

**MINUTES OF THE REGULAR QUARTERLY MEETING OF THE  
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON JULY 20, 2016 IN THE FIRST FLOOR BREAK ROOM  
OF THE BELVIDERE CITY HALL**

**CALL TO ORDER:** Chair Gonzalez called this Regular Quarterly Meeting of the Board of Fire and Police Commissioners to Order at 6:36 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, Deputy Police Chief Shane Woody, Police Sergeant Matthew Wallace, and Fire Chief Al Hyser. No one else was present.

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

**READING OF THE MINUTES:** As to proposed Minutes that were ready for review, Secretary Phillips stated as follows:

(A) Special Meeting of June 1, 2016. Secretary Phillips distributed the proposed Minutes of this Meeting. Commissioner Hunter made a verbal Motion To Approve Minutes As Presented. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and the proposed Minutes were approved.

(C) Special Meeting of June 22, 2016. Secretary Phillips said these Minutes were not ready for review or approval. By consensus, this item was postponed to the Board's next meeting.

(D) Special Meeting of July 13, 2016. Secretary Phillips said these Minutes were not ready for review or approval. By consensus, this item was postponed to the Board's next meeting.

**COMMUNICATIONS:**

*A. Bills Payable.*

Chair Gonzalez presented an Invoice from Holstrom & Kennedy, P.C. in the amount of \$337.50 for the legal services provided to the Board. Commissioner Phillips made a verbal Motion To Pay this Invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

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

*B. Police Chief's Report.*

Police Chief Jan Noble reported that he will stand on the report that was presented during the last meeting of the Board.

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

1) Fire Captain Ken Jaeger, a 30 year veteran of the Fire Department, will retire effective on August 19, 2016.

2) On August 19, 2016 from Noon to 1:00 PM there will be an Open House at Belvidere Fire Station #1 in honor of Fire Captain Ken Jaeger.

3) On August 22, 2016 at 10:30 AM in the City Council Chambers there will be a promotional ceremony for Fire Lieutenant Brian Harbison (to be promoted to Fire Captain) and Firefighter David Burdick (to be promoted to Fire Lieutenant), followed by a reception at Fire Station #1.

4) The Fire Chief needs a legal opinion from the Board's Legal Counsel as to whether the Rule of Five still applies even after one Candidate is hired.

**UNFINISHED BUSINESS:**

A. Amendments of Rules and Regulations of the Board. The Police Chief reported that his department is still working on a proposal for a police officer screening panel to interview Candidates to be hired as Police Officers. This would require a change in the Board's current Rules and Regulations and must be approved by the Board's Legal Counsel. The Fire Chief said he may "mirror" this procedure if adopted by the Board of the Police Department. The Board Members commented that they would not attend this "in-house" screening panel.

**NEW BUSINESS:**

*(A) Fire – Removal of Applicants on the Fire Eligibility List.* Chair Gonzalez made a verbal Motion To Find that Firefighter Candidate Ryan Latvaitis did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Fire Fighter Final Eligibility Register. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Firefighter Candidate Ryan Latvaitis' name shall be removed from the Firefighter Final Eligibility Register.

*(B) Commissioner Hunter made a verbal Motion To Find that Firefighter Candidate Benjamin Aguilar did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Fire Fighter Final Eligibility Register. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:*

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Firefighter Candidate Benjamin Aguilar's name shall be removed from the Firefighter Final Eligibility Register.

*(B) Fire – Authorization to proceed with the testing process for 3 candidates from the Fire Eligibility List.* The Fire Chief made a presentation on this topic. The Board took no action on this matter.

*(C) Fire – Retirement of Ken Jaeger.* Discussed under the Police Chief's Report. (See Above).

*(D) Police – Removal of Applicants on the Police Eligibility List.* Commissioner Hunter made a verbal Motion To Find that Police Officer Candidate Michael Randall did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Police Officer Final Eligibility Register. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Michael Randall's name shall be removed from the Police Officer Final Eligibility Register.

Commissioner Hunter made a verbal Motion To Find that Police Officer Candidate Cynthia Lowe now known as Cynthia Cameron did not successfully complete the Background Investigation Step of the Hiring Process and that her name be removed from the Police Officer Final Eligibility Register. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Cynthia Lowe also known as Cynthia Cameron's name shall be removed from the Police Officer Final Eligibility Register.

*(E) Police – Authorization to proceed with the testing process for candidates from the Police Eligibility List.* Commissioner Hunter made a verbal Motion To Find that Police Candidate Stuart Bates had successfully completed the Background Investigation Step of the Hiring Process and that he be offered the opportunity to complete a polygraph examination at the cost of the City of Belvidere. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Stuart Bates shall be offered the opportunity to complete a Polygraph Examination at the expense of the City of Belvidere.

**ADJOURNMENT:**

Commissioner Hunter made a verbal Motion To Adjourn. Chair Gonzalez 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 7:54 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 August 3, 2016.*