belvidere.

The Board reviewed the written background investigation report conducted by Detective Sergeant Smaha as to Lateral Hiring Candidate Drew Somers. After reviewing the written report, Commissioner Phillips made a verbal Motion To Find that Lateral Hiring Candidate Drew Somers successfully passed the required Background Investigation Step of the Lateral Hiring Process. Commissioners Hunter verbally seconded this Motion and a Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that Lateral Hiring Candidate Drew Somers had successfully passed the required Background Investigation Step of the Lateral Hiring Process.

(B) *Police – Polygraphs For Laterals.*

The Board then discussed the required polygraph examination Step of the Lateral Hiring Process. Commissioner Phillips made a verbal Motion To Request that Lateral Hiring Candidate Drew Somers submit to the required Polygraph Examination Step of the Lateral Hiring Process. Commissioners Hunter verbally seconded this Motion and a Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that Lateral Hiring Candidate Drew Somers is hereby requested to submit to the required Polygraph Examination Step of the Lateral Hiring Process.

(C) *Police – Present Peer Interview of Lateral Candidates.*

The Board then heard the verbal report by Police Chief Shane Woody of the recommendation of the Command Staff of the Police Department after its peer interview of Lateral Hiring Candidate Douglas Golden. Commissioner Phillips made a verbal Motion To Find That Lateral Hiring Candidate Drew Somers successfully completed the Peer Interview Step of the Lateral Hiring Process and that his name be placed on the Final Lateral Hiring Register for the Police Department. Commissioners Hunter verbally seconded this Motion and a Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that Lateral Hiring Candidate Drew Somers has successfully passed the required Peer Interview Step of the Lateral Hiring Process and that his name shall henceforth appear on the Final Lateral Hiring Register for the Police Department.

(D) *Police – Authorize Background Investigation for Lateral Candidate.*

Commissioner Phillips made a verbal Motion To Authorize the Police Department to conduct the required Background Investigation Step of the Lateral Hiring Process as to Lateral Hiring Candidate Douglas Golden. 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 had passed and that the Police Department is hereby authorized to conduct the required Background Investigation Step of the Lateral Hiring Process as to Lateral Hiring Candidate Douglas Golden.

(E) *Fire – Authorization To Start The Process Of Creating A New Candidate List.*

The Fire Chief then reminded the Board that the current hiring register for Firefighters expires on July 7, 2022 and there remains about twenty (20) candidates on said Register. The Fire Chief would like to start the process to create a new Hiring Register for the position of Fire Fighter. Commissioner Phillips made a verbal Motion To Authorize the Fire Department to begin the process to create a new Hiring Register for the position of Fire Fighter. 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 had passed and that the Fire Department is hereby authorized to begin the process to create a new Hiring Register for the position of Fire Fighter.

(F) Authorization To Hire COPS & FIRE Personnel Services, Inc. to Administer The Test (Applications will be made available starting April 6, 2022 to May 4, 2022 with Orientation and Written Test Location To Be Determined with Written test Date on Saturday, May 21, 2022).

The Fire Chief noted that the Fire Department have utilized C.O.P.S. and F.I.R.E. Personnel Testing Service to conduct the hiring process for Fire Fighter for the last four Hiring Registers. As the Board just authorized the Fire Department to create a new Hiring Register for the position of Fire Fighter, the Fire Chief asked the Board to authorize the Fire Department to enter into a new contract for said services. Commissioner Phillips asked if the proposed contract will be in the same form as was previously approved by the Board's Attorney Roberta Holzwarth. The Fire Chief stated that it would be. Commissioner Hunter made a verbal Motion To Authorize the Fire Department to negotiate a contract with C.O.P.S. Testing Service, Incorporated (also known as C.O.P.S. and F.I.R.E. Personnel Testing Service) for the Board's review and approval for the Corporation to conduct the Application process, the Orientation Meeting and the Written Examination required to create a new Hiring Register for the position of Fire Fighter. 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 had passed and that the Fire Department is hereby authorized to negotiate a contract with C.O.P.S. Testing Service, Incorporated to be presented for the Board's review and approval to create a new Hiring Register for the position of Fire Fighter.

OTHER BUSINESS:

A. The Police Chief asked the Board to schedule two Special Board Meetings to continue working on the Lateral Hiring Process and to begin the Promotion Process for the Police Sergeant vacancy to be created by the May of 2022 retirement of current Police Sergeant Dammon. Commissioner Phillips made a verbal Motion For the Board to schedule two Special Meetings to be held at 6:00 P.M. on Wednesday, April 6, 2022 and on Thursday, April 14, 2022. 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 had passed and the Board will conduct Special Meetings on April 6 and 14, 2022 each at 6:00 PM.

B. The Fire Chief, as requested by Commissioner Gonzalez, distributed a document containing the names and photos of each member of the Fire Department other than his own.

C. The Fire Chief then requested that Commissioners Hunter and Phillips, in their capacities as Chair and Secretary of the Board, sign the Certificate of Appointment for Probationary Fire Fighter Corey Mitchell. The Fire Chief will have Commissioner Gonzalez

also sign this Certificate once Commissioner Gonzalez returns to the Board.

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 6:24 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 6, 2022.